

## LETTER REQUEST FORM

*Letter requests should be made using this form. There is no cost for letters.*

**PLEASE HAND THIS FORM IN PERSON OR FAX IT TO THE OFFICE**

Name		Student ID	
Phone Number		Mobile	
Email		DOB	

### COURSE/QUALIFICATION:

Course Name		Course Code	
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<input type="checkbox"/> <b>Confirmation of enrolment.</b> Government or financial institutions may request this type of letter which contains your enrolment details.	<input type="checkbox"/> <b>Letter of Completion</b> This letter can only be issued if you have successfully completed the requirements of your course.
<input type="checkbox"/> <b>Letter with Graduation Dates</b> International students may require this letter to provide DIAC with information about graduation dates.	<input type="checkbox"/> <b>Invitations to Graduation</b> Students may need an official letter to invite their guests to graduation. List the names and address below.
<input type="checkbox"/> <b>Letter listing Currently Enrolled Subjects</b> Students may need to give government organisations information on the subjects they are undertaking.	<input type="checkbox"/> <b>Letter of Appeal against Jury Duty</b> Jury Duty may seriously disrupt your studies. You should seek advice from administration.
<input type="checkbox"/> <b>OTHER (please provide details)</b>	
<b>Names for Graduation invitation</b>	<b>Addresses</b>
1.	
2.	

### FORWARDING INSTRUCTIONS

<input type="checkbox"/> Hold at reception for collection by student	<input type="checkbox"/> Mail to current student address		
<b>Student Signature</b>		<b>Date</b>	

### STAFF USE ONLY

<input type="checkbox"/> Approval Granted	<input type="checkbox"/> Tuition Fees all paid	<input type="checkbox"/> Correct payment received
<input type="checkbox"/> Statutory Declaration	<input type="checkbox"/> Transcript/Testemur printed	<input type="checkbox"/> Student contacted / mailed out