

# Letter Request

Complete this form if you are seeking a letter about your studies.

- Letters take five working days to be produced.
- There is often a **\$20 letter request fee** which must be paid prior to your letter being prepared

The types of letters most commonly prepared by Student Hub are:

- letters to support release from jury duty
- practicum details
- current standing letters

Student Details																			
Student Number																			
Family Name						Given Name													
ECU Student Email						Mobile No.													
<i>You must monitor your ECU student email for all correspondence related to this process</i>																			
Course Details																			
Course Code						Course Title													
Letter requested																			
Please tick	Fee	Letter description																	
<input type="checkbox"/>	\$20.00	Current standing letter (course enrolment, progress and expected completion date)																	
<input type="checkbox"/>	\$20.00	Completion letter (course completion details)																	
<input type="checkbox"/>	\$20.00	Graduate skills visa letter (course start/end date, completion, study mode, CRICOS and advanced standing)																	
<input type="checkbox"/>	None	Completed Visa support letter (students already completed studies) or an expected to complete letter (students in final semester).																	
<input type="checkbox"/>	\$20.00	Other: _____																	
<i>Your letter will be emailed to your ECU student email account</i>																			
Student Signature						Date													
Payment Details – If indicated above																			
<input type="checkbox"/>	Master Card					<input type="checkbox"/>	Visa												
Card Number						/					/					/			
Expiry Date				/			CVC						Amount AUD\$						
Cardholder Name						Cardholder Signature													
Completed form to be returned to <a href="mailto:enquiries@ecu.edu.au">enquiries@ecu.edu.au</a>																			
Office use only																			
Date received				Processed By								Payment Details secured <input type="checkbox"/>							