

# Conditional eCoE

## Start Year 2026 Graduate Programs

### Information for Agents

The University of Melbourne (Australian University) PRV12150 / CRICOS 00116K



## Conditional eCoEs for Start Year 2026 Graduate Programs

Authorised University of Melbourne Education Agents may submit start-year intake conditional eCoE requests based on the indicators listed below. Representatives are required to determine the eligibility of an applicant as per the requirements below.

### Closing date for requests:

**31 October 2025** (Standard Date)

**30 September 2025** (Courses with earlier closing dates)

### Graduate Programs

The following procedure is designed to enable students to obtain an electronic Confirmation of Enrolment (eCoE) with a conditional offer and consequently obtain their student visa in a timely manner. Students may be eligible to obtain a conditional eCoE under the following process.

### Eligibility

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

1. Application is being managed by an Authorised Education Agent
2. Applicant has met the University's English language requirements
3. Applicant is enrolled in their last semester of current study to complete their degree.
4. The 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 Start-Year 2026.
5. The Authorised Education Agent believes the student is likely to satisfy the academic conditions stated on their offer. The representative is required to review the students' results to date and ensure that the students current results are on track to meet the academic offer condition on completion of their degree.

We recommend that students who are borderline do not submit a request for a conditional eCoE. These students should wait until their final results are available and then forward their documentation to the University for standard processing.

6. The Authorised Education Agent has checked **directly with the issuing institution** and confirmed that the final results and official completion statement will be available by the due date (**15 January 2026**). If the issuing institution cannot provide the results by this date, then please contact the University Admissions team asap to determine if the student may be eligible to provide these documents at a later agreed date.

## Process

1. The Authorised Education Agent uploads the following documents against the student's Start-Year 2026 application by **the Conditional CoE request Due Date**.
  - a) Completed copy of the Conditional eCoE checklist
  - b) Certified academic transcript of all results, including and up to the 5<sup>th</sup> or 7<sup>th</sup> semester studies (penultimate semester of study), clearly showing that the student is on track to meet their academic condition and meet the requirement for a Conditional eCoE request.
  - c) A complete grading scale must also be provided if this has not been submitted previously. If the transcript includes letter grades, a numerical grading scale must also be provided.
2. If the request is approved, Admissions will issue an updated conditional offer letter.
3. The Authorised Education Agent submits the online Acceptance Agreement form, by **the Conditional CoE Acceptance Due Date** & makes payment of tuition fee deposit and Overseas Health Cover (OSHC).
4. Admissions will issue the eCoE, including a comment on the eCoE that details the conditions of the offer. An email outlining the obligations of the Authorised Education Agent and student will be sent with the eCoE.
5. **OSHC information:** If the appropriate fee has been paid and the University is arranging the OSHC policy, students do not require the 8-digit BUPA number to apply for their student visa. The details recorded on the eCoE are sufficient for this. OSHC policies will be ordered after students have met offer conditions in January 2026, unless there is a specific request to order it earlier.
6. The Authorised Education Agent must upload **a certified copy** of the student's final results and official completion statement to the student's online application by **15 January 2026**.
  - a) If the student meets the conditions of the offer they will be admitted to the course. Please note that a new offer letter will not be issued. **Admissions will send out detailed instructions on the next steps and how to enrol in the course by email. The student is advised not to enter the country until they have received official advice from the University that they have met the conditions of their offer.**
  - b) If the results of the student fail to satisfy the conditions of the offer, a letter advising that the student has not satisfied the conditions will be issued and the student's eCoE will be cancelled.
  - c) If the student fails to provide their final results and official completion statement by **15 January 2026** the student's eCoE will be cancelled and the student will have the option to either defer to the next intake or apply to the next intake.

**Due Dates:**

Please note, for the start-year 2026 intake a number of courses will have some earlier due dates for the conditional CoE process.

	<b>Conditional CoE Request Due Date</b>	<b>Conditional CoE Acceptance Due Date</b>	<b>Final results and Completion Due Date</b>
<b>Standard Courses</b>	<b>31 October 2025</b>	<b>30 November 2025</b>	<b>15 January 2026</b>
<b>Courses with earlier closing dates*</b>	<b>30 September 2025</b>	<b>31 October 2025</b>	<b>15 January 2026</b>

**\*Courses with earlier closing dates:**

Master of Marketing Communications (MC-MKTCOMM)  
Master of Public Policy and Management (344AB)  
Master of Global Media Communication (MC-GMCOM)  
Master of Development Studies (097AB)  
Master of Cultural Materials Conservation (MC-CULMC) (Summer Intake)  
Master of Information Technology (MC-IT)  
Master of Information System (MC-IS)  
Master of Computer Science (MC-CS)