



This form is for applicants wishing to request a Conditional CoE to facilitate the early lodgement of their visa application, while they are still waiting for their final academics documents. Upload the completed form into the portal.

Conditional CoEs will only be approved in limited circumstances. Each request will be assessed on an individual basis and an outcome will be emailed accordingly. Please provide exact dates in this form, where dates are required.

Approval of a Conditional CoE is not considered an automatic acceptance of your course.

SECTION 1: STUDENT DETAILS

| | | |
|--|---------------|--|
| QUT Student ID Number | | |
| Name | | |
| Date of Birth (dd-mm-yy) | | |
| Institution that is awarding the outstanding documents | | |
| Complete academic documents will be available on (dd-mm-yy) <i>These include final academic transcripts and completion letter/provisional award certificate (if applicable)</i> | | |
| Final results can be verified online at: <i>(if applicable)</i> | on (dd-mm-yy) | |

SECTION 2: STUDENT DECLARATION

- I understand that if I am issued a Conditional CoE, I will not be permitted to enrol, attend classes and access facilities at QUT or QUT College unless ALL the conditions of my offer have been satisfied prior to start of classes.
- I understand that the Conditional CoE will be cancelled and the Department of Home Affairs notified if:
 - Results are not submitted as per the approved date; OR
 - I do not meet the conditions stated on the offer letter.
- Any refund will be processed according to the QUT refund policy (<https://qutvirtual4.qut.edu.au/web/qut/after-leaving-qut/student-fee-refunds/international-student-fee-and-refund-policies>), as stipulated in the offer letter.
- I understand that any expenses I incur, including travel expenses, are my own responsibility regardless of the circumstances in which they arose and QUT or QUT College will not be liable in any way for these expenses.

Signed: _____

Date: _____

SECTION 3: AGENT DECLARATION

As a QUT authorised representative, I have explained all of the above terms to the student named on this form.

I will submit the outstanding certified academic documents to QUT on (dd-mm-yy)

I have checked and advised the student about Orientation and Start of classes.
<https://www.qut.edu.au/about/key-dates-and-academic-calendar/academic-calendar>

Signature: _____

Name: _____

Position: _____

Date: _____

QUT Representative Stamp