

Conditional eCoE

Authorised Education Agent Checklist

Mid Year 2025 Graduate Programs

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



Conditional eCoEs for Mid Year 2025 Graduate Programs

Authorised University of Melbourne Education Agents may submit mid-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:

15 May 2025 (Standard Date)

31 March 2025 (Courses with earlier closing dates)

Applicant Name:	
Student ID:	
Course Name	
Date of Birth:	
Authorised Education Agents Name:	
Agency Name:	

Requirement	Checked
All original academic transcripts submitted with the application (up to, and including, the second-to-last semester of their current degree) have been sighted and certified by me.	
I have checked the student's transcript (5 to 7 semesters, depending on the current degree length) and the student meets the minimum score requirements to apply for a Conditional COE request.	
The applicant has provided English test results that satisfy the University's English Language Requirements for the course they are applying.	
The final results and official completion statement will be issued by the institution _____ (please provide name) on _____ (please provide date). I have confirmed directly with the issuing institution that both the final results and official completion statement will be available on this date.	
I have counselled the student to ensure that they clearly understand the implications of not meeting the condition of the offer/Conditional eCoE: that is, the eCoE and student visa will be cancelled, and payment will be refunded.	
I have also advised the student that, before making any travel arrangements to Australia or booking accommodation in Melbourne, they should consider the financial penalties they will incur if they must cancel these arrangements if they are not able to meet the conditions of their offer and are unable to enrol in the course. The student has been advised to not travel to Australia until they have received confirmation their offer is unconditional.	
I will upload the certified copy of the student's final results and completion statement directly to the student's application by 7 July 2025 .	

At the time of accepting the offer for the Conditional eCoE, I will ensure that the tuition fee deposit and OSHC payment has been paid by the Acceptance Due Date	
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Authorised Education Agent's country of residence/location:	
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Student's country of residence/location:	
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Student's Current WAM/GPA: (any fails, and the original score from course re-takes must be included)	
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Declaration:

I am satisfied that the applicant has demonstrated that they are eligible for a conditional eCoE and I have sighted and verified the relevant original documents and met the above requirements.

Authorised Education Agent's Signature:	Date:

Due Dates:

Please note, for the mid-year 2025 intake a number of courses will have some earlier due dates for the conditional CoE process.

	Conditional CoE Request Due Date	Conditional CoE Acceptance Due Date	Final results and Completion Due Date
Standard Courses	15 May 2025	31 May 2025	7 July 2025
Courses with earlier closing dates*	31 March 2025	30 April 2025	7 July 2025

***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 Arts and Cultural Management (175AA)

Master of International Journalism (MC-INTJOUR)

Master of Applied Linguistics (MC-APLING)

Master of Art Curatorship (038AB)

Master of Social Policy (706AA)

Executive Master of Arts (MC-EMA)