

## SPONSORED STUDENT OFFICIAL STATEMENT REQUEST FORM

Official Statements can be collected either from the International Office, sent directly to the sponsor via email, or emailed directly to the student's Griffith University email address. Please allow at least **FIVE (5) - TEN (10)** working days after **all documentation has been received** for your Official Statement to be completed and ready for collection or email.

### 1. STUDENT PERSONAL DETAILS

Griffith Identification Number <div style="display: flex; justify-content: space-around; width: 100px;"><div style="width: 20px; height: 20px;"></div><div style="width: 20px; height: 20px;"></div><div style="width: 20px; height: 20px;"></div><div style="width: 20px; height: 20px;"></div><div style="width: 20px; height: 20px;"></div><div style="width: 20px; height: 20px;"></div></div>	<b>NAME</b>	<b>Phone:</b>
	Family name:	<b>Campus:</b>
Date of Birth:	First name:	<b>Date:</b>
Email:		
Program title and Code:		
Name of sponsor:		

### 2. SELECT OFFICIAL STATEMENT YOUR SPONSOR REQUIRES (tick all that apply)

<input type="checkbox"/>	Student <b>Enrolment Verification</b> Letter (Study dates, including start and expected completion dates, are listed in this letter)
<input type="checkbox"/>	<b>Original Sponsor Approval</b> Letter for remaining financial guarantee duration to be covered (you
<input type="checkbox"/>	Request for Additional Funding for <b>Books and/or Resources</b> (includes purchase of computer or laptop)
<input type="checkbox"/>	Request for Additional Funding for <b>Travel Between Campuses</b> : 1. Course Number: _____ Class Number: _____ Campus: _____ 2. Course Number: _____ Class Number: _____ Campus: _____
<input type="checkbox"/>	Request for a <b>Vacation Letter</b> (letters not provided for the full academic year, must request each trimester required) You must meet the following conditions: <b>1)</b> You must be enrolled in current trimester <b>AND 2)</b> You must have a valid COE. <b>You are not eligible for a vacation letter if you cannot meet both of these conditions.</b>
<input type="checkbox"/>	Request to <b>Extend</b> Student's <b>Sponsorship Duration</b> (additional time required to complete degree program) 1. I have organised and attached a study plan to complete my degree <input type="checkbox"/> ( <b>MUST be included</b> ) 2. I require additional time due to: Grades <input type="checkbox"/> A reduced study load approved by my sponsor <input type="checkbox"/> A reduced study load <b>not approved</b> by my sponsor <input type="checkbox"/> A leave of absence approved by my sponsor <input type="checkbox"/> <input type="checkbox"/> Other (Please explain): _____
<input type="checkbox"/>	Request for <b>Change of Program</b> (includes downgrades, upgrades, honours, and articulations)
<input type="checkbox"/>	Other: _____

**NOTE: Completion of Study Letters AND Official Transcripts** are automatically sent to sponsors once grades have been posted.

### 3. OFFICIAL STATEMENT COLLECTION

<input type="checkbox"/>	I will collect my Official Statement from the International Office, Gold Coast campus, Student Centre (G33)	Date Stamp (GI Received)
<input type="checkbox"/>	I will collect my Official Statement from the International Office, Nathan campus, Willett Centre (N53)	
<input type="checkbox"/>	Please email my Official Statement to my Griffith University email account	
<input type="checkbox"/>	Please email my Official Statement to my sponsor.	

### PRIVACY STATEMENT

Griffith University collects, stores, and uses personal information only for the purposes of administering sponsored/scholarship students. The information collected will be handled in accordance with Griffith University's [Privacy Plan](#).