

## **Letter Request Form**

Name: \_\_\_\_\_

Student ID No: \_\_\_\_\_

Local Address: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_ Office: \_\_\_\_\_

Email: \_\_\_\_\_

Course Pursuing: \_\_\_\_\_ Major: \_\_\_\_\_

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Letter Request: (please check which type of letter)

1. \_\_\_ National Service Deferment Letter
2. \_\_\_ Certification Letter
3. \_\_\_ Semester 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)

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\_\_\_\_\_

**\*letters to be collected at Student Central 3 working days from submission of request**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

### **PRIVACY STATEMENT**

At Curtin Singapore the privacy of our students, staff and the people we deal with is very important to us. Much of the information that the school collects in order to provide the services that it does, is personal information. For details of how the school will use, disclose and protect your personal information, please contact Curtin Singapore.