



PROOF OF ENROLMENT LETTER REQUEST FORM - DOMESTIC STUDENTS

This form is to be completed by students who are Australian Citizens or Permanent Residents only.

This form must be submitted to the Student Centre (SC) in **Building 1B150** it can be faxed to **(02) 6201 5040** or emailed Student.Centre@canberra.edu.au.

PERSONAL INFORMATION

Student ID No.

Name

Phone Number

All electronic communication from the University will be sent to your student email

u @uni.canberra.edu.au

Course Code

Course Name

WHO NEEDS THIS LETTER?

☐

Centrelink

☐

Other, please specify

COLLECTION:

Please Indicate if you wish to:

☐

Collect the letter from the student centre in Building 1B150
(You will need to show photo ID to collect the letter - Student ID card)

☐

Have the letter emailed to your student email account.

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Have the letter faxed, please specify: _____

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Have the letter posted to you. Please specify your postal address:

Please note:

Letters will take **at least 2 days** to process. You will be contacted by phone or email when your letter is ready.

Signature: _____

Australian Government Higher Education Provider Number 00212K

Personal information collected by the University is subject to the Commonwealth Privacy ACT 1988

Postal Address: Student Centre, University of Canberra, Bruce, ACT Australia 2601

Phone 1300 301 727 Fax: +61 (02) 6201 5040 Email: Student.Centre@canberra.edu.au