

# STATUS LETTER REQUEST

Status letters may be requested by current and past students of Swinburne to provide proof of current or past enrolment. It is used to apply for permanent residency, Centrelink checks, application to various professional organisations, proof of student status at banks etc.

## What details are included?

A status letter includes a student's name and ID, address, title of course, course commencement date, study load, semesters enrolled (if requested) and studies conducted in the English language (international students only, unless otherwise requested).

If you are requesting an AHPRA letter, the details included are your name, course code and title, your status (enrolled or completed) and a statement that your course is an APAC accredited higher degree program.

## Processing time

Status letters take approximately 2 business days to process, however at peak times may take up to 4 business days.

*Fields marked with \* are mandatory*

### Personal Details

You are a:  \* Local student  International student

Your student status is:  \* Current Student  Past Student

Student ID:  \*

Given names:  \*

Family name:  \*

Date of Birth  \*

### Contact Details

Contact number:  \*

Email:  \*

Postal address:  \*

Suburb/Town/City:  \*

State/Province:  \*

Postal code:  \*

Country:  (if not Australia)

### Request Details

Course code:

Course title:  \*

Reason for request:  \*  PR / Immigration / Visas  
 Centrelink (Enrolment Statement)  
 Practical Legal Traineeship Application  
 Australian Computer Society  
 [AHPRA](#) Registration  
 Military Service  
 Other, please specify:

Delivery instructions  \*

### Privacy Statement & Disclaimer

Swinburne University of Technology collects, uses and destroys personal information in order to locate student invoices and verify the student's postal address and will use the information only for locating student invoices and verifying the student's postal address in accordance with our [Privacy Policy](#).

I understand that if the request that I submit is incorrect or incomplete, my request will not be processed.

I agree to the terms stated above