



UNSW Award & Enrolment Statements



Here you will find information on applying for an Award and Enrolment Statement, or applying for an Enrolment Statement only.

About these statements

You can use these statements when you need to provide verification of your enrolment, or the completion of your studies (e.g. for a prospective employer).

Award and Enrolment Statement (completion letter)

This can only be issued once your graduation status is 'Awarded'

You can use the Award and Enrolment Statement to verify your program completion and eligibility to graduate.

The statement lists these dates:

- Completion of your studies
- Conferral of the award

- Your graduation ceremony

It also verifies your enrolment for each semester you have been enrolled at UNSW since 1990:

- Semester start dates
- Program enrolled in
- Normal program duration
- Your study load in each semester

Current students please note: an Award and Enrolment Statement can only be issued once your graduation status is 'Awarded'. Please **check your graduation details** on myUNSW before submitting your request. If your status is not Awarded you can request an Enrolment Statement only.

Enrolment Statement

This verifies your enrolment for each semester

The Enrolment Statement verifies your enrolment for each semester you have been enrolled at UNSW since 1990:

- The semester start dates
- Program enrolled in
- Normal program duration
- Your study load in each semester

How to apply

Current students with access to myUNSW

To use the service you must have current access to myUNSW. If you do not have myUNSW access please follow the procedure outlined below for graduates and past students.

Applications may take up to three (3) working days to process. During peak periods this may increase to five (5) working days.

To apply:

1. **Log in here**
2. You will then have the option to request an Award and Enrolment Statement or an Enrolment Statement only

Graduates and past students without access to myUNSW

If you are a graduate or past student and you do not have access to myUNSW you can request a copy of your **Award and Enrolment Statement online**.

Complete all sections and submit your request online. For further information or advice regarding how to apply please contact **The Nucleus: Student Hub**.

Applications may take up to three (3) working days to process. During peak periods this may increase to five (5) working days.

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