



STUDENT LETTER REQUEST FORM

PERSONAL DETAILS

Date:	
Student Name:	
Student ID:	
Course Code/ Course Name:	
Course Commencement Date:	

STUDENT REQUEST

What is being requested

Current Student Letter
 Term Break Letter
 Fee Progress Letter
 Course Progress Letter
 Completion Letter
 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:	

Others, please specify

Print Name:	
Signature:	Date:

AUTHORISATION



Authorisation for Processing			
Action to be taken:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	
Comments:			
Name:		Position:	
Signature:		Date Processed:	/ /