CCL
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