

STANDARD LETTER REQUEST

Standard letters are \$20 per copy. If you require documentation to be sent direct to Centrelink or other government agencies, letters are free of charge. Standard letter requests will be processed within 3 working days.

Standard letters **cannot** be issued if you have any **outstanding debt** to the University. Debts include all fees, unpaid loans, and library fines.

For statements collected by a third party, written authorisation by the applicant must be provided.

Mailing Charges: *Surface Mail* is free. *Express Post* \$5 within Australia or \$15.00 for international express post.

Letter Request Details

There will be **no additional information** included on letters. A full description of each letter can be obtained from the next page. If you require a Confirmation of Enrolment or Student Enrolment Pattern letter please indicate the year of study for which you will need this letter.

Please tick one of the following:

<input type="checkbox"/>	Confirmation of Enrolment Letter	
<input type="checkbox"/>	Student Enrolment Pattern Letter	
<input type="checkbox"/>	Verification of Award Letter	
<input type="checkbox"/>	Official Grade Point Average (GPA) Letter	

Student Details

Student Number: _____ Family Name: _____

Other Name(s): _____ Date of Birth: _____

Phone: _____ Program: _____

Email: _____

Mail/Collection Details

Please tick: Mail Collect Number of statements required _____

Address: _____

City: _____ State: _____ Postcode: _____

Express Post (As per above cost) Yes No

Credit Card payment details

Mastercard Visa

Cardholder's Name: _____ Expiry date of card

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(mm/yy)

TOTAL AMOUNT TO BE CHARGED AGAINST CREDIT CARD \$ _____

Card No

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Signature: _____ Date: _____

OFFICE USE ONLY

Ordered: _____ Posted: _____

<p>Confirmation of Enrolment letter</p>	<p>A Confirmation of Enrolment letter is used to confirm your enrolment at the University. The letter details your name, date of birth, student number, program of study, full or part time status, and the number of units.</p> <p>A sample of this letter can be obtained from the following website: http://www.newcastle.edu.au/Resources/Divisions/Services/Student and Academic Services/Student Administration/Forms/sample images/SAMPLE Confirmation of Enrolment lg.jpg</p>
<p>Student Enrolment Pattern letter</p>	<p>A Student Enrolment Pattern letter may be used as proof of your enrolment status at the University. The letter details your name, date of birth, student number, program of study, full or part time status, and dates courses have been dropped and/or added in an academic year.</p> <p>A sample of this letter can be obtained from the following website: http://www.newcastle.edu.au/Resources/Divisions/Services/Student and Academic Services/Student Administration/Forms/sample images/SAMPLE Student Enrolment Pattern lg.jpg</p>
<p>Verification of Award letter (Completion 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.</p> <p>This letter is commonly used for Visa applications.</p> <p>A sample of this letter can be obtained from the following website: http://www.newcastle.edu.au/Resources/Divisions/Services/Student and Academic Services/Student Administration/Forms/sample images/SAMPLE Verification of Award lg.jpg</p>
<p>Official Grade Point Average (GPA) letter</p>	<p>An Official Grade Point Average (GPA) letter may used to provide your GPA to other universities when applying for study. The letter details name, date of birth, student number, program of study, the date you were awarded the qualification and your official GPA.</p> <p>Please note that Australian Universities do not have a uniform grading scale or GPA calculation and this GPA may not be comparable to GPAs from other institutions.</p> <p>A sample of this letter can be obtained from the following website; http://www.newcastle.edu.au/Resources/Divisions/Services/Student and Academic Services/Student Administration/Forms/sample images/GPA.JPG</p>