



STANDARD LETTER REQUEST

APPLICATION FORM

Standard Letters are issued to students upon request. Off-shore Singapore students may submit a request for the following standard letters at a fee. You may view the sample letters [here](#).

Type of Letter	Purpose
Verification of Enrolment Letter	To confirm your enrolment at the University. The letter details your name, student number, date of birth, the program of study, full or part-time status, the course(s) enrolled in and the number of units.
Verification of Award Letter	To confirm that you have been awarded a qualification by the University. The letter details your name, student number, date of birth, the program of study, dates of study, the date you were awarded the qualification and the Medium of Instruction used.
Verification of Grade Point Average (GPA) Letter	To provide your GPA to other universities when applying for study. The letter details name, date of birth, student number, date of birth, program of study, the date you were awarded the qualification and your official GPA.
Eligibility to Complete Letter	To confirm that you have almost met the requirements to graduate from your degree program and may be produced in your final term of study. The letter details your name, date of birth, student number, program unit requirements, and the number of units you have completed towards your degree.
Industrial Experience (IE) Verification Letter	To verify that the Industrial Experience is a compulsory component in the degree program. <i>(Payment is not required for this letter)</i>
National Service (NS) Deferment Letter	To defer your NS enlistment. The letter details your name, student number, date of birth, program of study, full or part-time status and the number of units undertaken in the particular term.
Certificate of Participation for Continuing Professional Development (CPD)	To verify that you have attended and successfully completed a course approved and awarded Safety Development Units (SDU) under accredited Continuing Professional Development (CPD). This letter is applicable for Bachelor of Environmental and Occupational Health and Safety students.
Letter of Invitation (for Graduation Ceremony)	An invitation letter for international graduates who wish to invite family members and friends to attend the graduation ceremony in Singapore. As part of their visa application, they may need to provide an invitation letter.

If none of the above Standard Letters suits your need, choose '**Others**' in the form and indicate the information you require on the letter in the email to Singapore-Enrolments@newcastle.edu.au. Each request will be reviewed before it is being processed and is subject to University's guidelines.

Payment must be made through telegraphic transfer via **PayNow (UEN No.: 200603214N)** or to the account below.

BANK ACCOUNT DETAILS			
Bank Name:	DBS Bank	Account No.:	118-901054-9
Company Name:	Newcastle Australia Institute of Higher Education Pte Ltd		
Address:	12 Marina Boulevard, Level 3, Marina Bay Financial Centre Tower 3. Singapore 018982		
Account Type:	DBS Current	SWIFT Code:	DBSSSGSG

You may be eligible for a fee waiver if you request the letter to be sent to a government organization. To make this request, please indicate in your email upon submission of the application form.



UNIVERSITY OF
NEWCASTLE
AUSTRALIA

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STUDENT'S DETAILS

Last Name:		First Name:	
Student No.:		Mobile No.:	
Date of Birth:		Email address:	
Program:			

REQUEST DETAILS

Please tick (✓) the relevant box

1. Type of Letters

☐	Verification of Enrolment Letter
☐	Verification of Award Letter
☐	Verification of Grade Point Average (GPA) Letter
☐	Eligibility to Complete Letter
☐	Industrial Experience (IE) Verification Letter
☐	National Service Deferment Letter
☐	Certificate of Participation for Continuing Professional Development Program
☐	Letter of Invitation (for Graduation Ceremony)
☐	Others

2. Delivery Option/ Fee

Delivery Option	Fee per copy	Quantity	Amount
☐ Digital copy only	S\$10.90		
☐ Hard copy (via local registered mail) + digital copy	S\$21.80		
☐ Hard copy (via overseas registered mail) + digital copy	S\$32.70		
Total Amount:			

If you have opted for hard copy, please provide us with a valid mailing address.

Mailing address:	Postal/Zip Code:
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3. Payment

- Transfer the exact total amount to the bank account provided on the information sheet.
- Indicate your **UON Student Number** as the payment "Reference Number".
- Please allow 2 – 3 working days should you transfer from a different bank to the stipulated bank.



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TERMS AND CONDITIONS

- This form must be duly completed before submission. Incomplete applications will not be processed.
- All payments are inclusive of GST and are **non-refundable**.
- Depending on the nature of the request, the letter will be processed within **3 – 5 working days** from the submission date for your letter to be processed, unless otherwise informed.
- I declare that the above information provided is correct and that I have understood the Terms and Conditions stated above.

Student's
Signature:

Date:

Submit completed form and proof of payment transfer to Singapore-Enrolments@newcastle.edu.au.

OFFICE USE ONLY

Payment amount received:		Date:	
Letter prepared by:		Date:	
Letter verified by:		Date:	
Letter processed by:		Date:	