

Student Request Form

www.mcgill.edu.au

Note: This application will only be processed if the student has no overdue fee.

STUDENT DETAILS

Student ID: _____ **Given Name:** _____

Phone Number: _____ **Family Name:** _____

Course Name: _____ **Email:** _____

Course Start Date: _____ **Course End Date:** _____

STUDENT'S REQUEST

Reference Letter (name of the employer is required)

Holiday Reference Letter

Transcript

Certificate

Other

Details/Purpose of the request: _____

DECLARATION:

I declare that the details supplied on this form are valid and accurate. I can produce documentation to verify them if required.

Student's Signature:

Date: _____

The processing time is 3-5 working days for processing.

Approval (Official Use Only)

Application

Approved

Not Approved

Comments: _____

Staff Name: _____

Signature:

Date: _____