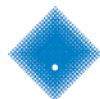


ENROLMENT CONFIRMATION APPLICATION



VICTORIA UNIVERSITY
MELBOURNE AUSTRALIA

You can use this form to receive an Enrolment Confirmation letter from Victoria University. The letter can be used to provide confirmation of enrolment to third parties, e.g. Centrelink, banks, Immigration Department, employers. Complete and submit this form to a Student Service Centre or by fax or mail (details are provided at the bottom of the page).

The standard Enrolment Confirmation letter will confirm the following details:

- Course title(s)
- Main location of study
- Enrolment status*
- Study load**
- Course start and end dates for the study year

Please contact your College/Department should you require more detailed information.

*Status codes: ENROLLED, INACTIVE, COMPLETED, INTERMIT = Intermittent, LAPSED, UNCONFIRMED

**EFTSL (Equivalent Full Time Study Load) or SCH (Student Contact Hours)

PLEASE NOTE: You may be contacted to check that your details are correct. Please allow a minimum of **FIVE DAYS** for processing, not including mail out. The letter will be mailed to your preferred mailing address as per your student record.

If you are receiving Centrelink benefits, you must notify Centrelink of any changes to your study load. For local students, withdrawing from or adding Unit(s) of Study/Subjects may affect your eligibility for Centrelink payments.

If you are an International student, you must advise Victoria University International of any changes to your study load.

Please write in BLOCK LETTERS using a black or blue pen.

FAMILY NAME: _____ STUDENT ID: _____

GIVEN NAME: _____ DATE OF BIRTH: / /19

COURSE NAME*: _____ STUDY YEAR: _____

COURSE CODE*: _____ PHONE: _____

ARE YOU AN INTERNATIONAL ONSHORE STUDENT? (Please tick) YES NO

*If you are enrolled in more than one course and you want a letter to include only one, please specify above. If you don't, we will list all of your courses for the study year indicated.

I request for an Enrolment Confirmation letter to be sent to my mailing address.

STUDENT SIGNATURE: _____ DATE: / /20

OFFICE USE ONLY - SCD PROCESSING

PROCESSED BY:

DATE:

CONTACT

Enquiries ASKVU www.vu.edu.au/askvu
Phone +613 9919 6100
Web www.vu.edu.au/students

STUDENT SERVICE CENTRES

City Flinders Newport
City King St Albans
Footscray Nicholson Sunshine
Footscray Park Werribee
Melton

MAIL TO

Enrolments Office
St Albans Campus
Victoria University
PO Box 14428
Melbourne VIC 8001

PRIVACY INFORMATION

We collect your personal information in accordance with the Privacy Statement for students (www.vu.edu.au/current-students/student-essentials/commonly-used-forms) and the Privacy Policy (www.vu.edu.au/privacy).