



THE UNIVERSITY OF
MELBOURNE

LEAVE OF ABSENCE

APPLICATION FORM FOR INTERNATIONAL STUDENTS ON STUDENT VISAS

HOW DO I APPLY FOR LEAVE OF ABSENCE?

If you think that you are unable to continue your studies, contact your Student Centre to discuss leave of absence from your course. If you are granted leave, the University must notify the Department of Immigration (DIAC) of the changes in your enrolment. The reason for taking leave will affect your student visa.

WHAT HAPPENS TO MY STUDENT VISA?

Leave for compassionate or compelling circumstances

If you are granted leave of absence for compassionate or compelling circumstances, you may remain in Australia. Your visa will remain valid to resume your studies by the approved end date of your leave. Compassionate or compelling circumstances could include: serious illness or injury; pregnancy; course structure; involvement in a serious accident or serious crime; or illness or bereavement of close family members. You must enclose supporting documentation (e.g. medical certificates) to support your claim.

If leave of absence changes the expected duration of your course, you will receive a new Confirmation of Enrolment (COE). You may need to renew your student visa before it expires if the duration of your course is extended beyond the expiry date of your visa.

No supporting documentation provided

If you are granted leave of absence and have not provided documentary evidence that compassionate or compelling circumstances exist, the University must inform DIAC that you have ceased your studies. Your COE will be cancelled and your student visa may be cancelled.

Leave for other reasons

If you are granted leave and there are no compassionate or compelling circumstances, the University must inform DIAC that you have ceased your studies. Your COE will be cancelled and your student visa may be cancelled. You have 28 days from the start date of your leave to depart Australia or make other visa arrangements with DIAC. Before you return to Australia to resume your studies, you must obtain a COE and apply for a student visa.

FURTHER INFORMATION

Please contact your Student Centre or International Student Services located at the International Centre on Swanston Street
T: +61 3 8344 4505
E: iss-visa@unimelb.edu.au
W: www.services.unimelb.edu.au/international/visas/loa.html

PERSONAL DETAILS

Student ID: _____

Name: _____

Address: _____

Telephone: _____

LEAVE OF ABSENCE DETAILS

1. I wish to apply for Leave of Absence from:

Course: _____

Start date: [][] [][] [][][][]

End date: [][] [][] [][][][]

2. Please explain the reasons for your leave:

3. Please attach:

- Copy of passport (identification page) and student visa
- Supporting documentation if the leave is for compassionate or compelling circumstances

4. If leave of absence is granted for compassionate or compelling circumstance:

- I will remain outside Australia for most of the leave period
- I will remain inside Australia for most of the leave period
- I am undecided

DECLARATION AND SIGNATURE

Please sign and return this form to your Student Centre. When your leave is approved, further information about the status of your COE and student visa will be sent to your University email account.

→ The information provided by me is true and complete

→ I understand the implications for my student visa

→ I have attached all required supporting documents

Signature: _____

Date: [][] [][] [][][][]

Privacy Statement

This information will be used by University of Melbourne staff to administer your enrolment and, as required by legislation, forwarded to the Department of Education, Science and Technology and the Department of Immigration and Citizenship. An individual has the right to gain access to their personal information held by the University. For further information on the Privacy Policy of the University of Melbourne please refer to: www.unimelb.edu.au/unisec/privacypolicy Privacy enquiries may be mailed to: privacy-officer@unimelb.edu.au

STUDENT CENTRE USE ONLY	
<input type="checkbox"/>	Leave approved and entered on MERLIN
<input type="checkbox"/>	Supporting documents attached
<input type="checkbox"/>	Form forwarded to International Student Services, International Centre
Staff name: _____	
Date approved: [][] [][] [][][][]	