



STANDARD LETTER REQUEST

INFORMATION SHEET

Off-shore Singapore students may request for the following standard letters at a fee as indicated on the form. You may view the samples [here](#).

- **Verification of Enrolment Letter** – is used to confirm your enrolment at the University. The letter details your name, student number, date of birth, program of study, full or part-time status, the course(s) enrolled and the number of units.
- **Verification of Award Letter** – can be used to confirm that you have been awarded a qualification by the University. The letter details your name, student number, date of birth, 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.
- **National Service Deferment 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)** – is used 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 only.
- **Industrial Experience (IE) Verification Letter** – is to verify that the Industrial Experience is a compulsory component in the degree program.
- **Letter of Invitation (for Graduation Ceremony)** – is intended as 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.
- **Others** – Students may request for a letter under this category if it does not fall under the above-mentioned request types. Each request will be reviewed before it is being processed and is subject to University's guideline.

How to apply

1. Complete the application form.
2. Payment must be made via telegraphic transfer to Account No.: 118-901054-9 (DBS Current Account) **or** PayNow to UEN No.: 200603214N. **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.
3. Submit the completed form with a copy of remittance / proof of payment to Singapore Enrolments at Singapore-Enrolments@newcastle.edu.au.

Important Notes

- All payments are inclusive of GST and are **non-refundable**. Do ensure that exact amount is transferred.
- Please allow up to **3 – 5 working days** after submission, for your letter to be processed.
- Incomplete applications will not be processed.
- You may be eligible for a fee waiver if you are requesting a letter to be sent to a Government organization or for industrial experience purpose. To make this request, please email Singapore Enrolments.

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APPLICATION FORM



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

LETTER REQUEST DETAILS		
Please tick	Standard Letter	No. of copies
	Verification of Enrolment Letter	
	Verification of Award Letter	
	National Service Deferment Letter	
	Certificate of Participation for Continuing Professional Development Program	
	Industrial Experience (IE) Verification Letter	
	Letter of Invitation (for Graduation Ceremony)	
	Others (<i>students are to indicate the required information in their email request</i>)	

LETTER TYPE AND FEE OPTIONS		
Please tick	Letter Type	Fee per copy
	Digital copy only	S\$10.70
	Hard-copy (mailed via local normal mail) + digital copy	S\$21.40
	Hard-copy (mailed via local registered mail) + digital copy	S\$26.75
	Hard-copy (mailed via overseas registered mail) + digital copy	S\$32.10
<p>If you have opted for normal mail or registered mail, please provide us with a valid mailing address.</p>		
Mailing address:		Postal/Zip Code:
Student's Signature:		Date:

OFFICE USE ONLY			
Payment amount received:		Date:	
Letter prepared by:		Date:	
Letter verified by:		Date:	
Letter processed by:		Date:	