Confirmation of Enrolment Letter Request

1. Personal Details
   - Family Name:  
   - Given Names:  
   - Uni ID:  
   - Program Type:  
     - Non-Award  
     - Undergrad  
     - Postgrad  
     - Research  
   - Phone:  

2. Letter Request
   - IF YOU REQUIRE A LETTER REGARDING:
     - When you expect to complete your degree  
     - If you are eligible to graduate  
     - THESE MUST COME FROM YOUR COLLEGE OFFICE.
   - The letter is to confirm:
     - My name, my degree name and that I am enrolled  
     - Full Time/Part Time for the current year  
     - Scholarship information (undergraduate & research only)  
     - Other – write requested information below
   - If you want your letter to confirm information that is not listed above, please write it below and check with staff that it is possible before you lodge this form.
     (only write your request here if you have ticked the ‘other’ box above)

3. Collection Method
   - Post the letter to the address below:  
   - Collect the letter at the SAS Enquiries Counter (Bldg 11)
   - There is a 24 hour turnaround on letter production
   - You may collect your letter 1 working day after the time and date specified below.
   - State  
   - Postcode  
   - Country if Outside Australia  

4. Student Declaration
   - I understand that there is a 24 hour turnaround on the production of my letter request.
   - Student’s signature:  
   - Time:  
   - Date:  

[Box for student’s signature, time, and date]