Letter Request Form

Student Name: ______________________       Student Number: _________________________
Course: _______________________________________________________________________
Phone: _______________________________Email: ____________________________________

Please select relevant option(s):

☐ Attendance Letter (statement to confirm full-time student status at ANIBT, term-by-term attendance percentages, and current attendance percentage)
☐ Course Progress Letter (percentage of course which is completed)
☐ Enrolment Letter (statement to confirm full-time student status at ANIBT)
☐ Tuition Paid Letter (statement of course cost and how much the student has paid to date)
☐ Invitation Letter (letter of invitation for person(s) to visit ANIBT on forthcoming visit to Australia)

1. Name of person to be invited (please print in box below)   Relationship to you: _____________________

2. Name of person to be invited (please print in box below)   Relationship to you: ____________________

Student Acknowledgement:

1. I understand that there is a cost of $5.00 per letter issued which is payable upon making the interview appointment.
2. I understand that it may take up to 10 working days from the date of the interview at ANIBT for the letter(s) to be issued.

Student signature: ______________________________________ Date: __________________________________

Please submit this form to ANIBT Reception, Level 7, 474 Flinders Street, Melbourne, VIC 3000, Australia.
Tel: 61-3-96202922   Fax: 61-3-9620 2933    Email: info@anibt.vic.edu.au    Web: www.anibt.vic.edu.au

Document/Certificate to be collected on or after: ______________________ (Day) ______________________ (month) ______________________ (Year)

Authorised by:

Campus Manager: ___________________________________________ Date: ________________________
Student Services Manager: ____________________________________ Date: ________________________

ANIBT FORMS updated January 14th 2014 DCS CC
Review June 2014