

1. PERSONAL DETAILS

Student Number (8 Digit Number)

FIN Number / NRIC Number

Passport Number (International Students)

Student Type International Domestic

Family Name _____ Given Name: _____

JCU Email Address: _____ @ my.jcu.edu.au

Mobile Phone: _____ Nationality: _____

Current Course: _____

Singapore Residential Address (For Bank Letter only) Block / House Number _____ Floor/Unit Number _____
Street Name _____
Building Name (if applicable) _____
Postal Code: Singapore _____

2. TYPE OF REQUEST

General Letter Deferment Letter

Bank Letter Visa Letter

Others, please specify: _____

3. DECLARATION

I declare that the information provided is true and accurate to the best of my knowledge and that I have not wilfully suppressed any information. I understand that information contained in this form is collected for enrolment and administrative purposes, and that some information may be released for administrative purposes. Personal information will not be passed onto any other external bodies without prior authorisation unless a valid legal request has been made.

Student Signature: _____ Date Submitted (DD/MM/YYYY): ____ / ____ / ____

IMPORTANT: The processing time will be 3 working days. Student will be notified through their JCU email on the outcome of the request.

4. RETURN DETAILS

James Cook University
149 Sims Drive, Singapore 387380
Student Affairs, Block C
Tel: +65 6709 3688
Email: studentaffairs-singapore@jcu.edu.au

5. OFFICIAL USE ONLY

Staff Signature: _____ Date Received (DD/MM/YYYY): ____ / ____ / ____