

# CELUSA Application for Documents

Student ID Code		Date	
Name			
Address	Post Code		
Date Of Birth		Mobile	
Signature			

## DOCUMENT TYPE

- Letter to confirm study at CELUSA**  
Reason:  Bank  Library  Sponsor  Other \_\_\_\_\_
- Letter to invite visitors**  
Approx. date of arrival \_\_\_\_\_  
Family member visiting e.g. father, sister etc. \_\_\_\_\_
- Letter to confirm holiday**  Christmas break  Holiday break between study periods
- Official Attendance Certificate**
- Student Achievement Report – *Cannot be emailed*** \$10.00   
CELUSA issues a Student Achievement Report *free of charge* for graduating students only.
- Replacement Graduation Certificate – *Cannot be emailed*** \$20.00   
CELUSA issues a Graduation Certificate *free of charge* for graduating students only.

## INSTRUCTIONS FOR COLLECTION/MAILING (allow minimum two working days for requests to be processed)

- Postal Address** (if different from above) \_\_\_\_\_  
\_\_\_\_\_
  - Emailed as an attachment to email address** \_\_\_\_\_  
*Achievement Reports and Graduation Certificates **CANNOT** be emailed.*
  - Collect from Student Services Centre (City East B4-03)**  **or (City West CS3-31)**
- NOTE:** Documents will only be held for 10 working days, after this time you will need to re apply.

<b>OFFICE USE ONLY</b>	<b>Payment Details</b>	Total paid \$ _____	Receipt No _____	Date ____/____/20____	Initial _____
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**CELUSA**  
University of South Australia  
City West Campus  
Catherin Helen Spence Building  
North Terrace Adelaide  
SA 5000 Australia

**Postal Address**  
GPO Box 2471  
Adelaide SA 5000  
Australia

**Main Details**  
T + 61 8302 1555  
F + 61 8302 1557  
E [celusa.info@unisa.edu.au](mailto:celusa.info@unisa.edu.au)  
W [unisa.edu.au/celusa](http://unisa.edu.au/celusa)