UNSW can issue documentation confirming your enrolment for any of the following reasons. Follow the instructions below to request the letter you need.

(My Student Profile tab > My Student Services > Online Services > Statements).

Applications may take up to three (3) working days to process.

**Eligibility**

You are NOT eligible to apply for these letters if you are not enrolled in the current semester or if you have any outstanding debt to the University. Debts include all fees, loans, library fines, housing blocks, Art & Design blocks, ATAX blocks and equipment. All debts will need to be cleared before a Standard letter can be issued to you.

**Letter confirming enrolment details**

Used to confirm your enrolment at UNSW. This letter details your name, date of birth, program of study, full time/part time study load, date of commencement, expected date of completion, and UNSW vacation dates. It also confirms that the language of tuition at UNSW is English. This letter can be used to prove your eligible working dates if you are on a student visa.

Eligibility

- Currently enrolled student with access to myUNSW

**How to apply**

- Online through [myUNSW](#) (My Student Profile tab > My Student Services > Online Services > Statements)

**Centrelink Letter**

This letter can be used for Centrelink purposes to prove your:

- Term and annual study load for the current academic year
- Program and course enrolment details and
- If applicable, date of any courses you withdrew from after the census date.

Eligibility and how to apply

**Follow these instructions**

**Jury Duty Letter**

If you have been summoned for jury duty, you can use this letter to confirm your enrolment status at the University.
Eligibility

- Currently enrolled students who have been summoned for Jury Duty and have access to myUNSW

How to apply

- Online through myUNSW (My Student Profile tab > My Student Services > Online Services > Statements)
- Upload your summons letter.
  - Note: This is not the Notice of inclusion

Overseas Living Expenses Letter

For international students to confirm their enrolment and tuition fees at UNSW, in order to transfer funds from their home country. The letter details an estimated breakdown of costs for one-year full-time study at the University.

Eligibility

- Currently enrolled International student with access to myUNSW

How to apply

- Online through myUNSW (My Student Profile tab > My Student Services > Online Services > Statements)

Release Request

If you are an International student on a Student visa, and would like to transfer to another education provider within the first six months of study, you need a release from UNSW.

Eligibility and how to apply

Follow these instructions

Award/Enrolment statements

To confirm the details of your completed or in-progress degree.

Eligibility and how to apply

Follow these instructions