



**Enrolments** – Student Administration Services  
 Pauline Griffin Building (11)  
 Canberra ACT 0200 Australia  
 CRICOS Provider Number: 00120C

SAS 101 12/03/08  
 Email: enrolments@anu.edu.au  
 Phone: +61 2 6125 3339  
 Fax: +61 2 6125 8830  
 Web: http://rss.anu.edu.au

# Confirmation of Enrolment Letter Request

## 1. Personal Details

Family Name:  Uni ID: **U**

Given Names:  Program Type: Non-Award  Undergrad   
 Postgrad  Research

Current Program (Degree) Name:  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.**

**Requests for the above information on this form will be disregarded.**

*The letter is to confirm: (please tick ✓)*

My name, my degree name and that I am enrolled Full Time/Part Time for the current year

Other – write requested information below

Scholarship information (undergraduate & research only)

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)

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## 3. Collection Method

Post the letter to the address below:  Collect the letter at the SAS Enquiries Counter (Bldg 11)

State	<input type="text"/>	Postcode	<input type="text"/>
Country if Outside Australia	<input type="text"/>		

*There is a 24 hour turnaround on letter production*  
*You may collect your letter 1 working day after the time and date specified below.*

## 4. Student Declaration

I understand that there is a 24 hour turnaround on the production of my letter request.

Student's signature:  Time:  Date: 

D	D	M	M	Y	Y
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