Letter request for Students

Murdoch UNIVERSITY

This letter request cannot be used for the following:

- Confirmation of Completion of Studies: go to transcripts.murdoch.edu.au
- Invoice of Fees: you can generate your own fee invoice through the FEES section in MyInfo
- Statement of Academic Record: go to transcripts.murdoch.edu.au
- PhD students: contact the Graduate Research Office directly

The Student Centre
1300 687 3624
studentcentre@murdoch.edu.au

Student Information

Student Number

Course of Study

Given Name

Surname

Visa Expiry Date

I REQUIRE THE FOLLOWING LETTER:

A. Status Letter/Current Enrolment Letter

This letter confirms course enrolment status as a student, course start date and expected course completion.

B. Holiday Letter

This letter details the breaks between semesters, such as winter and summer holidays.

I require a letter for the break between:

- Semester 1 and Semester 2
- Semester 2 and Semester 1 of the following year
- Trimester 1 and Trimester 2
- Trimester 2 and Trimester 3
- Trimester 3 and Trimester 1 of the following year

C. Academic Dates Letter

This letter provides details of the dates for the academic year and includes non-teaching weeks.

I require a letter showing the dates for:

- Semester 1
- Semester 2
- Trimester 1
- Trimester 2
- Trimester 1
- The full year

D. Graduation Invitation Letter - Student

This is a letter for graduates who wish to return to Perth to attend their graduation ceremony.

- I have confirmed my details in MyInfo are correct.

Please see over page for more option.

☐ **E. Graduation Invitation Letter - Family**

This is a letter for graduates who wish to invite family members to attend their graduation ceremony in Perth.

☐ I have completed my course. **OR** ☐ I am in my final semester of study.

☐ I have provided the required details for each family member in the table below.

☐ **F. Family Request Letter - Short Visit**

This letter states that the University has no objections to your family coming to Perth to visit you for a short period of time.

☐ I have provided the required details for each family member in the table below.

☐ **G. Family Request Letter - Dependants**

This letter states that the University has no objections to your family coming to Perth as your dependants for the duration of your studies. Your dependants must be covered by your OSHC policy, and must be listed on your policy certificate.

☐ I have provided the required details for each family member in the table below.

☐ I have attached a copy of my OSHC policy certificate to prove they are covered by my policy.

If requesting a letter for option E, F or G above:

We require the following details for your family members.

Full Name	Date of Birth	Passport Number	Relationship to you

International Letter Request Terms and Conditions

1. I confirm I have provided all of the required information for this letter request.
2. I confirm that the information provided in MyInfo is correct, as per my visa requirements.
3. I understand that I may be required to submit additional documentation if requested.
4. I understand that this letter request may take up to 7 working days to process, and it will be processed in line with the date of submission.

Statement by Student: By submitting this form I acknowledge that I have read and understood the terms and conditions outlined above.

Signature: *(enter full name is submitting electronically)* Date:

Office Use Only - *The Student Centre*

A ConfirmEnrolment
B ConfirmEnrolment_holiday
C ConfirmEnrolment_AcademicDates
D ConfirmEnrolment_GraduationNoObjection
E ConfirmEnrolment_Graduation-family
F ConfirmEnrolment_Visit
G ConfirmEnrolment_NoObjections(dependants)

Submission of Form: Please save a PDF copy of this form and send as an attachment via:
1) MyAnswers > Ask A Question (http://www.murdoch.edu.au/goto/MyAnswers) or,
2) email to studentcentre@murdoch.edu.au
Please send from the email address recorded in MyInfo.

This form is best viewed in Adobe Acrobat Reader.

SAVE AS PDF