

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

Brisbane

CRICOS Provider Code 00117J

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. Please allow up to 5 working days for processing Enrolment Letters, and up to 10 working days for Completion Letters and 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.

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2 PERSONAL DETAILS

Student number (if known):

Title: Given names:

Family Name:

Previous name (if applicable):

Date of birth (dd/mm/yyyy):

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 REQUEST DETAILS

Finance Letter - Electronic copy - \$20

Enrolment Letter - Electronic copy - \$20

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 - Electronic copy - \$20

Completion Month/Year:

Which Graduation Ceremony will you be attending?

Where:

When:

You must return JCU swipe access card and student ID (if ID is still valid). If you cannot return your swipe access card, a replacement fee is required. Your completion letter will not be issued until this has occurred.

Swipe Card Replacement Fee - \$25

4 PAYMENT DETAILS

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.

Return this completed form via email to enrolments@jcu.edu.au (Enrolment and Completion Letters) or finance@jcu.edu.au (Finance Letters)

Electronic letters will be emailed to your JCU email address.