

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. To help us maintain accurate records, please return the completed form.

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: ☐ Yes ☐ No		
2. Change of Email Address: ☐ Yes ☐ No		
3. Change of Telephone/Mobile No.: ☐ Yes ☐ No		
4. Change of Name: ☐ Yes ☐ 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: _____

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

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

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

OFFICE USE ONLY

Date Received:	
Any changes required to the information currently on file?	☐ Yes ☐ No
If yes , were the Change of details made?	☐ Yes ☐ No
Date updated on PRISMS:	
Date update on Student Management System:	
Details Updated By:	
Signature:	
Date Filed:	