

Conditional CoE Authorised Education Agent Checklist Mid Year 2026 Undergraduate Programs



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

Authorised University of Melbourne education agents may submit Mid Year 2026 conditional CoE requests based on the indicators below. Authorised agents are responsible for assessing applicant eligibility as per the criteria outlined in the **UG Conditional CoE Guide for Representatives**.

Closing date for requests: 30 April 2026

Student ID:	
Full name:	
Course:	

Eligibility

A conditional COE can be issued if the following criteria are met:

Checked:	Requirement:
	The applicant has received a conditional course offer for Mid Year 2026, following completion of an accepted international qualification that meets the conditional COE criteria outlined in the UG Conditional COE Guide for Representatives
	The applicant has met the Conditional CoE academic entry requirements as outlined in the Conditional CoE Guide for Representatives.
	The applicant has met the English language requirements or has the required predicted score in an approved secondary school English subject. Where applicable, the applicant must have satisfied the Genuine Student (GS) requirement.
	I have counselled the applicant to ensure that they clearly understand the implications of not meeting the offer conditions – that is, that the CoE and student visa will be cancelled, and payment will be refunded.
	I will assist the applicant to submit the tuition fee deposit and OSHC payment and complete the acceptance agreement by no later than the indicated offer lapse date.
	I will upload the certified copy of the official final transcript and evidence of course completion directly to the student's online application record, by the indicated result submission date.

Declaration

I am satisfied that the applicant has demonstrated that they are eligible for a conditional CoE.

Agent's name and signature:	
Date:	