

ENROLMENT CONFIRMATION LETTER APPLICATION

You can use this form to receive an Enrolment Confirmation letter from Victoria University. The letter can be provided to third parties e.g. Centrelink, Bank, employer, Department of Home Affairs, as proof that you have enrolled in a course. Complete and submit this form to a VUHQ or email to us via AskVU (askvu.vu.edu.au).

The standard Enrolment Confirmation letter will confirm the following details:

- course title(s)
- main location of study
- enrolment status*
- study load**
- course start and end dates for the study year.

Please contact your College/Department should you require more detailed information.

*Status codes: ENROLLED, INACTIVE, COMPLETED, INTERMIT = Intermitted, LAPSED, UNCONFIRMED.

**EFTSL (Equivalent Full Time Study Load) or SCH (Student Contact Hours).

Please note, you may be contacted to check that your details are correct. Please allow a minimum of FIVE DAYS for processing. The letter will be emailed to your nominated email account; please specify below.

If you are receiving Centrelink benefits, you must notify Centrelink of any changes to your study load. For local students, withdrawing from or adding Unit(s) of Study/Subjects may affect your eligibility for Centrelink payments.

If you are an International student, you must advise the Enrolments team of any changes to your study load. You can email us via AskVU vu.edu.au/askvu

PLEASE WRITE IN **BLOCK LETTERS** USING A BLACK OR BLUE PEN.

PERSONAL DETAILS

FAMILY NAME:	STUDENT ID:
GIVEN NAME:	DATE OF BIRTH:
COURSE NAME*:	STUDY YEAR:
COURSE CODE*:	PHONE:

ARE YOU AN INTERNATIONAL ONSHORE STUDENT? YES NO

*If you are enrolled in more than one course and you want a letter to include only one. If not specified, we will list all of your courses for the study year indicated.

I request an Enrolment Confirmation letter to be sent to my nominated email address:

EMAIL: _____

STUDENT SIGNATURE: _____ **DATE:** _____

OFFICE USE ONLY	ENROLMENTS STAFF MEMBER	
	PROCESSED BY:	
	SIGNATURE:	DATE:

PRIVACY STATEMENT

Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the Department of Education and Training and the Department of Home Affairs in accordance with VU's obligations under the Education Services for Overseas Students Act 2000 (Cth) (**ESOS Act**), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (**National Code**) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website vu.edu.au/privacy

You have a right to access your personal information held by VU. If you have any questions regarding privacy, please refer to the [Privacy page](#) on our website, our frequently asked questions at [ASKVU](#) or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

PRIVACY INFORMATION:

We collect and protect your personal information in accordance with our Privacy Policy vu.edu.au/privacy

If you have any questions, you can access [ASKVU](#), speak to us via live chat or call us on +61 3 9919 6100.

Our VUHQs are located at the following campuses:

City King	St Albans	Footscray Park	Sunshine
City Flinders	Werribee	Footscray Nicholson	