



Return your completed form to the Student Centre:

Send from your **student email address** and use the subject line **'Letter Request'**

(Failure to do so may result in possible delays)

If you do not have access to your student email address you will need to provide a scan of your passport

Email: [current.student@sydney.edu.au](mailto:current.student@sydney.edu.au)

## Request for Letter

Your [certificate of current enrolment](#) is available in Sydney Student. A request for letter will not be granted where your certificate of current enrolment can be used. **DO NOT** complete this form if you require a letter for **Centrelink**. Use the [Request for HECS or Domestic Fee Related Letters or Documents](#) form.

If you have viewed your certificate of current enrolment, and need a letter with additional information for a formal process such as a visa application, please clearly indicate what information you require and the purpose and recipient of the letter.

### Personal Details *(please fill in ALL information)*

Student Identification Number (SID):

Family Name: \_\_\_\_\_ Given Name(s): \_\_\_\_\_

Date of Birth:     
*Day Month Year*

Degree in which you are/were enrolled: \_\_\_\_\_

University email address: \_\_\_\_\_

### Purpose of letter and intended recipient

(Except for some visas, the Student Centre will not provide a letter for any purposes in which your certificate of current enrolment or completion letter can be used)

\_\_\_\_\_

### Details required (not shown on certificate of enrolment)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Delivery details (we aim to process letter requests within [10 business days](#) from the date of receipt, but some delays may occur during peak periods)

Your letter will be emailed to your university email account as a PDF attachment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Privacy: The information you provide on this form will not be used for any other purpose than to provide you with the letter, nor will it be disclosed except with your consent or if required or authorised by law. You have the right to access and correct information about yourself held by the University. Please contact us for more information.*

Office Use Only

ID Checked  Initials: \_\_\_\_\_