



V3.0 LETTER REQUEST FORM

STUDENT NAME AND ID:	
CONTACT NUMBER:	DATE OF BIRTH:
USI NUMBER:	EMAIL:
ADDRESS:	

DOCUMENT BEING REQUESTED:
<ol style="list-style-type: none"> 1. ACADEMIC PROGRESS LETTER 2. VISITOR WELCOME LETTER 3. HOLIDAY LETTER 4. STATEMENT OF TUITION FEE PAID 5. ENROLMENT CONFIRMATION LETTER
OTHER : (please specify below)
MODE OF RECEIVING:
Documents issued will be sent to student's home address within 10 working days of receipt of the request form. If required, the statement may be picked up at College Student Administration.
Please select how you would like to receive your document(s):
<ol style="list-style-type: none"> 1. To be picked up by the student 2. To be sent to home address

STUDENT SIGNATURE:	
STUDENT ADDRESS:	
STUDENT SIGNATURE:	DATE: DD/MM/YYYY

OFFICE USE ONLY

Processed By:	Position:
Signed:	Date: