

Letter Request Form

Please note all letters will be ready for collection within

5 full working days.

PLEASE PRINT IN BLOCK CAPITALS CAREFULLY

Please take time to complete this form correctly, otherwise the process will be delayed.

Please provide me with a letter to assist with the following (please tick the letters you need and complete the information box(s) below).

Visa letter	<input type="checkbox"/>	Council tax letter	<input type="checkbox"/>
Country _____		Bank account opening letter	<input type="checkbox"/>
Doctor's letter	<input type="checkbox"/>	Enrolment letter	<input type="checkbox"/>
*Right to work letter	<input type="checkbox"/>	Progress letter	<input type="checkbox"/>
Holiday letter (Immigration clearance)	<input type="checkbox"/>		

(Please note we require your travel tickets before we can process this request)

First name: _____

Last name: _____

Student number: _____

• **I wish to open an account at:** _____
(Bank name and full address must be provided)

• **I pay my council tax to:** _____
(Please list your local council tax office)

- **Right to Work letters will not be authorised during term time.**

Student signature: _____

Date: _____

FOR OFFICE USE ONLY

Student Number: _____

Visa letter

Doctors letter

Right to work letter

Holiday Letter

(Immigration Clearance)

Date requested: _____

Council tax letter

Bank account opening letter

Enrolment letter

Progress letter

Pick up date: _____

Student Services signature: _____