

1. IMPORTANT INFORMATION

These letters can include completion letter, verification of credentials where transcript is insufficient. Your requested letter will be emailed to your nominated address on this form.

JCU Singapore students should contact enrolments-singapore@jcu.edu.au.

JCU Brisbane students should contact enrolments@jcub.edu.au.

Student Letters cannot be produced if you have any outstanding debt at JCU. Current students- log into eStudent to check your balance.

2. PERSONAL DETAILS

Student number: (if known):

Title: _____ Given names: _____ Family name: _____

Date of birth (dd/mm/yyyy): ____/____/____ Previous name (If applicable): _____

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. COST DETAILS

Letter - \$20 (email copy or hard copy collected at the Student Centre on your campus)

Please charge my credit card for the above amount

Visa Mastercard Card number: CCV: Expiry Date:

Card holder's name: _____ Card holder's signature: _____

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

4. RETURN & COLLECTION DETAILS

Return this form by email to: academicrecords@jcu.edu.au or drop into the Student Centre on your campus.

Collection of your letter: via email or picked up from the Student Centre on your campus.