

# LETTER REQUEST FORM



AUSTRALIAN  
LEADING  
INSTITUTE OF  
TECHNOLOGY

Student Name	:	<input type="text"/>
Student Number	:	<input type="text"/>
Date of Birth (dd/mm/yyyy)	:	<input type="text"/>
Course	:	<input type="text"/>
Class Group	:	<input type="text"/>
Email	:	<input type="text"/>
Phone Number	:	<input type="text"/>

## Please select relevant option(s):

- Attendance Letter (statement to confirm full-time student status at ALIT, 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 ALIT).
- 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 ALIT on forthcoming visit to Australia).

Name of person to be invited (please print in box) :

Relationship to you :

Name of person to be invited (please print in box) :

Relationship to you :

## Student Acknowledgement:

- I understand that there is a cost of \$7.00 per letter issued which is payable upon making the interview appointment.
- I understand that it may take up to 10 working days from the date of the interview at ALIT for the letter(s) to be issued.

\_\_\_\_\_  
Student Signature   
Date

## ALIT OFFICE USE ONLY:

Date of Collection:

Authorised by:

\_\_\_\_\_  
Student Services Officer Signature   
Date