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.

ESOS AND VISA SUPPORT USE ONLY

Letter issued?
- ❑ Yes
- ❑ No ▶ Specify reason

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_____

_____

Contact details:
- ❑ Checked and updated (if required)

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:

_____

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RETURN FORM

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