

# STATUS LETTER REQUEST

Proof of Enrolment

## STATUS LETTER REQUEST

Status letters may be requested by current and past students of Intelligent Training Solutions 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 (full-time, part-time or blended delivery), and semester enrolled (if requested).

### Processing time

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

### Application Fees

There are no fees involved to apply for a status letter.

### How to apply for a status letter

This form must be lodged to: **Intelligent Training Solutions: Administration Office, PO BOX 322 Riddells Creek, Victoria 3431** or emailed to [admin@its.vic.edu.au](mailto:admin@its.vic.edu.au).

## APPLICATION FOR A STATUS LETTER

ITS STUDENT NUMBER	I	T	S	0	0	0				
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Title  Mr.  Mrs.  Miss.  Ms.  Dr.  Other

Your student status is  Current Student  Past Student

Legal Given Name		Middle Name	
Legal Family Name		Date of Birth	___/___/____
Telephone (Home)		Mobile Number	
Address			
Email Address			

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### REQUEST DETAILS

What is the review decision or outcome that you are appealing? The decision must be the result of an application for review, as set out in the Review and Appeals policy and procedure.

Course code*	
Course title*	
Reason for request* (Who needs this letter)	<input type="checkbox"/> PR / Immigration / Visas <input type="checkbox"/> Centrelink (Enrolment Statement) <input type="checkbox"/> Military Service <input type="checkbox"/> Other, please specify _____
Delivery Instructions*	<input type="checkbox"/> Mail (Allow an additional 2 to 7 days for delivery) <input type="checkbox"/> Email (Your letter will be emailed to your email address listed on your enrolment form)

### PRIVACY STATEMENT & DISCLAIMER

Intelligent Training Solutions collects, uses and destroys your information in accordance with our Privacy Statement.

### APPLICANT'S DECLARATION

I declare to the best of my knowledge that the information entered and attached to this form is correct and complete. I understand that if the request I submit is incorrect or incomplete, my request will not be processed.

I agree to the terms stated above