

STANDARD LETTER REQUEST

Singapore Campus Student Only

STUDENT DETAILS

Student Number:		Date of Birth:	
Family Name:		First Name:	
Mobile Number:		Student Email address:	@uon.edu.au
Program:			

LETTER REQUEST DETAILS

Please tick	Number of copies required	Type of Standard Letter	Year(s) of study
		Verification of Enrolment Letter	
		Verification of Award Letter	
		National Service Deferment Letter	
		Certificate of Participation for Continuing Professional Development Program (this is applicable to Bachelor of Environmental & Occupational Health & Safety students only)	

DELIVERY/COLLECTION OPTIONS

Please tick	Mode	Delivery/Collection Description
	By Normal Mail	Pay additional S\$2 for Local Post within Singapore. Please allow up to 2 working days for your request to be processed. Mail times cannot be guaranteed and will be subject to Singapore Post delivery schedules.
	By Registered Air Mail	Pay additional S\$10 for Registered Air Mail outside Singapore. Please allow up to 2 working days for your request to be processed. Mail times cannot be guaranteed and will be subject to Singapore Post delivery schedules.
	Self-Collection	Collect at UON Singapore office: 6 Temasek Boulevard #10-02/03, Suntec Tower 4 Singapore 038986

IMPORTANT: If you have opted for normal mail or registered mail, please provide us with a valid mailing address.

Mailing address:

Postal Code:

Student's Signature:

Date:

Please return completed form with supporting documentation via email to: Singapore-Enrolments@newcastle.edu.au

OFFICE USE ONLY

Documentary evidence sighted by:		Date:	
Letter processed by:		Date:	
Email notification sent to student by:		Date:	

Guidelines for Standard Letter Request

Singapore Campus Student Only

Please note:

- Standard letters are charged at S\$26 per copy.
- Mailing charges: Additional \$2 for Local Postage within Singapore and additional S\$10 for Registered Air Mail outside Singapore
- **Standard letter requests will be processed within 3 to 5 working days.**
- If you have opted for self-collection, you will be advised by email to your student email address when the letter is ready for collection.
- For letters collected by a third party, a written authorisation must be provided.

Student's responsibilities:

- Payment of fees including any mailing charges must be made by telegraphic transfer to **Account No.: DBS Current 118-901054-9**. Please allow 2-3 working days should you transfer from a different bank to the stipulated bank.
- Transfer can also be done through ATM and Internet Banking. Note that cash and cheques are not accepted.
- You must submit the completed form with a copy of remittance, by telegraphic transfer/ATM/Internet banking, to the email address provided.
- Please note that incomplete applications will not be processed.

<p>Verification of Enrolment Letter</p>	<p>A Verification of Enrolment letter is used to confirm your enrolment at the University. The letter details your name, date of birth, program of study, full or part time status, the course(s) enrolled and the number of units.</p> <p>A sample of this letter can be obtained from the following website: Verification of Enrolment example</p>
<p>Verification of Award Letter</p>	<p>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.</p> <p>The letter also confirms that the language of instruction at the University of Newcastle is English. This letter is commonly used for Visa applications.</p> <p>A sample of this letter can be obtained from the following website: Verification of Award example</p>
<p>National Service Deferment Letter</p>	<p>A 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.</p> <p>A sample of this letter can be obtained from the following website: National Service Deferment example</p>
<p>Certificate of Participation for Continuing Professional Development</p>	<p>A Certificate of Participation for Continuing Professional Development Program is used to verify that you have attended and successfully completed (PASS) a course approved and awarded Safety Development Units (SDU) under accredited Continuing Professional Development (CPD).</p> <p>The letter details your name, date of birth, the course passed and the number of SDUs awarded. Certificate of Participation for Continuing Professional Development example</p>