International Letter Request Form

DATE ______________________
SURNAME (please print) _____________________________ FIRST NAME_______________________________
STUDENT NUMBER _________________________________ PHONE No. ______________________________
COURSE CODE __________________________
COURSE (Please Print) ________________________________________________________________

LETTER(S) REQUESTED: (Please Tick)

☐ Confirmation of holidays for employer
☐ Letter for Application for Graduate Skills Visa
☐ Completion Letter
(To support VISA applications for family members attending a graduation ceremony where the student has completed)
☐ Expected Completion Letter
(To support VISA applications for family members attending a graduation ceremony where the student is expected to graduate this semester)
☐ Current Standing Letter
(Gives the current details on and expected completion time, of the students course)
(A $20 Admin fee applies if requested for the student’s personal records.)
☐ Excess Baggage Request - $20 Admin charge for this Letter
(To support students who are permanently leaving Australia.)

Any request that cannot be answered from the above should be referred to Student Connect.

Please Indicate:

☐ Letter to be picked up from Student Central ☐ JO ☐ ML
☐ To be emailed to my ECU Student Email Account
☐ To be emailed to: ____________________________________________
☐ To be posted to my correspondence address

Student Signature________________________________________________________________________

Please also note: Letter requests take 5 working days to be processed.