



Part A: Personal Details

Student Name: _____
 Student ID _____
 Address: _____
 Suburb: _____ Postcode: _____
 Phone: _____ Mobile: _____
 Email: _____
 Gender: Male Female

Part B. Document Details

	Letter Description
<input type="checkbox"/>	Holiday Letter
<input type="checkbox"/>	Invitation Letter
<input type="checkbox"/>	Course Progress Letter
<input type="checkbox"/>	Evidence of Enrolment Letter
<input type="checkbox"/>	Other, Please specify:

Additional Comments	_____
Student Signature	_____
Date	_____

Office Use Only

1. Student Services

Verified Passport Name	<input type="checkbox"/>
Update Request Register	<input type="checkbox"/>
Informed student	<input type="checkbox"/> In person <input type="checkbox"/> By Phone <input type="checkbox"/> Via SMS <input type="checkbox"/> By Email <input type="checkbox"/> By Post
Student Received	<input type="checkbox"/>
Date:	_____

Important Note:

- After receiving the required information. It will take 7 working days for processing of an application