



Application for Short Letter

Student Details

- Monash College
- Monash University English Language Centre

\$20 per letter unless required for visa renewal. Passport must be produced to verify visa expiry date
Scholarship students are not required to pay a fee.

Family Name _____

Given Name _____

Student ID _____

Date of Birth _____

Sponsored Student YES NO

Type of Letter required

- Proof of current enrolment
- Duration of course with start and end date
- Statement of attendance
- Other (Please provide details) _____

Number of copies required _____

Method of Collection

- Collect in person Mail (Please provide address below) Fax (Please provide number below)

No/Street _____

Suburb _____

State _____ Postcode _____

Fax _____ Phone _____

Signature _____ Date _____

Office Use Only

Visa expiry date verified Yes _____ Sponsored student
(Expiry date)

The information on this form is used for the primary purpose of processing your request. Other purposes for collection include: correspondence, administrative matters, statistical analysis, compliance and legislative reporting requirements. If you do not complete all the questions on this form, it may not be possible to process your request. You have the right to access personal information that Monash College/MUELC holds about you, subject to legislation, by contacting the Monash College Pty Privacy Officer on +(61 3) 9905 8262