



**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, if you have filled this form to Access your student file

**Document Control**

Printing this document or transferring it to another electronic format will result in the document being an uncontrolled copy.