THE AUSTRALIAN NATIONAL UNIVERSITY

**Enrolments** – Student Administration Services
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# Confirmation of Enrolment Letter Request

***This form is for Domestic students only. International students must apply for letters at the International Office on the Lower Ground Floor.***

This office is not responsible for producing confirmation letters for International Students. International Students are responsible for applying for a confirmation letter at the International Office at the Lower Ground Level of the Pauline Griffin Building. If this form is completed by an International Student it will be disregarded.

## 1. Personal Details

Family Name:

Given Names:

Uni ID: U

Program Type: Non-Award ☐ Undergrad ☐ Postgrad ☐ Research ☐

Current Program (Degree) Name:

Phone: (In case of problem with letter request)

## 2. Letter Request

**NOTE** Letters can only confirm: - confirmation that you are enrolled full/part time, or that you have graduated;

- tuition fees that have been paid, or scholarship payment information

***Letters to confirm if you are eligible to graduate or when you will have completed your degree requirements must come from your College Office.***

If you want your letter to confirm information that is not listed above, please check with staff that it is possible before you lodge this form.

**The letter is to confirm:**

## 3. Collection Method

☐ Post the letter to the address below:

State | Postcode

Country if Outside Australia

☐ Collect the letter at the SAS Enquiries Counter (Bldg 11)

*There is a 24 hour turnaround on letter production*

☐ Phone when the letter is ready to be collected:

Phone:

## 4. Student Declaration

I am *not* an International Student, and 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