

# STANDARD LETTER REQUEST

## Singapore Campus Student Only



**Please note:**

- Standard letters are \$26 per copy. Mailing charges: Local Post \$2 within Singapore.
- Standard letter requests will be processed within 5 working days.
- You will be advised by email to your studentmail address when the letter is ready for collection.
- For statements collected by a third party, written authorisation by the applicant must be provided.

**Your responsibilities:**

- Payment of fees including any mailing charges must be made by telegraphic transfer to Account No. : DBS Current 118-901054-9. Transfer can also be done through ATM and Internet banking. Cash and cheques are not accepted. Please allow 2-3 working days should you transfer from different bank to the stipulated bank.
- Please note that this form must be accompanied by a copy of remittance by telegraphic transfer. Incomplete applications will not be processed.
- The form with documentation must be hand delivered to Enrolments & Exam Officer/ Admissions & Programs Officer at The University of Newcastle, 355 Jalan Bukit Ho Swee, Block B, 4<sup>th</sup> Level, Room 406 Singapore 169567 or sent via email at [singapore-enrolments@newcastle.edu.au](mailto:singapore-enrolments@newcastle.edu.au).

### Letter Request Details

Please tick one of the following:

	Number of copies required	Type of Standard Letter	Year(s) of Study
		Confirmation of Enrolment Letter	
		Verification of Award Letter	
		National Service Deferment Letter	

### Student Details

Student Number: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 First Name: \_\_\_\_\_ Family Name: \_\_\_\_\_  
 Telephone Mobile: \_\_\_\_\_ Studentmail address: \_\_\_\_\_  
 Program: \_\_\_\_\_

### Mail/Collection Details

Please tick:  Mail (Mailing charges: Local Post \$2 within Singapore.)  
 Collect at PSB Academy

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Confirmation of Enrolment letter	A Confirmation of Enrolment letter is used to confirm your enrolment at the University. The letter details your name, program of study, full or part time status, the course(s) enrolled and the number of units. A sample of this letter can be obtained from the following website: <a href="http://www.newcastle.edu.au/Resources/Divisions/Services/Student%20and%20Academic%20Services/Student%20Administration/Forms/Singapore-standard-letter-samples.pdf">http://www.newcastle.edu.au/Resources/Divisions/Services/Student%20and%20Academic%20Services/Student%20Administration/Forms/Singapore-standard-letter-samples.pdf</a>
Verification of Award letter (Completion Letter)	A Verification of Award letter can be used to confirm that you have been awarded a qualification by the University. The letter details your 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. A sample of this letter can be obtained from the following website: <a href="http://www.newcastle.edu.au/Resources/Divisions/Services/Student%20and%20Academic%20Services/Student%20Administration/Forms/Singapore-standard-letter-samples.pdf">http://www.newcastle.edu.au/Resources/Divisions/Services/Student%20and%20Academic%20Services/Student%20Administration/Forms/Singapore-standard-letter-samples.pdf</a>
National Service Deferment Letter	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. A sample of this letter can be obtained from the following website: <a href="http://www.newcastle.edu.au/Resources/Divisions/Services/Student%20and%20Academic%20Services/Student%20Administration/Forms/Singapore-standard-letter-samples.pdf">http://www.newcastle.edu.au/Resources/Divisions/Services/Student%20and%20Academic%20Services/Student%20Administration/Forms/Singapore-standard-letter-samples.pdf</a>

### OFFICE USE ONLY

Letter Processed by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Email Notification by: \_\_\_\_\_ Date: \_\_\_\_\_