



F.13V07 Letter Request Form

Student Name: Student ID:

USI Number: D.O.B:

Email: Contact No:

Address:

If you don't have a USI Number, please complete a Consent Form for Barkly College to apply for USI on your behalf. It is a requirement of the Department of Education that all students have a valid USI.

DOCUMENT BEING REQUESTED

- ACADEMIC PROGRESS LETTER
- VISITOR WELCOME LETTER
- HOLIDAY LETTER
- OTHER: *(please specify below)*
- STATEMENT OF TUITION FEES PAID TO DATE
- ENROLMENT CONFIRMATION LETTER

MODE OF RECEIVING:

Documents issued will be sent to student's home address within 10 working days of receipt of the request form. If required, the statement may be picked up at College Student Administration.

Please select how you would like to receive your document(s):

To be picked up by the student

To be sent to home address

Address:

Student Signature: Date:

Office Use Only

Processed By: Position:

Signature: Date:

Document Information

Title:	F.13V07 Letter Request Form	Version No:	V7.0
Reviewer:	Administration	Date Created:	1 January 2018
Address:	Level 1, 377 Lonsdale Street, Melbourne VIC 3000	Date Reviewed:	28 June 2024