REQUEST FOR OFFICIAL LETTER
Requesting an official letter of student’s enrolments

IMPORTANT INFORMATION

NOTE: If your request for an official letter is to prove your enrolment status to Centrelink, your unofficial transcript in USCCentral may be sufficient evidence. If in doubt, contact Centrelink before submitting this form. To print your unofficial transcript, watch the tutorial video View your unofficial transcript at: usc.edu.au/usccentralguide

Please indicate your reason for requesting this letter:

☐ Employment
☐ Scholarships
☐ Visa
☐ Centrelink (see above)
☐ Holiday letter (International students only)
☐ Other (please specify) ____________________________

1. PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>USC student ID number</th>
<th>Family name:</th>
<th>Given name:</th>
</tr>
</thead>
</table>

Contact telephone number:

Email address:

Current program of study:

2. INFORMATION REQUIRED IN OFFICIAL LETTER

Please tick all that apply:

This letter includes program of study, duration of program, study load and Semester/Session dates.

☐ Semester _______ or ☐ Trimester _______ or ☐ Session _______ Year: 20____

3. COLLECTION OR DELIVERY

Allow at least five working days from the time of submission of the application for the processing of your request. At times of peak demand delays may occur.

☐ COLLECT from Student Central
  Note: If document is not collected in 14 days it will be destroyed

☐ COLLECT by third party from Student Central (Third party requires Photo ID to collect)

I give permission for (Name) ____________________________ to collect my Official Letter on my behalf.

Contact telephone number of third party: ____________________________

☐ POST TO:

Name of company or institution (if third party):

Street address: | Suburb:
----------------|----------

State: | Postcode: | Country (if not Australia):
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4. AUTHORISATION

I agree that I am authorised to request this information from USC and that I will indemnify USC against any consequences if that is not the case.

Student signature: ____________________________ Date: ________________________________
### PRIVACY STATEMENT

The University of the Sunshine Coast collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University’s Privacy Policy at: [www.usc.edu.au/privacypolicy](http://www.usc.edu.au/privacypolicy)

### LODGEMENT

<table>
<thead>
<tr>
<th>In person:</th>
<th>Student Central, Ground floor, Building C Sippy Downs Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mail:</td>
<td>Student Administration – ML23</td>
</tr>
<tr>
<td></td>
<td>University of the Sunshine Coast</td>
</tr>
<tr>
<td></td>
<td>Maroochydore DC QLD 4558</td>
</tr>
<tr>
<td></td>
<td>AUSTRALIA</td>
</tr>
</tbody>
</table>

### ENQUIRIES

<table>
<thead>
<tr>
<th>Email:</th>
<th><a href="mailto:studentcentral@usc.edu.au">studentcentral@usc.edu.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel:</td>
<td>+61 7 5430 2890</td>
</tr>
<tr>
<td>Office hours:</td>
<td>Monday – Thursday: 8.30 am – 5.00 pm</td>
</tr>
<tr>
<td></td>
<td>Friday: 8.30 am – 4.30 pm</td>
</tr>
</tbody>
</table>

### DATE STAMP

Date received at Student Administration