



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

STANDARD LETTER REQUEST

Standard letters **cannot** be issued if you have any **outstanding debt** to the University. Debts include all fees, unpaid loans, and library fines.

There will be no additional information included in the letter other than the information displayed in the relevant template at <http://www.newcastle.edu.au/study/forms/index.html>.

For statements collected by a third party, written authorisation by the applicant must be provided.

We aim to post letters within three working days of receiving the request.

SECTION 1: PERSONAL DETAILS

Family Name:	Given Name:
Student ID:	Date of Birth:
Program Name:	Phone Number:
Email:	
Signature:	

SECTION 2: LETTER REQUEST DETAILS

SELECT

Confirmation of Enrolment letter	A Confirmation of Enrolment letter is used to confirm your enrolment at the University. The letter details your name, date of birth, student number, program of study, full or part time status, and the number of units.	
Student Enrolment Pattern letter	A Student Enrolment Pattern letter may be used as proof of your enrolment status at the University. The letter details your name, date of birth, student number, program of study, full or part time status, and dates courses have been dropped and/or added in an academic year. Please indicate the year of study for which you need this letter: _____	
Verification of Award letter	A Verification of Award letter can be used to confirm that you have been awarded a qualification by the University. The letter details your name, date of birth, student number, program of study, dates of study, and the date you were awarded the qualification. The letter also confirms that the language of instruction at the University of Newcastle is English. This letter is commonly used for Visa applications.	

SECTION 3: COLLECTION/ POSTAGE DETAILS

<input type="checkbox"/> Collect at a Student Hub Please indicate which Hub _____
<input type="checkbox"/> Post to:
ADDRESS: _____
CITY: _____ STATE: _____ POSTCODE: _____
