

# REQUEST FOR OFFICIAL LETTER

Requesting an official letter of student's enrolments

## IMPORTANT INFORMATION

**NOTE:** If your request for an official letter is to prove your enrolment status to **Centrelink**, your **unofficial transcript** in USCCentral may be sufficient evidence. If in doubt, contact Centrelink before submitting this form. To print your unofficial transcript, watch the tutorial video **View your unofficial transcript** at: [usc.edu.au/usccentralguide](http://usc.edu.au/usccentralguide)

Please indicate your reason for requesting this letter:

- ☐ Employment ☐ Scholarships ☐ Visa ☐ Centrelink (see above)  
☐ Other (please specify) \_\_\_\_\_

## 1. PERSONAL INFORMATION

<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> USC student ID number									Family name:	Given name:
Contact telephone number:										
Email address:										
Current program of study:										

## 2. INFORMATION REQUIRED IN OFFICIAL LETTER

Please tick all that apply:

This letter includes program of study, duration of program, study load and Semester/Session dates.

☐ Semester \_\_\_\_\_ or ☐ Trimester \_\_\_\_\_ or ☐ Session \_\_\_\_\_ Year: 20\_\_\_\_\_

## 3. COLLECTION OR DELIVERY

Allow at least **five working days** from the time of submission of the application for the processing of your request. At times of peak demand delays may occur.

☐ **COLLECT** from Student Central

**Note: If document is not collected in 14 days it will be destroyed**

☐ **COLLECT** by third party from Student Central (Third party requires Photo ID to collect)

I give permission for (Name) \_\_\_\_\_ to collect my Official Letter on my behalf.

Contact telephone number of third party: \_\_\_\_\_

☐ **POST TO:**

Name of company or institution (if third party):		
Street address:		Suburb:
State:	Postcode:	Country (if not Australia):

## 4. AUTHORISATION

I agree that I am authorised to request this information from USC and that I will indemnify USC against any consequences if that is not the case.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PRIVACY STATEMENT**

The University of the Sunshine Coast collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consults the University's Privacy Policy at: [www.usc.edu.au/privacypolicy](http://www.usc.edu.au/privacypolicy)

**LODGEMENT**

**In person:** Student Central, Ground floor, Building C  
Sippy Downs Campus

**Mail:** Student Administration – ML23  
University of the Sunshine Coast  
Maroochydore DC QLD 4558  
AUSTRALIA

**ENQUIRIES**

**Email:** [studentcentral@usc.edu.au](mailto:studentcentral@usc.edu.au)

**Tel:** +61 7 5430 2890

**Office hours:** Monday – Thursday: 8.30 am – 5.00 pm  
Friday: 8.30 am – 4.30 pm

**DATE STAMP**

Date received at Student Administration