
REQUEST FOR AN OFFICIAL LETTER

1. PERSONAL DETAILS

Griffith Identification Number <div style="border: 1px solid gray; display: flex; justify-content: space-between; width: 100%; height: 30px;"> <div style="width: 15%;"></div> <div style="width: 15%;"></div> <div style="width: 15%;"></div> <div style="width: 15%;"></div> <div style="width: 15%;"></div> <div style="width: 15%;"></div> </div>	Family name: <hr/> First name:	Date of birth: <hr/> <div style="text-align: center;">/ /</div>
Mailing address: No and street: <hr/> Suburb/town: State: <hr/> Country: Postcode:	Home telephone number: <hr/> Work/mobile telephone number: <hr/> Personal email address (if you are <i>not</i> a current student):	
Program code:	Program title:	

Please **allow approximately FIVE working days** for processing this request.

2. REQUEST DETAILS

Number of Official Letter(s) requested:

Please tick the relevant box to indicate the type of letter required.

<input type="checkbox"/>	I require a letter confirming my enrolment.
	from: to:
<input type="checkbox"/>	I require a letter of the expected completion date of my current program.
<input type="checkbox"/>	I require a letter of eligibility to graduate. IMPORTANT NOTE - confirmation of eligibility to graduate is not available unless you are enrolled in your final 40CP prior to graduation.
<input type="checkbox"/>	I require a letter with the date of completion/withdrawal.
<input type="checkbox"/>	I require a letter stating reason for exemption of jury duty.

OFFICE USE ONLY

Date received at
SC

(RETURN TO GRIFFITH)

3. COLLECTION DETAILS

Indicate your preferred method of receiving your Official Letter/s.

<input type="checkbox"/> I will collect from a Student Centre: <input type="checkbox"/> Nathan <input type="checkbox"/> Logan	<input type="checkbox"/> Gold Coast <input type="checkbox"/> QCA	<input type="checkbox"/> Mt Gravatt <input type="checkbox"/> QCGU
<input type="checkbox"/> Please send to my mailing address provided above. I nominate one of the postage options below: <input type="checkbox"/> Normal mail (no charge) <input type="checkbox"/> Express Post within Australia (AUD \$10)* <input type="checkbox"/> Overseas (AUD \$45)* [*] Items sent via Express Post service require a contact name and telephone number, and CANNOT be sent to a Post Box.		

4. PAYMENT OPTIONS

Cost of one copy of an Official Letter is AUD\$10.00.

I request _____ copy/copies x \$10 = _____ plus postage (No charge/\$10/\$45) \$ _____ = Total payment \$ _____

I wish to pay by *(please select from the following options)*:

Cheque (attached)
 Visa
 MasterCard
 Bankcard
 Cash* [Cashier Receipt No.: _____]

(*Please do not send cash in post. Cash payments can be made at Griffith University Cashiers Office.)

Credit Card Number: (please print clearly using BLOCK LETTERS)

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Name on card: _____ **Signature:** _____ **Expiry date:** ___/___

This form must be completed and sent with your payment details in order to obtain an Official Letter.

5. STUDENT DECLARATION

Student Signature: _____	Date _____
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LODGING INSTRUCTIONS

Please **allow approximately FIVE working days** for processing this request.

Application form and any documentary evidence must be lodged by mail or in person, to any campus Student Centre.
<http://www.griffith.edu.au/student-centres/contact-us>].

PROTECTING STUDENT PRIVACY

Griffith University collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's Privacy Plan at www.griffith.edu.au/about-griffith/plans-publications/griffith-university-privacy-plan or Telephone (+61 7) 373 57700 or (+61 7) 555 28811.