

A90 – ENROLMENT CONFIRMATION 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.

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 \(askvu.vu.edu.au\)](mailto:ASKVU@askvu.vu.edu.au)

Complete and submit this form to a [VUHQ](#) or email to us via [ASKVU \(askvu.vu.edu.au\)](mailto:ASKVU@askvu.vu.edu.au).

If you are completing a hard copy of this form, please write in **BLOCK LETTERS** using a black or blue pen.

1. PERSONAL DETAILS

Student ID	<input type="text"/>	Family name	<input type="text"/>
Given names	<input type="text"/>	Date of birth	<input type="text"/>
Phone	<input type="text"/>	Are you an international onshore student?	<input type="checkbox"/> No <input type="checkbox"/> Yes

2. COURSE DETAILS

What course are you currently enrolled in?

Course title	<input type="text"/>	Course code	<input type="text"/>
Study year	<input type="text"/>		

Please note: If you are enrolled in more than one course, you will need to specify what course you are requesting the enrolment confirmation letter for, or we will list all of your courses for the study year indicated above.

3. ENROLMENT CONFIRMATION REQUEST

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

Email	<input type="text"/>
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4. STUDENT DECLARATION

- I declare that all information supplied on this form is true and correct.
- I have obtained College recommendation and have attached all supporting documentation required.
- I have read the Privacy Policy and I agree to abide by the regulations and policies of Victoria University.

Signature	<input type="text"/>	Date	<input type="text"/>
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OFFICE USE ONLY

Enrolments staff

Application approved Application denied

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 departments of education 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.

CONTACT US

If you have any questions, you can access ASKVU (askvu.vu.edu.au), speak to us via live chat or call us on **+61 3 9919 6100**.

Our **VUHQs** are located at the following campuses:

- ◆ City Campus
- ◆ Footscray Park
- ◆ Sunshine
- ◆ Footscray Nicholson
- ◆ St Albans
- ◆ Werribee