

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>*

Student Number: _____

Phone contact: _____

Surname: _____

Given Names: _____

Please tick the appropriate boxes:

- \$20 for three copies of completion letter :
- \$1.20 Postage within Australia :
- \$3.50 Registered Post within Australia..... :
- \$6.10 B4 Express post within Australia :
- \$19.50 B4 International Express Post :
(3 – 4+ days for delivery, no guarantee of tracking function outside Australia)
- \$20.50 B4 International Registered Post..... :
(10 + days for delivery, no guarantee of tracking function outside Australia)
- \$50.00 B4 Express Courier International :
(3 – 6 days for delivery, full tracking to TNE destinations)

TOTAL CHARGE: \$____:____

Documents to be collected from the Student Centre (*Identification is required on collection*)

Hobart Launceston Cradle Coast

Documents to be posted to:

Name: _____

Company name (if applicable): _____

Street address: _____

City/Town: _____

State: _____ Post code: _____

Country (if outside Australia): _____

Signature: _____ Date: _____

Office Use Only

Taken by: _____ Date: _____

Receipt # _____ 3rd party: Yes No

