

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

Everest Institute (EI) 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 the completed form.

Please forward this completed form to our office on the details below.

Tel: (03) 8393 6550 Email: enquiries@everest.edu.au

Head Office Address: 479 King Street, West Melbourne, VIC 3003

STUDENT INFORMATION

Student Name:	
Date of Birth:	
Address:	
Telephone/Mobile No.:	
Email:	

Please tick the appropriate box:	Old Information <i>(complete the information if there have been any changes)</i>	New Information <i>(complete the information if there have been any changes)</i>
1. Change of Address: <input type="checkbox"/> Yes <input type="checkbox"/> No		
2. Change of Email Address: <input type="checkbox"/> Yes <input type="checkbox"/> No		
3. Change of Telephone/Mobile No.: <input type="checkbox"/> Yes <input type="checkbox"/> No		
4. Change of Name: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>An application for a name change must have documentary evidence to support the change requested.</i>		
5. Other (please specify)		

Signature of Student: _____

Date: _____

OFFICE USE ONLY

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