

Student Letter Request Form	
SECTION 1 – Personal Details	
Date:	
Student Name:	
Student ID:	
Course Code/ Course Name:	
Course Commencement Date:	
SECTION 2 – Student Request	
What is being requested	
<input type="checkbox"/> Current Student Letter <input type="checkbox"/> Term Break Letter <input type="checkbox"/> Fee Progress Letter <input type="checkbox"/> Course Progress Letter <input type="checkbox"/> Completion Letter <input type="checkbox"/> Invitation Letter for Family Visitor Visa (provide visitor details below)	
Visitor 1:	
Full name (as per passport):	
Date of Birth (as per passport):	
Passport Number:	
Relationship to you:	
Visitor 2:	
Full name (as per passport):	
Date of Birth (as per passport):	
Passport Number:	
Relationship to you:	



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<input type="checkbox"/> Others, please specify			
Print Name:			
Signature:			Date:
SECTION 3 – Authorisation			
Authorisation for Processing			
Action to be taken:		<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
Comments:			
Name:			Position:
Signature:			Date Processed: / /