

Application for a To Whom It May Concern Letter

Note: A To Whom It May Concern Letter **will not** be provided if a student has overdue debts. Any debts should be paid prior to lodging this form. Enquiries regarding outstanding debts should be made to the Finance Branch, Level 3, David Myers Building, Bundoora Campus or by telephoning 03 9479-2086.

PERSONAL DETAILS

Student ID Number:

Given Names: _____ Family Name: _____

Postal Address _____

Number and Street: _____ Suburb: _____

State: _____ Postcode: _____ Country: _____

Telephone (Business/Mobile): _____ Telephone (Home): _____

Email: _____ Facsimile: _____

ENROLMENT DETAILS

Student Status (please tick): Enrolled Completed Inactive
 Intermitted Discontinued Lapsed

Course Title: _____ Faculty: _____

Enrolment Category:

- Domestic
- International – La Trobe International can provide advice on matters related to International Students including procedures for visa extension. Web page: www.latrobe.edu.au/international or contact LTI at:
Bundoora: LTI Level 2, Peribolos East, Phone 9479 1199 or email: international@latrobe.edu.au
Bendigo: LTI Old Engineering Building, Phone (03) 5444 7269 or email: jobendigo@latrobe.edu.au
Albury-Wodonga: Student Life Room 4237, Level 2, Building 4, Phone (02) 6024 9774 or email: Iso.aw@latrobe.edu.au
- Research (Research students please submit this form to the Research and Graduate Studies Office)

METHOD OF PAYMENT

Service Fee: **48 hour service – AUD\$25** (If a student requires Academic Services to change the wording of a template, then Academic Services reserves the rights to charge a higher rate – Approximately AUD\$45)

Method of payment: Visa Card Master Card Cash Other (please specify): _____

Credit Card number:

Expiry Date: _____ / _____ Name: _____

METHOD OF COLLECTION

- Collect in person from your local Student Administration Office
- Collect by a third party (the person nominated below will need to provide photo identification)

Given Names: _____ Surname: _____

- Mail (the letter will be sent to the postal address provided above)

Signature: _____ Date: _____ / _____ / _____

Privacy Notice

Details regarding collection, use disclosure and access of personal information from this form are available from the following website address www.latrobe.edu.au/privacy, or by contacting your local student administration office, or by telephone at (03) 9479 2005.

La Trobe University is a registered provider under the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)

CRICOS Provider Number 00115M

Academic Services October 2008 Version 3

A To Whom It May Concern letter is a written notification or confirmation of details regarding your current or past studies at La Trobe University. Letter templates are available at the Student Centre, La Trobe International and also via the link below:

www.latrobe.edu.au/acadserv/current/letters

Please indicate the type of letter required (select **either** a Completion letter **or** a Confirmation of Enrolment letter):

Completion letter

A completion letter confirms that you have fulfilled all the requirements of your course i.e. completed the course. Student Administration Office can not provide a completion letter for students with ENROLLED, INTERMITTED, DISCONTINUED, INACTIVE or LAPSED course status. Please check your course status on StudentOnLine - www.latrobe.edu.au/acadserv/current/studentonline.html# before applying for a completion letter.

Do you require this letter to apply for permanent residency? (If yes, you are not required to complete the remainder of this form.)

Yes No

Do you need any of the following mentioned in you letter? (Please tick)

Commencement date Completion date Graduation details

Did you complete joint studies at a University in China? (For Undergraduate students in computer Science and Information Systems who have completed a Diploma in China before coming to La Trobe University only)

Yes No

If Yes, You *must* provide the name of the Chinese Institution where you studied previously and attach a copy of the transcript

Name of Chinese Institution: _____

Title of Diploma studied in China: _____

Are you applying for ACS accreditation? (For Computer Science students only)

Yes No

If Yes, you *must* provide the name of overseas institution where you studied previously and attach a copy of the transcript)

Name of Chinese Institution: _____

Title of previous course studied in overseas: _____

Confirmation of Enrolment letter

A confirmation of enrolment letter confirms your current enrolment status at La Trobe University.

Do you need any of the following mentioned in you letter? (Please tick)

Commencement date

Semester dates Semester 1 Semester 2 Academic year

Tuition fees Semester 1 Semester 2 Academic year

Expected completion date (if you would like this included the box below **must be completed by your faculty**):

Faculty use only

Under normal progression, the above named student is expected to complete his/her course at the **end** of

Semester 1 Year: _____ Semester 2 Year: _____

Other (please indicate): _____

Faculty staff name (please print): _____

Faculty staff signature: _____ Date: _____ / _____ / _____

Faculty
Stamp

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