PROOF OF ENROLMENT
LETTER REQUEST FORM - DOMESTIC STUDENTS

This form is to be completed by students who are Australian Citizens or Permanent Residents only.

This form must be submitted to the Student Centre (SC) in Building 1B150 it can be faxed to (02) 6201 5040 or emailed Student.Centre@canberra.edu.au.

PERSONAL INFORMATION

Student ID No. Name

Phone Number All electronic communication from the University will be sent to your student email

Course Code Course Name

WHO NEEDS THIS LETTER?

☐ Centrelink

☐ Other, please specify

Please note: Letters will take at least 2 days to process. You will be contacted by phone or email when your letter is ready.

COLLECTION:

Please Indicate if you wish to:

☐ Collect the letter from the student centre in Building 1B150

☐ Have the letter emailed to your student email account.

☐ Have the letter faxed, please specify: ____________________________________________

☐ Have the letter posted to you. Please specify your postal address:

____________________________________

____________________________________

Please note:

Signature: ________________________________

Australian Government Higher Education Provider Number 00212K

Personal information collected by the University is subject to the Commonwealth Privacy ACT 1988

Postal Address: Student Centre, University of Canberra, Bruce, ACT Australia 2601
Phone 1300 301 727 Fax: +61 (02) 6201 5040 Email: Student.Centre@canberra.edu.au