

STUDENT NUMBER		PHONE NUMBER	
SURNAME		GIVEN NAME/S	
COURSE TITLE		COURSE CODE	

LETTER REQUESTED:

Confirmation of Holidays for Employer Letter

Graduate Skills Letter

(For application of skills assessment e.g. CPA, ACS, AITSL – Hard copy format only.)

Completion Letter

(Supports student or family visa applications to attend a graduation ceremony.)

Expected Completion Letter

(Supports student or family visa applications to attend a graduation ceremony. Final semester students only.)

Current Standing Letter

(Confirms course enrolment, progress and expected completion –*incurs \$20 administration charge.)

Other – “To Whom It May Concern” Letter

(Letter for other purposes - *incurs \$20 administration charge.)

Reason:

Any request that cannot be processed from the above should be referred to Student Connect.

Please indicate one of the following:

Letter to be emailed to my ECU Student Email Account

Letter to be picked up from Student Central at JO or ML

Student Signature:		Date:	
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Please note: Letter requests take 5 working days to be processed.
*Some letters may incur \$20 charge.