

## Request for Course Complete Letter

This form is for International students who are Course Complete and require a Course Complete letter for immigration purposes. The CCL form must be lodged at the Student Centre.

It is the students responsibility to provide Course Complete letter and ACU National Course Complete Transcript to the Department of Immigration and Citizenship (DIAC).

NOTE: All students must keep their address and contact details current on *Student Connect*.

### Section A Student Information

Student ID No

Family Name ..... Given Name(s) .....

Course ..... Campus .....

Date of Birth .....

### Section B Receipt Option

Please tick relevant box to confirm if you wish to collect the letter from the Student Centre or have it posted to your mailing address. Please allow 5 working days for processing of the letter.

- Collect from the Student Centre
- Post to mailing address (as provided on *Student Connect*)

### Section C Student's Signature

Student Signature..... Date .....

IT IS YOUR RESPONSIBILITY TO ENSURE THAT THIS FORM IS COMPLETED CORRECTLY AND AUTHORISED WITH YOUR SIGNATURE

*Office Use Only*

CSO checked Banner for Course Complete status ..... Date .....

Client Service Officer Student Centre..... Date .....

Date collected/mailed .....