

# Completion Letter Request

This application will enable you to receive written proof of the completion of your degree.

This form can be submitted **in person** at your Student HQ, via **email** to: [info@federation.edu.au](mailto:info@federation.edu.au) or **post** to Student HQ, Federation University Australia, Mt Helen Campus, PO Box 663, Ballarat VIC 3350

Requests will be processed within three (3) working days after the publication of results.

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## **SECTION A: To be completed by ALL students (Domestic, International and Off Campus)**

### **PERSONAL DETAILS**

Student ID: \_\_\_\_\_

Family Name: \_\_\_\_\_

Given Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

### **COURSE DETAILS**

Program Name: \_\_\_\_\_

Program Duration \_\_\_\_\_ Campus Attended: \_\_\_\_\_

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Attendance Type:                      Full Time                      Part – Time

## **SECTION B: To be completed by International students only**

Expiry Date of Student Visa: \_\_\_\_\_

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### **Please tick the preferred option for receiving your letter when completed:**

- I will collect the completion letter from Student HQ at \_\_\_\_\_ campus.
- I authorise a friend or relative to collect the completion letter for me (authorisation letter required at the time of collection) from Student HQ at \_\_\_\_\_ campus.
- Original document posted to the postal address provided
- Original scanned and emailed to the email address provided

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_