REQUEST FOR COMPLETION LETTERS FOR VISA SUPPORT



 Who should use this form? A standard completion letter for visa support is produced for International students to submit with visa applications. The letter is addressed to the Dept of Immigration and Citizenship (DIAC) and the content is based on advice from DIAC. Research Higher Degree students requiring a completion letter should contact Graduate Research Office. Current students (including domestic students) who require specialised letters or study statements should contact their faculty. 			
CONDITIONS OF ISSUE:			
 Completion letters will not be issued to students who have been debarred (have monies owing). Completion letters can be collected by a third party with written consent from the student, see over. Allow up to 10 working days for completion letters to be produced. Potential graduates please note: Documents produced prior to graduation will state: The candidate has satisfied the subject requirements to be admitted to the <award title="">. The final graduation comment will be recorded after the graduation ceremony (or Council conferral): <date> Admitted to <award title=""></award></date></award> 			
Student Number:	Phone contact:		
Surname:	Given Names:		
Please tick the appropriate boxes	:		
\$20 for three copies of completion	etter :		
\$1.20 Postage within Australia			
\$3.50 Registered Post within Austra	alia:		
\$6.10 B4 Express post within Austr	alia:		
\$19.50 B4 International Express Post			
\$20.50 B4 International Registered (10 + days for delivery, no guarantee o	Post: f tracking function outside Australia)		
 \$50.00 B4 Express Courier Internation (3 – 6 days for delivery, full tracking to 			
	TOTAL CHARGE: \$:		
Documents to be collected from the	e Student Centre (Identification is required on collection)		
Hobart 🗌 Launceston	Cradle Coast		
Documents to be posted to:			
Name:			
Street address:			
City/Town:			
State: Post code:			
Country (if outside Australia):			
Signature:	Date:		
Office Use Only			

Office Use Only	
Taken by:	Date:
Receipt #	3 rd party: Yes 🗌 No 🔲

Credit Card Details (American Express and Diners Club NOT accepted)

Card Type: Visa	Bankcard Mastercard		
Card Number:	./ / /		
Expiry Date: /			
Name as Appears on Card:			
Details Taken By (Name and Sigr	nature):		
Posted Date:	Processed by:		
Receipt No:	Amount:		
Office Use Only Payment Deta	ails For Telephone Request Only		
PHONE OR EMAIL CONTACT DETAILS:			
ID Check: Student Card	DOB 🗌 Last Attended 📄 Degree 📄 Majors 📄		

Please tick and complete if you need to authorise special release arrangements

<u>3[®] PARTY COLLECTION AUTHORITY</u>		
I, authorise [Full Name] to collect the transcript/s on my behalf.		
SIGNATURE OF STUDENT	DATE	
NB THE 3^{RD} party must provide photo ID when they collect the transcripts		