

Application Process

1. Complete this application form

2. Attach proof of payment

- a. You need to have paid your fees in full for the current semester if you are applying for a CoE **after** the fees payment deadline.

OR

- b. If your enrolment was cancelled last semester due to non-payment of fees you must provide evidence of payment for a full-time semester (12 credit points) before a new CoE can be issued.

3. Provide confirmation of your course end date

COURSEWORK STUDENTS: Complete the course plan on page 1. Your Academic Chair must sign the plan before submission.

RESEARCH STUDENTS: Provide a letter from your supervisor confirming your expected thesis submission date.

4. Attach evidence of *visa length* OSHC

As per your visa conditions, you must have OSHC for the duration of your student visa.

You can purchase additional cover at The Student Centre. This will be arranged through Allianz Global Assistance (Murdoch University's preferred provider) on your behalf. An Allianz representative is available at The Student Centre from 10am - 4pm Monday, Wednesday and Friday.

- If your current OSHC policy was not arranged by Murdoch, please attach your Certificate of Insurance.
- If you make payment for OSHC at The Student Centre, please attach a copy of the receipt.
- If you have arranged your own OSHC extension, please attach a copy of the Certificate of Insurance.
- Research Students: You do not need to extend your current OSHC unless you will be applying for a visa extension. Please provide your current Certificate of Insurance.

Please use the table below to calculate the OSHC end date required.

	Duration of Course	Duration of OSHC Required
Coursework Students	Longer than 10 months and finishing at the end of the Australian academic year (November - December)	You must have OSHC until 15 March the following year.
	Longer than 10 months (finishing January - October)	Your OSHC should expire 2 months after your course end date. If you are finishing mid-year, you require OSHC until 30 August.
	10 months or less	Your OSHC should expire 1 month after your course end date.
Research Students	Your OSHC must expire 6 months past the relevant date listed above. This is to allow for interactive thesis marking. Note: The end date of your course is your thesis submission date.	

5. Attach your new Financial Guarantee (sponsored students only)

NOTE: A CoE can only be processed once your current semester results have been released. If your visa expires before the release of results, you need to contact the ESOS Reporting Officer by lodging a query through MyAnswers > Ask a Question <http://www.murdoch.edu.au/goto/MyAnswers>