

International Admissions

Conditional eCOEs for 2017 graduate program applicants
Closing date for requests: 12 May 2017



THE UNIVERSITY OF
MELBOURNE

China : Graduate program applicants

With final university results scheduled to be released in China in June, it can be difficult for students to obtain a student visa in time to commence their studies at the University in the mid-year intake (commencing 24 July 2017). The following procedure is designed to enable students to obtain an eCOE with a conditional offer and consequently obtain their student visa in a timely manner.

Eligibility

Applicants for mid-year entry, who are studying in their final semester at a tertiary institution in China, may apply for a conditional eCOE. A conditional eCOE can be issued if the following criteria are met:

1. Application is being managed by an authorised University Representative
2. Applicant has met the [University's English language requirements](#)
3. Student is enrolled in the last semester of study to complete their degree.
4. Offer is conditional only upon the submission of a completion statement and final transcript confirming that the student has achieved the required grades for entry to a specific course being offered in Mid-Year 2017.
5. Representative believes that the student is likely to satisfy the academic conditions stated on their offer.

Process

1. Representative to upload the following documents against the student's mid-year application by **12 May 2017**.
 - a. Completed copy of the Conditional eCoE checklist
 - b. Certified academic transcript of results, including 7th semester studies
 - c. A complete grading scale must also be provided if this has not been submitted earlier. If the transcript includes letter grades, a numerical grading scale must also be provided for these.
2. If the request is approved International Admissions will send a confirmation email and the Conditional Acceptance Agreement form.
3. Representative creates an eCOE on PRISMS, and then uploads the completed Conditional Acceptance Agreement form, signed by the student, to the online application. Please note, if you have not created the eCOE in PRISMS, then there may be a delay in processing.
4. Within 5 days of receipt of the Acceptance Agreement form, International Admissions will approve the eCOE (if it has been created in PRISMS by the representative), including a comment on the eCOE that details the conditions of the offer. An email outlining the obligations of representative and student will be sent with the eCOE.
3. Representative must upload the student's final results and completion statement to the student's online application by **7 July 2017**.
 - a. If the student meets the conditions of the offer they will receive an unconditional offer letter with a personalised acceptance agreement form and directions relating to the payment of the tuition fees. This new agreement needs to be fully completed, signed by the student and uploaded against the student's online application no later than **14 July 2017**.
 - b. If the student fails to satisfy the conditions of the offer, or the final results are not provided by 7 July 2017, a letter advising that the student has not satisfied the conditions shall be sent and the student's eCOE will be cancelled.
 - c. If the student fails to return the Unconditional offer acceptance agreement and deposit payment by 14 July 2017 the students CoE will be cancelled.