

Request for Letter of Confirmation

This form is for a variety of letters relating to completion of courses/programme and confirmation requests for immigration visa needs. Please allow 10 working days for the request to be processed by the aligned staff in the Department. Please note that letters proving eligibility to graduate cannot be processed until after results are finalised.

Student Details	
First Name	
Last Name	
Student ID	Programme:
Address	Postal: Email:
Phone/Mobile	

Requested Letter (Indicate the purpose of the letter):

Eligible to Graduate *(must be signed off by Programme Leader)*

Confirmation of Enrolment

Other _____ (please detail)

Indicate to whom the letter will be addressed to (if applicable):

Tick one that applies: collect letter from _____ OR have it posted to home address

For Office Use Only		
Request received by:	Scan to email to:	Date: