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: ____________________________