

# Application for Confirmation of Enrolment (eCOE)

Melbourne College of Hairdressing Beauty Therapy & Natural Medicine Pty Ltd trading as Melbourne College of Hair and Beauty ACN 124 869 094 RTO No 21943 CRICOS: 02886G  
Yooralla Building, 1st Floor, 244 Flinders St, Melbourne Victoria Australia 3000 Fax: 613 9654-573 Tel: + 613 96501056

## INFORMATION

Please complete Section A and return this form with supporting documents listed in Section B, to any International office. Allow at least 2 working days for the eCoE to be issued.  
This form must be fully completed by the College **BEFORE** you can apply for your new student visa or extend your current visa.

## SECTION A: PERSONAL DETAILS (Staff complete this section)

NAME: (All names as on passport)	TITLE:	Miss	Mrs	Ms	Mr	Dr	GENDER:	Male	Female
	FAMILY NAME:								
	GIVEN NAMES:								
STUDENT ID NO:					DATE OF BIRTH:				
DAYTIME TEL NO:					MOBILE NO:				
EMAIL:					COURSE:				
START DATE:					END DATE:				
COUNTRY OF BIRTH:					NATIONALITY:				
DIAC Office for Visa Application (Select one only)	Melbourne- City _____								
	Melbourne- Dandenong _____								
	Other (please state city/ state or country) _____								

## SECTION B: OFFICE USE ONLY

### DOCUMENTS & INFORMATION REQUIRED

All boxes to be completed and copies of supporting documents must be attached before eCoE can be issued.

- Proof of fees paid
- Approved Instalment Plan yes / no (please circle appropriately)
- Copy of Passport photo page with full name and passport number
- Copy of visa page (please state if you have an electronic or E- Visa)
- Copy of OSHC Worldcare or other OSHC membership and/or receipt of further payment until the end of your course.  
*(Norwegian and Swedish students do not need to provide this)*

Staff: Please complete section ( c )

( c ) Continuing / Re-enrolling STUDENT REQUIRING A NEW STUDENT VISA (select one only and attach relevant documents)	1. Copy of approved Withdrawal Form, <b>AND</b> Proof of acceptance into new course <input type="checkbox"/> Copy of approved Withdrawal Form, <b>AND</b> <input type="checkbox"/> Proof of acceptance into new course
	2. Student needs more time to complete course Confirmation from College of new completion date: Student to arrange this with the school office
Counter Staff Signature:	
Date:	