

## 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:

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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](http://www.latrobe.edu.au/international) or contact LTI at:

**Bundoora:** LTI Level 2, Peribolos East, Phone 9479 1199 or email: [international@latrobe.edu.au](mailto:international@latrobe.edu.au)

**Bendigo:** LTI Old Engineering Building, Phone (03) 5444 7269 or email: [jobendigo@latrobe.edu.au](mailto: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](mailto: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:

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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](http://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](http://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#](http://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 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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