

## Visa and Immigration Information

Department of Immigration and Citizenship (DIAC)  
Level 25, Casselden Place,  
2 Lonsdale Street; Melbourne

Postal Address

GPO Box 241  
Melbourne, Victoria 3001

Ph: 131881

web: [www.immi.gov.au](http://www.immi.gov.au)

hours: Mon - Fri 09:00 - 16:00 (Wed 09:00 - 13:00)

**Disclaimer:** All student visas are granted subject to conditions intended to govern the stay in Australia of students and their families. It is important that you understand the conditions of your student visa as outlined by the Department of Immigration and Citizenship (DIAC). Failure to abide by the conditions may result in the cancellation of your visa and removal of yourself and any dependants. Please take action early if you have any problems that could affect your visa.

### Application for Permanent Residency

Melbourne College International Student, Office Advisers and staff are unable to advise students on applications for permanent residency. Students who wish to apply to migrate to Australia can visit the [DIAC website on Migration](#), and/or contact a [Registered Migration Agent](#).

### Change of Immigration status

If a change in your immigration status (e.g. Permanent Residency) occurs that entitles you to benefits not normally associated with being on a student visa, prior to the census date for withdrawal without financial penalty, you may be eligible to change to a fee structure that is different from International student fees. This change in fee structure does not

apply to students/dependants on business visas, diplomatic visas, temporary visas etc.

If you have received Permanent Residency, you should inform and provide documentary evidence to the Melbourne College of your new immigration status to be eligible for any change in fee structures.

### **Course completion**

If you have completed your course within the timeframe of your visa and your current visa covers the period that you want to be in Australia, then you may remain in the country for as long as your visa is valid, and depart Australia before your visa expires.

If you have completed your course at least one semester early and you plan to remain in Australia, you must apply for another course, another visa (e.g. visitor visa), or approach DIAC for advice.

You can only extend your stay in Australia if you do not have a 'No Further Stay' condition on your current student visa. Information on extending your stay can be found [here](#).

## Permission to work / Tax file numbers

**Important:** Please familiarize yourself with the conditions of your work permit. Failure to adhere to the conditions may result in severe consequences including cancellation of your student visa. More information can be found [here](#). Students are also advised that part-time employment may distract them from their studies and they should not rely on part-time employment to pay tuition fees or other living expenses. If you need any assistance, please contact us at the Melbourne College Administration Office.

All initial student visas are granted with no permission to work. If you wish to work part-time (paid or unpaid) in Australia, you must apply for a student visa with permission to work. Application for this visa can only be made through DIAC in Melbourne once the semester commences.

The permit has strict conditions on the number of hours you are allowed to work per week. This can vary according to what visa subclass you are on. It is important that you are aware of the relevant conditions. Please check the [DIAC website](#) for the latest information.

You and members of your family can only apply for permission to work after:

- you have arrived in Australia;
- you have commenced your course at Melbourne; and
- fulfilled any other conditions set by DIAC.

## **Tax file number**

A tax file number (TFN) is a unique number issued to individuals and organisations to help the Tax Office administer tax and other Australian Government systems. It's one of your most important forms of identification in Australia. It's yours for life and keeping it secure is a good defence against [identity theft](#).

While it is not compulsory to quote a TFN without one you may:

- pay more tax than necessary, or
- not be able to get government benefits you are entitled to receive.

A TFN will also help you:

- lodge a tax return
- ask the Tax Office about your tax affairs
- start or change jobs
- limit the amount of tax you pay on interest or dividends earned if you have savings accounts or investments that earn income.

Your TFN is valuable. Don't share it with friends and don't provide it on the internet when applying for work. Keep it secure.

### Applying for a TFN

If you are a permanent migrant or temporary visitor to Australia you can apply for a TFN online after you arrive in Australia if you have a:

- visa that allows work rights
- visa that allows permanent migration
- valid overseas student visa, or
- valid visa to stay in Australia indefinitely.

To apply complete the [Online individual tax file number \(TFN\) registration](#). When applying online, you do not have to physically provide proof of your identity.

Applying for a TFN using false or other peoples' identity details, or misusing your TFN, can mean heavy fines or jail.

If you need more information about TFNs, you can:

- visit the Tax Office website at [www.ato.gov.au](http://www.ato.gov.au) or
- phone 13 28 61 between 8.00am and 6.00pm, Monday to Friday.

## Visa renewal / application

**Important:** Under the Migration Act 1958 (the Act), if your visa expires while you are still in Australia you become an "unlawful non-citizen" unless you hold another visa that is in effect. Therefore, you need to ensure you have a valid visa at all times. If in doubt, contact an International Student Adviser. It is advisable to begin your visa renewal process at least a couple of months before it expires.

### Steps to apply for a student visa

1. Pay your tuition fee for the semester that your new visa will commence from; AND pay your Overseas Student Health Cover (OSHC)

Ensure that you are current with all your payments to the Melbourne College.

If your course is less than one year (E.g. one semester), pay your OSHC for the duration of your course.

2. Complete and submit the COE application form from ECU International.

CoEs require at least 24 hours for processing. Recommended evidence for fee payment and OSHC are receipts. Swedish and Norwegian students are exempt from the OSHC requirement if covered by CSN (Swedish National Board of Student Aid), Kammarkollegiet or the Norwegian National Insurance Scheme.

3. Obtain an official Statement of Academic Record from Melbourne College Administration Office.
4. Visit the "student visa options" section on the DIAC website and complete your application. You may need to provide other documents based on your assessment level.

Please ensure that you meet the English language requirements

for lodging a student visa. Recent changes have meant that if an IELTS test is required, it must be sat **prior** to lodging your application.

**DIAC web pages:**

[Student visa options](#)

[Applications & Forms](#)

[Student visa document checklist](#)

[Student visa english language requirements](#)