

## Visa Letter (Graduation) Request Form

### **Important Instructions:**

1. The letter will only be processed after **the graduation approval email** had been officially sent. It will take approximately 5 working days (excluding weekends) upon receiving the request.
2. An email will only be sent to your JCU email account once the letter is ready for collection.
3. All outstanding payments with the University must be cleared before submitting the Visa Letter (Graduation) Request Form. Your forms will not be processed if you have outstanding payments due to the University.
4. Fill in the details and sign the form electronically. After which, please email the completed form to [exams-singapore@jcu.edu.au](mailto:exams-singapore@jcu.edu.au) for processing. No hardcopies form will be accepted and processed.

1. Personal Details	
Student's Name (as per passport or NRIC) :	
JCU 8-digit Student Number :	
Contact No. :	
Course title :	
Major(s) ( <i>if applicable</i> ) :	
Mode of study	

2. 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 for enrolment and administrative purposes, and that some information may be released for administrative purposes. Personal information will not be passed onto any external bodies without prior authorisation unless a valid legal request has been made.	
Student's signature:	Date (dd/mm/yyyy):