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

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).