

# REQUEST FOR OFFICIAL STUDENT LETTER

This form is to be used for students who wish to be issued with an official Enrolment/Finance/Completion letter. Return this completed form via email to [enrolments@jcu.edu.au](mailto:enrolments@jcu.edu.au) or in person at 349 Queen St, Brisbane QLD 4000

Please print clearly in BLOCK letters. Tick boxes where appropriate.

## 1 IMPORTANT INFORMATION

These letters can include an Enrolment Letter, Finance Letter or Completion Letter. Your requested letter will be emailed to your JCU email address on this form. Please allow 3-5 working days for processing Enrolment and Completion Letters, and up to 2 weeks for Finance Letters.

- Please note - Enrolment and Completion Letters cannot be produced if you have any outstanding debt at JCU Brisbane.
- Current students – login to eStudent to check your balance.

## 2 PERSONAL DETAILS

Student number (if known):

Title:  Given names:

Family Name:

Previous name (if applicable):

Date of birth (dd/mm/yyyy):

Email address:

Telephone:

Student Signature:

Date (dd/mm/yyyy):

*NOTE: We will only accept handwritten signatures or electronic (digital) signatures that contain an image of the handwritten signature of the person signing.*

## 3 LETTER REQUEST DETAILS

Enrolment Letter  Finance Letter

*Please note, you must have enrolment for the current study period and for the upcoming study period if self-enrolment has already commenced. Enrolment Letters will not be issued between results publication date and census date. Census date is the date your enrolment is considered finalised.*

Completion Letter

Completion Month/Year:

Which Graduation Ceremony will you be attending?

Where:

When:

*You must return your JCU swipe access card and student ID (if ID is still valid). Your Completion Letter will not be issued until this has occurred.*

## 4 COST DETAILS

Letter - \$20 per letter

Please charge my card for the following amount AU\$:

Visa  Mastercard

Card number:

CCV:  Expiry date (mm/yy):

Cardholder's name:

Cardholder's signature:

*NOTE: We will only accept handwritten signatures or electronic (digital) signatures that contain an image of the handwritten signature of the person signing.*

## 5 RETURN & COLLECTION DETAILS

If requesting an Enrolment or Finance letter, please provide a brief statement outlining the reason for your request in the body of your email.

Please return this completed form via email to [enrolments@jcu.edu.au](mailto:enrolments@jcu.edu.au) (Enrolments and Completion Letters) or [finance@jcu.edu.au](mailto:finance@jcu.edu.au) (Finance Letters), or in person at 349 Queen St, Brisbane QLD 4000

Your requested letter will be emailed to your JCU email address.