

Letter Request Form

Name: _____

Student ID No: _____

Local Address: _____

Phone: Home: _____ Mobile: _____ Office: _____

Email: _____

Course Pursuing: _____ Major: _____

Letter Request: (please check which type of letter)

1. ___ National Service Deferment Letter
2. ___ Certification Letter
3. ___ Trimester Unit Fees Letter (Finance Department)
4. ___ General Fees Letter
5. ___ Letter of Course Completion – For Graduating Students
(issued by Graduation Office in Perth only)
6. ___ Other (please specify type of letter needed)

***letters to be collected from student services counter 3 working days from submission of request**

Date: _____

Signature: _____