

## Letter Request Form

### PLEASE NOTE

1. International Services does not issue Academic Transcripts or Letters of Completion of Studies. These are available from the Student Centre: [http://www.studentcentre.utas.edu.au/examinations\\_and\\_results/forms\\_files/](http://www.studentcentre.utas.edu.au/examinations_and_results/forms_files/)
2. If you require a Release Letter, please complete the Withdrawal – Notice of Leaving Education Provider form.
3. If you wish to have confirmation of completed qualifications at UTAS, please refer to the University's Graduation Verification Services at: <http://www.studentcentre.utas.edu.au/GraduationVerification/>
4. Release of information to third parties – please see next page

### PERSONAL DETAILS:

Mr Miss Ms Mrs (please circle one)

Family Name \_\_\_\_\_ First Name/s \_\_\_\_\_

Student ID \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Degree Details \_\_\_\_\_ Expected completion date: \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

### PURPOSE OF LETTER:

- Confirm my **enrolment** as an International student (current year only)
- Confirm my **enrolment** as an International student (all years/semesters)
- Confirm that **English** is the language of instruction
- Confirm my living costs
- Verify **vacation dates** (*specify which vacation*) \_\_\_\_\_
- Invite family or friends from overseas for a **Visit**  
(Please complete the details for each family member and/or friend on the next page)
- Invite family or friends from overseas to my **Graduation** (Office use only: Pot. Grad. )  
(Please complete the details for each family member and /or friend on the next page)
- Other (*Please specify*) \_\_\_\_\_

### DELIVERY INSTRUCTIONS (Letters take a minimum of 2 working days to process from date of receipt)

I would like my letter to be:

- Available for collection from International Services:
- Posted to my address
- Posted to an alternative address (*Please complete address details*) \_\_\_\_\_
- Emailed to my UTAS email address
- Faxed (*Please include country and area code if relevant*)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Use only: Received \_\_\_\_\_

Processed \_\_\_\_\_

By: \_\_\_\_\_

## Details for invitation letters

	Person 1	Person 2
Name		
Relationship to you (ie Mother)		
Date of Birth		
Address		
Passport Number		
Purpose of Visit		
Duration of Visit		

	Person 3	Person 4
Name		
Relationship to you (ie Mother)		
Date of Birth		
Address		
Passport Number		
Purpose of Visit		
Duration of Visit		

## Release of Student Information

### *Privacy considerations*

The University is committed to the appropriate and lawful management of personal information, and in particular to compliance, as a personal information custodian, with the *Personal Information Protection Act 2004* (Tas). For the purpose of the [UTAS Privacy Policy](#), personal information includes academic transcripts.

In order to comply with the Act **UTAS is able to:**

- accept authorisation directly from students to send one or more transcripts to a specified agent.
- verify information that is a matter of public record. The Graduation Verification Service (GVS) provides a way to search the database for students who have graduated at the University of Tasmania.  
<http://www.studentcentre.utas.edu.au/GraduationVerification/>
- respond to requests from statutory agencies as described in other Commonwealth or State legislation.
- provide online functions so that students can readily download their results and academic records.

In order to comply with the Act **UTAS is not able to:**

- release an academic transcript to a 3rd party without direct permission from the student.
- accept consent forms from 3rd parties where we are unable to validate identity. UTAS does not routinely store students signatures against which 3<sup>rd</sup> party consent forms could be matched.

For more information go to [UTAS Privacy Policy](#) - <http://www.students.utas.edu.au/privacy> .