



## F.13V05 Letter Request Form

STUDENT NAME: \_\_\_\_\_

STUDENT ID: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

COURSE: \_\_\_\_\_

**Unique Student Identifier (USI):** \_\_\_\_\_

If you don't have one, please fill a Consent Form for Barkly College to apply for USI on your behalf

### TYPE OF STATEMENT

- LETTER OF ACADEMIC PROGRESS
- LETTER OF TUITION FEE PAID:
- WELCOME LETTER FOR FAMILY VISA:
- ENROLMENT CONFIRMATION LETTER
- OTHER:  
(Please specify details)

\_\_\_\_\_  
\_\_\_\_\_

### MODE OF RECEIVING:

Statement issued will be sent to student's home address within 10 working days of receipt of the request form. If required the statement may be picked up at College Student Administration.

Please tick the mode of receiving the certificate:

To be picked up by the student

To be sent to home address  (Delivery will be costed subject to location. This fee must be paid at time of application)

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURES: \_\_\_\_\_ DATE: \_\_\_\_\_

*OFFICE USE ONLY:*

PROCESSED BY: \_\_\_\_\_ DATE: \_\_\_\_\_