

## SC16.8 - I - Confirmation of Student Details Notice Form - Student Information

The Everest Institute of Education PTY LTD is required to maintain up to date records of each student currently enrolled with us. In order to assist us in keeping these records accurate, please return this form with the following sections completed. As per the **ESOS National Code 2018, Standard 8** and **Department of Home Affairs** requirements all international students are required to complete and submit their contact details every six months to Everest Institute (Ei) and adhere to the following:-

- hold a Valid visa and report any changes to Ei,
- Meet their Visa conditions and report any changes to Ei,
- Inform Ei of change of any details and report within 14 days of their change,
- Overseas Health Care Card while enrolled with Ei and provide any changes to Ei of their OSHC cover.

**Return address:**

**479 King Street, West Melbourne, VIC 3003**

### Student Information

Name:	
Date of Birth:	
Address:	
Mobile No.:	
Email:	

**Change of Student Contact Details -**       **NO**       **Yes**    **If Yes, please fill below:-**

Please tick the appropriate box and complete the information where required:

**Change of Address** - Current Address: \_\_\_\_\_

**Change of Email Address** - Current Address: \_\_\_\_\_

**Change of Telephone Number** - Current Telephone Number: \_\_\_\_\_

**Change of Name** (attach change of name certificate from Victorian Department of Births Deaths or any other authorised Department): \_\_\_\_\_

**Other (please specify):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Office Use Only

Date received:	
Any changes required to the information currently on file?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If <b>yes</b> , were the Change of details made?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date updated on PRISMS:	
Date update on Student Management System:	
Details Updated By :	
Signature:	
Date Filed:	