



Global Educators  
Melbourne - Australia

# INTERNATIONAL STUDENT SERVICES REQUEST FOR LETTER(S) FORM

**Note: Requests for Letters from the ISS will take five (05) working days. The Letter will be sent to the address as stated below.**

Family Name: \_\_\_\_\_

Given Name: \_\_\_\_\_

Student ID: 

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Date of Birth: 

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Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: 

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Telephone: \_\_\_\_\_

Course in which you are currently enrolled in (e.g. Diploma of Accounting) \_\_\_\_\_

**Please indicate the type of Letter required. Please tick the appropriate box:**

- Confirmation of Current Studies
- Receipt of Course Fees Payment
- Visit by Parents - *Please provide reason of visit; flight details and evidence of relationship*
- AusAID
- Others – *Please specify the reasons and provide the required evidence/DIAC letter*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

For BHI ISS use only:  
Completed by: \_\_\_\_\_ Date: \_\_\_\_\_