



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

STANDARD LETTER REQUEST

INFORMATION SHEET

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](#).

- **Verification of Enrolment Letter** – is used 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 and the number of units.
- **Verification of Award Letter** – this 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, the 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. (*Payment is not required for this letter*)
- **Letter of Invitation (for Graduation Ceremony)** – this 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.

If none of the above Standard Letters suits your need, you may write to Singapore-Enrolments@newcastle.edu.au and indicate the information you require on the letter. 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
Company Name:	Newcastle Australia Institute of Higher Education Pte Ltd
Account No.:	118-901054-9
Account Type:	DBS Current
Address:	12 Marina Boulevard, Level 3, Marina Bay Financial Centre Tower 3. Singapore 018982
SWIFT Code:	DBSSSGSG

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

STANDARD LETTER REQUEST

APPLICATION FORM

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

REQUEST DETAILS				
<i>Please tick (✓) the relevant box</i>				
1. Type of Letters				
	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			
2. Delivery Option/ Fee				
Delivery Option	Fee per copy	Total Copies	Amount	
Digital copy only	S\$10.70			
Hard-copy (via local registered mail) + digital copy	S\$21.40			
Hard-copy (via overseas registered mail) + digital copy	S\$32.10			
Total Amount				
If you have opted for hard-copy, please provide us with a valid mailing address.				
Mailing address:		Postal/Zip Code:		
3. Payment				
<ul style="list-style-type: none"> • 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. 				

STANDARD LETTER REQUEST

APPLICATION FORM

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:	