



Australian Government
Department of Education

PRISMS Modernisation

PRISMS CoE Create

Input Data Requirements version 1.0





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The document must be attributed as the PRISMS Modernisation – PRISMS CoE Create – Input Data Requirements version 1.0.

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Document Control

Version	Change Description	Author	Date
1.0	Final for release	Department of Education	01/02/2023

NOTE: This version of this document was valid at the time it was printed. Please regularly check for any updated versions.

1. About This Document

1.1 Purpose

The purpose of this document is to detail the data inputs currently required for a user to create an approved Confirmation of Enrolment (CoE) in Provider Registration and International Student Management System (PRISMS).

The target audience of this document is for vendors and education providers who currently do not have direct access to the PRISMS. This document is intended to allow for this audience to have some insight into the current state of data capture for CoE Create. This will assist the audience in preparing their provider admission management systems (AMS), and student management systems (SMS) for the upcoming API functionality being exposed to create CoEs as part of the PRISMS Modernisation Project.

1.2 CoE Create Input Data

The below table provides a detailed list of the information a user is required to enter to create an approved CoE in PRISMS.

Note: only CoE Administrator users can create approved CoEs in PRISMS.

[REF] indicates an input which is sourced from PRISMS reference tables

Student

In order for providers to add a new CoE, they must first either locate an existing student in the PRISMS student or create a new student

Input	Input Type	Description
PRISMS Student <i>optional</i>	Student record	Existing student record from PRISMS To assist providers in locating the student record, provider users are given a student search facility as part of the CoE creation workflow Where the existing student cannot be found, providers must give details of the new student to create a new student record
Existing Student Details CONDITIONALLY MANDATORY		Captured if a [PRISMS Student] has been identified

Input	Input Type	Description
Provider Student ID <i>optional</i>	Text Field	Provider's own ID for the student Maximum length of 20
Passport Number CONDITIONALLY MANDATORY	Text Field	Mandatory if [Student Location] is 'Australia', however should always be given if known Must only consist of the following: <ul style="list-style-type: none"> • Alphanumeric characters • Spaces • Hyphens Maximum length of 14 characters
Comments <i>optional</i>	Text field	Comments relating to the student Free text Maximum length of 1000 characters Special characters "<", ">", "{", "}" are not allowed in the comments <u>Note:</u> <i>For provider use only. Do not appear on the CoE Certificate</i>
New Student Details CONDITIONALLY MANDATORY		Details of the new student are required if student does not already have a record in PRISMS (or the user is unable to locate the PRISMS student record for the student)
Provider's Student ID <i>optional</i>	Text Field	Provider's own ID for the student Maximum length of 20 characters
Title <i>optional</i>	Dropdown List [REF]	Must be a PRISMS supported title Permitted values accepted depend on [Gender]

Input	Input Type	Description
First Name CONDITIONALLY MANDATORY	Text Field	Must be given unless [Only One Name] indicator flag has been set May only consist of: <ul style="list-style-type: none"> • Alpha characters • Round brackets • Hyphens • Apostrophes Must contain at least two alpha characters Must be between 2 and 20 characters in length
Only One Name <i>optional</i>	Check Box	Flag to indicate the student only has one name When selected, Student [First Name] is optional
Second Name <i>optional</i>	Text Field	Must be given unless [Only One Name] indicator flag has been set May only consist of: <ul style="list-style-type: none"> • Alpha characters • Round brackets • Hyphens • Apostrophes Must contain at least two alpha characters Must be between 2 and 20 characters in length



Input	Input Type	Description
Family Name MANDATORY	Text Field	Must be given unless [Only One Name] indicator flag has been set May only consist of: <ul style="list-style-type: none"> • Alpha characters • Round brackets • Hyphens • Apostrophes Must contain at least two alpha characters Must be between 2 and 20 characters in length <u>Note:</u> Family Name is stored in capitalised form in PRISMS
Gender MANDATORY	Dropdown List [REF]	Valid Values <ul style="list-style-type: none"> • Male • Female • Indeterminate
Date of Birth MANDATORY	Date (dd / mm / yyyy)	Must be on or after 1/1/1900, and no later than system date <u>Note:</u> Student <i>should</i> be at least 4 years of age by the [Proposed Course Start Date]
Country of Birth MANDATORY	Dropdown list [REF]	Must be a supported country of birth
Nationality MANDATORY	Dropdown list [REF]	Must be a supported nationality

Input	Input Type	Description
Passport Number CONDITIONALLY MANDATORY	Text Field	Mandatory if [Student Location] is 'Australia', however should always be given if known Must only consist of the following: <ul style="list-style-type: none"> • Alphanumeric characters • Spaces • Hyphens Maximum length of 14 characters
Comments <i>optional</i>	Text field	Comments relating to the student Free text Maximum length of 1000 characters Special characters "<", ">", "{", "}" are not allowed in the comments <u>Note:</u> <i>For provider use only. Do not appear on the CoE Certificate</i>

Course Details

Course that the student is being enrolled in

To create a CoE, users are required to specify the CRICOS course the student is being enrolled

Input	Input Type	Description
CRICOS Course MANDATORY	Course	Must be a CRICOS registered course. To assist providers in locating the CRICOS course, provider users are given a course search facility Course must have a 'Registered' status Course must not have any conditions imposed to stop new CoEs

Enrolment details

Input	Input Type	Description
Course Location MANDATORY	Dropdown List	Must be a CRICOS registered course location Location must not have any conditions imposed to stop new CoEs
Enrolment Dates MANDATORY		
Proposed Course Start Date MANDATORY	Date (dd / mm / yyyy)	The day, month, and year the intending student is to start their enrolment The following rules apply: <ul style="list-style-type: none"> • Must not be later than 10 years from system date • Must be no earlier than date provider was first registered on CRICOS • Must be no earlier than date course was first registered on CRICOS
Proposed Course End Date MANDATORY	Date (dd / mm / yyyy)	The day, month, and year the intendent student's enrolment is to cease The following rules apply: <ul style="list-style-type: none"> • Must not be later than 10 years from system date • Must not be earlier than course start date
Fee Information MANDATORY		This information is used by Home Affairs to assess a student's financial capacity to meet course and living costs
Initial Pre-paid Tuition Fee (\$AU) MANDATORY	Text Field	The dollar amount prepaid to the provider for the CoE at the time of creation Amount given is rounded to the nearest whole dollar

Input	Input Type	Description
<p>Initial Pre-paid Tuition Fee From Date</p> <p>CONDITIONALLY MANDATORY</p>	<p>Date</p> <p>(dd / mm / yyyy)</p>	<p>The date for which the tuition period for the initial prepaid tuition fee begins</p> <p>Only applicable to private education providers</p> <p>Must be within [Proposed Course Start Date] and [Proposed Course End Date]</p> <p>Not required if [Initial Pre-paid Tuition Fee] is \$0</p>
<p>Initial Pre-paid Tuition Fee To Date (\$AU)</p> <p>CONDITIONALLY MANDATORY</p>	<p>Date</p> <p>(dd / mm / yyyy)</p>	<p>The date for which the tuition period for the initial prepaid tuition fee begins</p> <p>Only applicable to private education providers</p> <p>Must be within [Proposed Course Start Date] and [Proposed Course End Date]</p> <p>Not required if [Initial Pre-paid Tuition Fee] is \$0</p>
<p>Other Pre-Paid Non Tuition Fee (\$AU)</p> <p>MANDATORY</p>	<p>Text Field</p>	<p>The dollar amount prepaid to the provider for the CoE at the time of creation for fees other than their tuition fees.</p> <p>Amount given is rounded to the nearest whole dollar</p>
<p>Total Tuition Fee (\$AU)</p> <p>MANDATORY</p>	<p>Text Field</p>	<p>Total tuition fee amount for the entire duration of the CoE. Should not include non-tuition fees.</p> <p>Must be equal or greater than [Initial Pre-paid Tuition Fee]</p> <p>Amount given is rounded to the nearest whole dollar</p>



Input	Input Type	Description
<p>Confirmation that student or person responsible for paying the fees has chosen to pay more than 50 percent of the total tuition fee</p> <p>CONDITIONALLY MANDATORY</p>	Check Box	<p>Confirmation is required if Initial Pre-paid Tuition Fee is more than 50 percent of Total Tuition Fee</p> <p>Otherwise CoE cannot be approved</p>
<p>Overseas Health Cover Details</p> <p>MANDATORY</p>		<p>An overseas student must have Overseas Student Health Cover for the full length of their stay in Australia – not only from the date their course commences. OSHC is a student visa requirement and must be maintained until the student is no longer in Australia on a student visa</p>
<p>Provider arranged Overseas Student Health Cover (OSHC)?</p> <p>MANDATORY</p>	Radio Buttons	<p>Whether provider has received money to money from the student and arranged OSHC on their behalf</p> <p>Valid Values:</p> <ul style="list-style-type: none"> • Yes • No <p><u>Notes:</u></p> <ul style="list-style-type: none"> • It is not mandatory for providers to organise OSHC for intending students 'No' should be selected if provider has only sighted evidence that the student has arranged his or her own health care. In this circumstance Home Affairs will require the student to show evidence of their health cover
<p>OSHC Start Date</p> <p>CONDITIONALLY MANDATORY</p>	<p>Date</p> <p>(dd / mm / yyyy)</p>	<p>Required if [Provider arranged OSHC] is 'Yes'</p> <p>Must earlier than OSHC [End Date]</p> <p>Must be a date between 01/01/1970 and 01/01/2079 inclusively</p>

Input	Input Type	Description
OSHC End Date CONDITIONALLY MANDATORY	Date (dd / mm / yyyy)	Required if [Provider arranged OSHC] is 'Yes' Must earlier than OSHC [Start Date] Must be a date between 01/01/1970 and 01/01/2079 inclusively
Provider Name CONDITIONALLY MANDATORY	Dropdown List [REF]	Required if [Provider arranged OSHC] is 'Yes' Must be a one of the following OSHC providers: <ul style="list-style-type: none"> • Australian Health Management OSHC • BUPA Australia • Medibank Private • OSHC by Allianz Care • NIB OSHC • CBHS International Health
English Language Proficiency Information MANDATORY		
Student exempt from providing evidence of English language proficiency MANDATORY	Radio Buttons	Whether the student is exempt from taking an English language test under the <i>Migration Regulations 1994</i> for student visa purposes Valid Values: <ul style="list-style-type: none"> • Yes • No

Input	Input Type	Description
<p>Exemption reason</p> <p>CONDITIONALLY MANDATORY</p>	<p>Dropdown List</p> <p>[REF]</p>	<p>Mandatory, if student exempt from providing evidence of English language proficiency</p> <p>The class of visa applicant the student is which exempts the student from taking an English test</p> <p>Valid Values:</p> <ul style="list-style-type: none"> • Citizen of, and passport issued by: Canada • Citizen of, and passport issued by: United Kingdom • Citizen of, and passport issued by: Republic of Ireland • Citizen of, and passport issued by: New Zealand • Citizen of, and passport issued by: United States of America • Completed (within the past 2 years) in Australia in English: Substantial component of AQF level 4 or higher on a student visa • Completed (within the past 2 years) in Australia in English: Requirements for senior secondary certificate of education • Minimum 5 years of study in English in: Australia • Minimum 5 years of study in English in: Canada • Minimum 5 years of study in English in: United Kingdom • Minimum 5 years of study in English in: Republic of Ireland • Minimum 5 years of study in English in: New Zealand • Minimum 5 years of study in English in: United States of America • Minimum 5 years of study in English in: South Africa • Enrolling, or enrolled, in principal course study: ELICOS • Enrolling, or enrolled, in principal course study: Non-English language course • Enrolling, or enrolled, in principal course study: Post-graduate research • Enrolling, or enrolled, in principal course study: Schools • Student is a: Defence student • Student is a: Foreign Affairs student <p>Student is a: Secondary exchange student</p>



Input	Input Type	Description
<p>Has student undertaken an English Test</p> <p>CONDITIONALLY MANDATORY</p>	Radio Buttons	<p>Mandatory, if student is not exempt from providing evidence of English language proficiency</p> <p>Whether the student has undertaken an English test for the purposes of a student visa</p> <p>Valid Values:</p> <ul style="list-style-type: none"> • Yes • No
<p>English Test Type</p> <p>CONDITIONALLY MANDATORY</p>	<p>Dropdown List</p> <p>[REF]</p>	<p>Mandatory, if student [Has undertaken an English Test]</p> <p>Must be one of the following:</p> <ul style="list-style-type: none"> • Test of English as a Foreign Language internet-based test (TOEFL iBT) • International English Language Testing System (IELTS) • C1 Advanced (formerly Cambridge English: Advanced (CAE)) • Pearson Test of English (PTE) Academic • Occupational English Test (OET)
<p>Test Score</p> <p>CONDITIONALLY MANDATORY</p>		<p>Mandatory, if student has undertaken an English Test</p> <p>Format of score accepted will vary, depending on English Test Type, rules specified below</p>
<ul style="list-style-type: none"> ▪ Total Score (TOEFL iBT) 	<p>Text Field</p> <p>[REF]</p>	<p>Applicable where English Test Type is TOEFL iBT</p> <p>Must be a numeric value between 0 – 120, inclusive</p>
<ul style="list-style-type: none"> ▪ Overall Band Score (IELTS) 	<p>Dropdown List</p> <p>[REF]</p>	<p>Applicable where English Test Type is IELTS</p> <p>Must be a value from 0 – 9, in 0.5 increments i.e. 0, 0.5, ... 8.5, 9</p>

Input	Input Type	Description
<ul style="list-style-type: none"> Cambridge English Scale Score 	Text Field [REF]	<p>Applicable where English Test Type is C1 Advanced</p> <p>Must be a numeric value between 142 and 210, inclusive</p>
<ul style="list-style-type: none"> Overall Score (PTE) 	Text Field [REF]	<p>Applicable where English Test Type is PTE</p> <p>Must be a number between 10 and 90</p>
<ul style="list-style-type: none"> OET Score Type 	Dropdown List [REF]	<p>Applicable where English Test Type is OET</p> <p>Valid values:</p> <ul style="list-style-type: none"> Score Grade
<ul style="list-style-type: none"> OET Scores 	Text Field [REF]	<p>Applicable where English Test Type is OET and OET Score Type is 'Score'</p> <p>A score must be given for each of the following components:</p> <ul style="list-style-type: none"> Listening Reading Writing Speaking <p>Scores given for each component must be a numeric value between 0 – 500, inclusive</p>

Input	Input Type	Description
<ul style="list-style-type: none"> ▪ OET Grades 	Dropdown Lists [REF]	Applicable where English Test Type is OET and OET Score Type is 'Grade' A grade must be given for each of the following components: <ul style="list-style-type: none"> • Listening • Reading • Writing • Speaking Valid grades: <ul style="list-style-type: none"> • A • B • C • C+ • D • E
English Test Date CONDITIONALLY MANDATORY	Date (dd / mm / yyyy)	Mandatory, if student [Has undertaken an English Test] = 'Yes' Must not be a future date
Has other means of testing been used? CONDITIONALLY MANDATORY	Radio Buttons	Mandatory if: <ul style="list-style-type: none"> • [Student exempt from providing evidence of English language proficiency] is 'No'; AND • [Has student undertaken an English Test] is 'No' Valid values: <ul style="list-style-type: none"> • Yes • No



Input	Input Type	Description
<p>Other form of testing</p> <p>CONDITIONALLY MANDATORY</p>	<p>Dropdown List</p> <p>[REF]</p>	<p>Mandatory if [Has other means of testing been used?] is 'Yes'</p> <p>Valid values:</p> <ul style="list-style-type: none"> • Interview • GCE A-levels • GCE O-levels • International Baccalaureate • English test • Pathway with ELICOS • Pathway without ELICOS • Continuing student • Medium of Instruction • Language of Instruction <p>Other</p>
<p>Other form of testing comments</p> <p>CONDITIONALLY MANDATORY</p>	Text Field	<p>Mandatory if [Other form of testing] is 'Other'</p> <p>Free text</p>
<p>Student Location</p> <p>MANDATORY</p>	Radio buttons	<p>The location from where the student will be applying for their student visa</p> <p>Valid values:</p> <ul style="list-style-type: none"> • Australia • Overseas <p>Note:</p> <p>Student location is used to determine if the CoE created is an onshore or offshore CoE</p>
<p>Visa Grant Number</p> <p><i>optional</i></p>	Text Field	<p>Home Affairs Visa Grant Number given to student as part of their visa grant</p> <p>13-digit number</p>
<p>CoE Comments</p> <p><i>optional</i></p>	Text Area	<p>Comments to be printed on the CoE certificate and displayed on the CoE</p> <p>Maximum of 1000 characters</p> <p>Special characters "<", ">", "{", "}" are not allowed in the comments</p>
<p>Welfare Arrangement Details</p> <p>CONDITIONALLY MANDATORY</p>		<p>Mandatory for students under 18 years of age</p>

Input	Input Type	Description
<p>Provider accepting responsibility for approving welfare arrangements?</p> <p>CONDITIONALLY MANDATORY</p>	<p>Radio Buttons</p>	<p>Indicator for whether the provider will be accepting responsibility for approving the welfare arrangements for the student</p> <p>Mandatory for students under 18 years of age</p> <p>Valid values:</p> <ul style="list-style-type: none"> • Yes • No <p><u>Note:</u></p> <p>Where a provider will not be accepting this responsibility, the student must have made their own welfare arrangements and these arrangements must have been approved by Home Affairs for the student to obtain their visa</p> <p>Where the registered provider has taken on responsibility under the Migration Regulations for approving the accommodation, support and general welfare for a student who has not turned 18, the registered provider must nominate the dates for which the provider accepts responsibility</p>
<p>Nominated Welfare Start Date</p> <p>CONDITIONALLY MANDATORY</p>	<p>Date (dd / mm / yyyy)</p>	<p>Nominated start date for which the provider accepts responsibility of student's welfare</p> <p>Must be at least 7 days prior to the CoE [Proposed Course Start Date], but no more than 12 weeks before</p>

Input	Input Type	Description
<p>Nominated Welfare End Date</p> <p>CONDITIONALLY MANDATORY</p>	<p>Date</p> <p>(dd / mm / yyyy)</p>	<p>Nominated welfare end date for which the provider accepts responsibility of student's welfare</p> <p>Must be after nominated welfare start date</p> <p>For students who turn 18 years of age before [Proposed Course End Date], this date must be on the student's 18th birthday</p> <p>Otherwise, this date must be equal or greater than CoE [Proposed Course End Date] plus 7 days</p> <p><u>Note:</u></p> <p>Welfare end date can be extended after CoE approval to allow the student more time in Australia once they have completed this course of study; the provider must continue to monitor welfare arrangements accordingly</p>
<p>Type of Stay</p> <p>CONDITIONALLY MANDATORY</p>	<p>Dropdown List [REF]</p>	<p>Valid values</p> <ul style="list-style-type: none"> • Homestay • Boarding School • Residential College <p>Other</p>
<p>Welfare Comments</p> <p><i>optional</i></p>	<p>Text Field</p>	<p>Optional comments provider may have regarding the welfare arrangements for the student</p> <p>Maximum length of 1000 characters</p> <p><u>Note:</u></p> <p>Information entered is printed on the Confirmation of Appropriate Accommodation and Welfare letter and is passed to Home Affairs</p>



Parent / Guardian Contact

Parent / Guardian information is only applicable to, and mandatory for, all students under the age of 18 years

Parent: Either the Father or Mother of the student who has the ability to act on behalf or represent the student

Guardian: An authorised person who has the right to act on behalf or represent the student where the Parent is not the nominated person

Note: The authorised person must be an individual other than the staff of the education provider

Input	Input Type	Description
First Name CONDITIONALLY MANDATORY	Text Field	Mandatory if student is under 18 years of age Maximum length of 50 Characters
Family Name CONDITIONALLY MANDATORY	Text Field	Mandatory, if student is under 18 Maximum length of 50 characters
Relationship CONDITIONALLY MANDATORY	Text Field	Mandatory, if student is under 18 Maximum length of 50 characters
Address Line 1 CONDITIONALLY MANDATORY	Text Field	Mandatory, if student is under 18 Maximum length of 255 characters
Address Line 2 <i>optional</i>	Text Field	Optional; only applicable if student is under 18 Maximum length of 255 characters
Address Line 3 <i>optional</i>	Text Field	Optional; only applicable if student is under 18 Maximum length of 255 characters

Input	Input Type	Description
Address Line 4 <i>String, optional</i>	Text Field	Optional; only applicable if student is under 18 Maximum length of 255 characters
Suburb / City CONDITIONALLY MANDATORY	Text Field	Mandatory, if student is under 18 Maximum length of 255 characters
Country CONDITIONALLY MANDATORY	Dropdown List [REF]	Mandatory, if student is under 18 Must be a valid country
State CONDITIONALLY MANDATORY	Dropdown List [REF]	Mandatory if: <ul style="list-style-type: none"> • student is under 18; and • Parent / Guardian [Country] is 'Australia' Must be a valid state
Postcode CONDITIONALLY MANDATORY	Text Field	Mandatory if: <ul style="list-style-type: none"> • student is under 18; and • Parent / Guardian [Country] is 'Australia' Where Parent / Guardian [Country] is 'Australia', Postcode must be 4 digits Otherwise, Postcode may be a maximum of 12 characters
Mobile Number CONDITIONALLY MANDATORY	Text Field	At least one of mobile or home number must be provided, if student has an Australian address Mobile must be a valid format <ul style="list-style-type: none"> • May begin with '+' ; otherwise • Must contain only digits or spaces E.g. "+61 432 661 936" Must be between 3 and 50 characters, inclusive



Input	Input Type	Description
Home Number CONDITIONALLY MANDATORY	Text Field	At least one of mobile or home number must be provided, if student has an Australian address Home number must be a valid format <ul style="list-style-type: none"> • May begin with '+' ; otherwise • Must contain only digits or spaces E.g. "+61 432 661 936" Must be between 3 and 50 characters, inclusive
Email Address <i>Conditionally optional</i>	Text Field	Must be a valid email address format

Student Contacts

Providers are required to record in PRISMS the residential address, phone number and email address of students who become accepted

Input	Input Type	Description
Does the student have an Australian address? MANDATORY	Radio Buttons	Valid values: <ul style="list-style-type: none"> • Yes • No
Student Australian Contact Details and Address CONDITIONALLY MANDATORY		Required if the student has an Australian address
Email Address CONDITIONALLY MANDATORY	Text Field	Required if student has an Australian address Must be a valid email address format

Input	Input Type	Description
Mobile CONDITIONALLY MANDATORY	Text Field	At least one of mobile or phone must be provided, if student has an Australian address Mobile must be a valid format <ul style="list-style-type: none"> • May begin with '+' ; otherwise • Must contain only digits or spaces E.g. "+61 432 661 936" Must be between 3 and 50 characters, inclusive
Phone CONDITIONALLY MANDATORY	Text Field	At least one of mobile or phone must be provided, if student has an Australian address Phone must be a valid format <ul style="list-style-type: none"> • May begin with '+' ; otherwise • Must contain only digits or spaces E.g. "+61 432 661 936" Must be between 3 and 50 characters, inclusive
Address Line 1 CONDITIONALLY MANDATORY	Text Field	Mandatory, if student has an Australian address Maximum of 255 characters
Address Line 2 <i>optional</i>	Text Field	Optional Maximum of 255 characters
Address Line 3 <i>optional</i>	Text Field	Optional; only applicable if student has an Australian address Maximum of 255 characters



Input	Input Type	Description
Address Line 4 <i>optional</i>	Text Field	Optional; only applicable if student has an Australian address Maximum of 255 characters
Suburb / City CONDITIONALLY MANDATORY	Text Field	Mandatory, if student has an Australian address Maximum of 255 characters
State CONDITIONALLY MANDATORY	Dropdown list [REF]	Mandatory, if student has an Australian address Must be valid state
Postcode CONDITIONALLY MANDATORY	Text Field	Mandatory, if student has an Australian address Must be a 4-digit code
Student Overseas Contact Details and Address CONDITIONALLY MANDATORY		Must be provided if student does not have an Australian address Optional if otherwise
Email Address CONDITIONALLY MANDATORY	Text Field	Mandatory, if student does not have an Australian address Optional otherwise Must be a valid email address

Input	Input Type	Description
Mobile CONDITIONALLY MANDATORY	Text Field	At least one of overseas mobile or phone must be provided, if student does not have an Australian address Optional otherwise Overseas mobile must be a valid format <ul style="list-style-type: none"> • May begin with '+'; otherwise • Must contain only digits or spaces E.g. "+61 432 661 936" Must be between 3 and 50 characters, inclusive
Phone CONDITIONALLY MANDATORY	Text Field	At least one of overseas mobile or phone must be provided, if student does not have an Australian address Overseas phone must be a valid format <ul style="list-style-type: none"> • May begin with '+'; otherwise • Must contain only digits or spaces E.g. "+61 432 661 936" Must be between 3 and 50 characters, inclusive
Address Line 1 CONDITIONALLY MANDATORY	Text Field	Mandatory, if student does not have an Australian address Optional otherwise Maximum of 255 characters
Address Line 2 <i>optional</i>	Text Field	Optional; only applicable as part of giving an overseas address Maximum of 255 characters
Address Line 3 <i>optional</i>	Text Field	Optional; only applicable as part of giving an overseas address Maximum of 255 characters

Input	Input Type	Description
Address Line 4 <i>optional</i>	Text Field	Optional; only applicable as part of giving an overseas address Maximum of 255 characters
Suburb / City / State CONDITIONALLY MANDATORY	Text Field	Mandatory, if student does not have an Australian address Optional otherwise Maximum of 255 characters
Postcode <i>optional</i>	Text Field	Optional; only applicable as part of giving an overseas address Maximum of 12 characters
Country CONDITIONALLY MANDATORY	Dropdown List [REF]	Mandatory, if student does not have an Australian address Optional otherwise Must be a PRISMS recognized country
I have verified that the information I have provided is current and correct to the best of my knowledge MANDATORY	Checkbox	Mandatory

Agent Details **MANDATORY**

Must be provided if an agent was involved in the enrolment of the student

Input	Input Type	Description
In order to add a new Confirmation of Enrolment (CoE) for {provider} you must indicate whether or not an agent was involved in the enrolment of the student and provide details if an agent was involved? MANDATORY	Radio Buttons	Whether or not an agent was involved in the enrolment of the student Valid Values: <ul style="list-style-type: none">• Yes• No
Agent CONDITIONALLY MANDATORY	Agent	Mandatory if an agent was involved the enrolment of the student Agent must be on provider agent list To assist providers in locating the agent record, provider users are given a provider agent search facility

Standard 7 resolution

Only applicable if PRISMS detects that the CoE being approved may potentially be in breach of Standard 7 of the ESOS National Code. This occurs if the CoE conflicts in dates with any of the student's other transfer restricted enrolments.

The provider must indicate the student is not transferring from of their transfer restricted enrolments in order to approve the CoE. Otherwise, the provider may not approve their CoE until the student has obtained a release from those transfer restricted enrolments.

Note: where a new CoE conflicts with a **cancelled** transfer restricted enrolment, the CoE cannot be approved without the student being released from that cancelled enrolment.

Input	Input Type	Description
Nature of Enrolment CONDITIONALLY MANDATORY	Radio Buttons [REF]	Must be one of the following values in order to approve the CoE if PRISMS detects a potential breach of Standard 7: Valid values: <ul style="list-style-type: none">• Concurrent course• Short course
Comments CONDITIONALLY MANDATORY	Text Area	Comments describing the [Nature of Enrolment] Must be given in order to approve the CoE if PRISMS detects a potential breach of Standard 7 Must be at least 15 characters Maximum of 1000 characters