



**THE UNIVERSITY OF
MELBOURNE**

LETTER REQUEST

REQUEST FORM FOR INTERNATIONAL STUDENTS

WHO SHOULD USE THIS FORM?

You should use this form if you are an international student and you wish to request a letter to confirm your annual tuition fees and cost of living, to support your nomination of your spouse or child(ren) for a student (dependant) visa, or to verify the University of Melbourne academic dates. Please note:

- Invitation letters for a relative to visit you in Australia should be written by you (instead of the University). A sample letter is available at the Baldwin Spencer Building reception area and on the ESOS and Visa Support website at:
www.services.unimelb.edu.au/international/downloads/visas/esos-letter-sample.pdf
- Letters verifying enrolment, completion or qualifications and academic transcripts showing course completion for the purpose of applying for a 676 Tourist visa or other visas are obtained from Enrolment Management Services
www.studentadmin.unimelb.edu.au

A message will be sent to your University email account if the requested letter is ready for collection from the Baldwin Spencer Building.

PERSONAL DETAILS

Student ID: _____

Family name: _____

Given name: _____

Residential address in Australia:

_____ | | | | |

Telephone: _____

TYPE OF LETTER

- Nomination of Student Dependants (DIAC Form 919)
- Other

Please specify reason for requesting this letter:

RETURN FORM

Please return this form and required documents to:
 ESOS and Visa Support
 Baldwin Spencer Building
 E: iss-visa@unimelb.edu.au

ESOS AND VISA SUPPORT USE ONLY

Letter issued?

- Yes
- No ► Specify reason

Contact details:

- Checked and updated (if required)

Privacy Statement

The information on this form is being collected by ESOS and Visa Support. You can contact us on 13 MELB. The information is being collected to administer your enrolment. The information will be used by authorised staff for the purpose for which it was collected and will be protected against unauthorised access and use. As required by legislation your information can be forwarded to the Department of Education and Department of Immigration. You can access any personal information the University holds about you. For further information on the Privacy Policy of the University of Melbourne please refer to www.unimelb.edu.au/unisec/privacy. Privacy enquiries can be sent to the Privacy Officer (privacy-officer@unimelb.edu.au).