

Are you an International Student?

Are you a Local Student?

Are you a Research Student?

(go to the Research & Graduate Studies Office)

Are you a Sponsored Student or holder of a Scholarship?

Please read the following carefully to ensure you receive the appropriate letter for your requirements.

1. Are you currently enrolled?

Yes: Go to Question 2 **No:** Go to Question 3

2. Do you require a letter that states you are completing a degree this semester?

Yes: Go to Question 3 **No:** Go to Question 7

3. Do you/your family need graduation ceremony dates for Visa purposes?

Yes: Tick box G: **AND** Go to question 4

No: Go to Question 4

4. Are you going to apply for permanent residency within the next three months?

Yes: Computer Science students go to question 5, ALL other students put code "TWIMC02" on back page **AND** Go to question 10

No: Put code "TWIMC01" on back page **AND** Go to question 10

5. Did you complete joint studies at a University in China?

Yes: NB. This letter only applies to Undergraduate students in Computer Science and Information Systems who have completed a Diploma in China before coming to La Trobe.

You must provide the following information regarding the Chinese Institution/University where you studied previously and attach a copy of the transcripts to this form

Name of Chinese Institution/University:

.....

Title of Diploma studied in China:

.....

Put code "TWIMC03" in box on back page **AND** Go to question 10

No: Go to question 6

6. Are you applying for ACS accreditation?

Yes: NB. This letter only applies to Undergraduate and Postgraduate Computer Science courses.

You must provide the following information regarding the Overseas Institution/University where you studied previously and attach a copy of the transcripts to this form:

Name of Overseas Institution/University:

.....

Title of previous course studied Overseas:

.....

Put code "TWIMC04" in box on back page **AND** Go to question 10

No: Put code "TWIMC02" in box on back page. Go to question 10

7. Do you require your expected completion date?

Yes: The following information **MUST** be completed by a staff member in your Faculty.

<p>Faculty Office use only:</p> <p>Under normal progression, the above named student is expected to complete his/her course in Semester (circle the appropriate semester): 1 2 , (year) 20.....</p> <p>Faculty Staff name (Please print):</p> <p>Faculty Staff signature:</p>	<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> <p style="margin: 0;">Faculty Stamp</p> </div>
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Tick box E: **AND** Go to question 8 (please finish filling out the form and then go to your Faculty to get your form signed. Then take the form to the Student Centre)

No: Go to question 8

8. Do you need your fees stated?

Yes: Semester 1 only: tick box S1:

Semester 2 only: tick box S2:

Academic Year: tick box Y:

Put code "TWIMC05" in box on back page **AND** Go to question 9

No: Go to question 9

9. Do you require semester dates?

Yes: Put code "TWIMC06" in box below **AND** Go to question 10

No: Put code "TWIMC05" in box below **AND** Go to question 10

Please complete both sides of this form before submitting to your local Student Administration Office

10. If you need any other information in your letter please see a staff member, otherwise you have completed your letter request. See sample letters at your local Student Administration Office

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T	W	I	M	C	<input type="checkbox"/>	<input type="checkbox"/>
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Don't forget to read question 10 before you fill in information below.

Student ID Title (please circle) Mr / Miss / Ms / Mrs / Dr

Family Name

Other Names

Postal Address:

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.....

Phone Email

Faculty

Course

Service Fee: 48 hour service - \$25

If a student requires Academic Services to change the wording of the template, then Academic Services reserves the right to charge a higher rate - approximately \$45

Method of payment (please tick the appropriate box)

Please take this form to the Cashiers Office. Once paid, please hand in form behind you at the Student Centre counter

- Cash
- Credit Card
- Other (please specify):

Method of collection:

- Collect in person from the Student Centre
- I am not able to pick this letter up in person: will pick it up for me (Please note, the person you have nominated above will need to provide photo identification)
- Mail (The letter will be sent to the address provided above)

Signed

Date [dd/mm/yyyy] / /

IPO initials: SAO use only. Received by: Date / /
Payment received? <input type="checkbox"/> Yes <input type="checkbox"/> No
Letter to be completed by: Mon Tues Wed Thur Fri Date / /
Comments:
.....

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.

Please complete both sides of this form before submitting to your local Student Administration Office

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