

LETTER REQUEST FORM - INTERNATIONAL STUDENTS

This form must be submitted to the International Student Support Service in **Building 1** or emailed to International.Student@canberra.edu.au

PERSONAL INFORMATION

Student ID No.

Name

Phone Number

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

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@uni.canberra.edu.au

Course Code

Course Name

WHAT IS THIS LETTER FOR?

- Proof of Enrolment
- Proof of Payment
- Release Letter

Important note regarding release letters: As per the ESOS Act and National Code of Practice, the University can only provide students with a release letter in instances where the student is:

- A. *Seeking to move to another educational institution permanently; AND*
- B. *The student has not completed 6 months of the primary course.*

If you meet the above conditions, please provide a copy of your offer letter from the other educational institution.

For more information visit www.canberra.edu.au/iss or email: international.student@canberra.edu.au

COLLECTION:

Please Indicate if you wish to:

- Collect the letter from the student centre in Building 11
(You will need to show photo ID to collect the letter - Student ID card)
- Have the letter emailed to your student email account.

Please specify any additional comments: _____

Please note:

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

Signature: _____

