



THE UNIVERSITY OF
MELBOURNE

Letter Request

Request form for international students

Student details

Student ID:

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Family name:

Given name(s):

Telephone

Type of letter

- Tuition fees and cost of living
- Nomination of Student Dependents (DIMA Form 919)
- Academic dates, please explain purpose:

Note (staff only):

Please note

- (1) Letters verifying enrolment, completion, or qualifications are obtained from Student Administration.
- (2) If you lodge an application for a Tourist visa (676) to extend your stay in Australia for graduation or a holiday, you need to enclose a copy of your academic transcript showing that you have completed your course. Academic transcripts are available from Student Administration. Please make sure that you obtain your transcripts after your course completion has been confirmed.
- (3) If you wish to invite a relative to visit you in Australia, the Department of Immigration (DIMA) usually requires you (rather than the University) to provide a letter of invitation.

Return this form and attachments to:

International Student Services - International Centre
The University of Melbourne VIC 3010 Australia
F: +61 3 9349 3204
E: iss-visa@unimelb.edu.au

A message will be sent to your University email account when the letter is ready for collection

Privacy Statement

This information will be used by University of Melbourne staff to administer your enrolment and, as required by legislation, forwarded to the Department of Education, Science and Technology and the Department of Immigration and Multicultural Affairs. An individual has the right to gain access to their personal information held by the University. For further information on the Privacy Policy of the University of Melbourne please refer to: www.unimelb.edu.au/unisec/privacypolicy
Privacy enquiries may be mailed to: privacy-officer@unimelb.edu.au

August 2006

International Student Services, Student Programs
The University of Melbourne - CRICOS Provider Code: 00116K