

This form is to be used by currently enrolled students who wish to request documentation to extend their international student visa. Further information regarding this process is available on the RMIT International website: [www.rmit.edu.au/international/visa\\_renewal](http://www.rmit.edu.au/international/visa_renewal) or DIAC's website: [www.immi.gov.au](http://www.immi.gov.au). Documentation must be attached to this form or faxed to 9663 6925.

## SECTION A STUDENT DETAILS

TO BE COMPLETED BY STUDENT

Student number:  File number:

Family name:   
(as shown in passport)

Given name(s):   
(as shown in passport)

Address:   
Number and street name City/suburb

State Postcode Country

Mobile phone number:  Email:

Passport number:  Visa number:

Visa expiry date:   
day/month/year Nationality:

Date of birth:   
day/month/year Country of birth:   
day/month/year

OSHC Expiry date:   
day/month/year

*Note: you must be covered by OSHC for the next 12 months or for the duration of your program if it is less than 12 months.*

Where will you lodge your visa application:

Australia: Tick location of office:  City  Dandenong

Overseas: Location of Australian diplomatic office:  City Country

Reason for duration extension: tick (✓) appropriate box and attach supporting documents

- Documented academic performance improvement plan (attach documents or fax to 9663 6925)
- RMIT approved deferment or leave of absence
- Change of program, or  Transfer of provider
- Compassionate or compelling circumstances: tick (✓) appropriate box below and attach supporting documents:
  - serious illness or injury (supported by medical certificate which states the student was unable to attend classes)
  - bereavement of close family members such as parents or grandparents (supporting documentation required)
  - major political upheaval or natural disaster in the home country requiring emergency travel, which has impacted on the student's studies
  - a traumatic experience eg, involvement in, or witnessing a serious accident, witnessing or being the victim of a serious crime (supported by police or psychologists' reports)
  - RMIT University was unable to offer a prerequisite unit or courses needed to meet award requirements
  - delay in receiving a student visa (supported by relevant, dated visa documentation)
  - failed occasional courses throughout the program
  - academic progress prior to 1 July 2007 meant unable to complete within expected duration
  - other (attach supporting documentation)

### Instructions

All sections are to be completed in **BLOCK LETTERS** using black ink.

#### 1. STUDENT:

Please complete Section A of this form. Attach receipt showing advance payment for Overseas Student Health Cover (OSHC). Give form to your Portfolio/School Program Co-ordinator.

#### 2. PROGRAM CO-ORDINATOR:

Please complete Section B of this form. Attach documents or fax for intervention strategy, if required. Return completed form to student.

#### 2. STUDENT

Return completed form and attachments to International Services (see below for address).

Successful students will be issued with an e-COE document required for student visa extension applications to the Australian Government.

### RMIT UNIVERSITY INTERNATIONAL SERVICES

**Postal Address:**  
GPO Box 2476V, Melbourne, Victoria 3001, Australia

**Street Address:**  
Level 4, 239 Bourke Street  
Melbourne, Victoria 3000  
Australia  
Tel: +(61 3) 9925 5156  
Fax: +(61 3) 9663 6925  
Email: [ISvisa@rmit.edu.au](mailto:ISvisa@rmit.edu.au)  
[www.rmit.edu.au/international](http://www.rmit.edu.au/international)  
CRICOS Provider Code: 00122A

### VISA EXTENSION APPLICATION

For details on the requirements for submitting your visa extension application to the Australian Government, please check your country assessment level on the Department of Immigration and Citizenship (DIAC) website: [www.immi.gov.au/students/choose/index.htm](http://www.immi.gov.au/students/choose/index.htm)

## SECTION C TO BE COMPLETED BY INTERNATIONAL SERVICES

Date received: \_\_\_\_\_

E-CoE number: \_\_\_\_\_

Created by: \_\_\_\_\_

Date Issue: \_\_\_\_\_

Comment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## SECTION B ENROLMENT DETAILS

TO BE COMPLETED BY PORTFOLIO/SCHOOL PROGRAM CO-ORDINATOR.

Note: Students who require visa renewal must maintain their enrolment for the duration of the renewal

Program name:  Program code:

Proposed program end date:

Supporting documentation is attached.

Portfolio Officer/Program Coordinator: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

School stamp: