

REQUEST FOR LETTER CONFIRMING SCHOLARSHIP STATUS (RESEARCH)

A scholarship status letter will confirm the scholarship title, value per annum, start date, end date, and income tax status.

If you require a letter confirming enrolment status only, you should contact your Faculty HDR Office.

If you require detailed information about your fortnightly payments, you may refer to your payslips at HR Online.

Requests for letters may take up to **one week** to be processed. You should request letters well in advance of the date needed.

SURNAME: _____ GIVEN NAME/S: _____

STUDENT NUMBER

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1. I will collect an original hard copy letter from the HDRO (*please allow 5 working days from the date of request.*)

OR Please post the letter to the following address:

OR Please email a pdf of the letter to the following email address:

2. I require the letter for the following purpose:

(*this section must be completed*) _____

3. The letter should be addressed to:

To Whom it May Concern (*for all general purposes*)

To: _____

4. I am studying: FULL-TIME / PART-TIME (*circle*)

I am enrolled in degree (e.g. PhD; ASAM): _____

(*Enrolment details will be checked against student records*)

5. Other comments _____

STUDENT SIGNATURE AND AUTHORISATION / CONSENT TO PROVIDE A STATEMENT FOR A THIRD PARTY (*if applicable*). THIS FORM MUST BE SIGNED. BY DOING SO YOU ARE AUTHORISING US TO PROVIDE INFORMATION AS YOU HAVE REQUESTED ABOUT YOUR SCHOLARSHIP TO YOU AND/OR YOUR NOMINATED THIRD PARTY/IES.

Signature: _____ Date: _____