STATEMENT OF ENROLMENT APPLICATION

UNIVERSITY OF TECHNOLOGY SYDNEY

Essential Information

What is a Statement of Enrolment?

A Statement of Enrolment is an official letter which will state:

* Your name and student number
* The course you are enrolled in
* Your current attendance pattern

If you are an International Student, please contact the International Office to obtain a Student Verification letter

PERSONAL AND COURSE DETAILS

Student Number

Family Name

Given Names

Address

Suburb/Town:

State: Postcode:

IMPORTANT: Your address as registered on the Student Administration System of the University will be used to correspond with you about this application. It is your responsibility to ensure these details are up-to-date. To change your address with the University, use "My Student Admin".

Telephone

Home: Work/Mobile:

Email

Your Current Course

(e.g. B.E. Civil Engineering)

Course Code

(e.g. C10061)

Attendance Pattern

(F/T, P/T or S/W)

STATEMENT OF ENROLMENT

a. Which semester(s) do you require this statement for?

☐ Autumn

☐ Spring

Year:

b. Please indicate here if there is any additional information required on your statement (please note that this information will only be added subject to approval)

DECLARATION

I declare that the details supplied on this form are mine, and that the information provided by me is correct and complete.

Signature:

Date: / /

DELIVERY INSTRUCTIONS

☐ Available for collection from the Student Centre, Broadway.

☐ Available for collection from the Student Centre, Kuring-gai.

☐ Posted to my address indicated on this form

Please allow 3 working days for processing.

Cost

A Statement of Enrolment costs $20. Payment can be made by credit card.

LODGING THE FORM

After you have completed the form, check that you have answered all questions, signed and dated the form. Then lodge the form at one of the following addresses:

In Person:

Student Centre
Level 4, Tower Building
No. 1 BROADWAY

or

Student Centre
Level 5, Main Building
Eton Road, LINDFIELD

By Mail:

Student Centre
University of Technology, Sydney
PO Box 123
BROADWAY NSW 2007

or

Student Centre
University of Technology, Sydney
PO Box 222
LINDFIELD NSW 2070

By Fax:
(02) 9514 1200 (City campus) or (02) 9514 5441 (Kuring-gai)

CREDIT CARD PAYMENT DETAILS

Please debit my credit card account as shown below:

Bankcard ☐ Master card ☐ Visa card ☐

Credit Card Number ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Account Name: _____ Expiry Date: ☐☐/☐☐

Signature: _____ Date: ____/____/____

STUDENT ADMIN UNIT USE ONLY

Received by (initials) .....

Date Stamp

Processed by (initials) .....

Date Letter Sent: ___ / ___ /___

Processed Stamp