

Student Letter Request Form

FOR OFFICE USE ONLY	
Date Received In SSC:	
Date Needed:	

*** COLLECT / EMAIL / POST**

Full Name

Enrolment Number (Student ID) (On top left hand side of student card) Date of Birth

Course Year of Study

Course Start Date Course End Date

<p>Term Time Address</p> <p><i>(Please tick appropriate box)</i></p> <table> <tr> <td>University Accommm</td> <td>Other Rented Accommm</td> <td>Private Sector Halls</td> <td>Own Home</td> <td>Parental/Guardian Home</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	University Accommm	Other Rented Accommm	Private Sector Halls	Own Home	Parental/Guardian Home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Permanent/Home Address</p>
University Accommm	Other Rented Accommm	Private Sector Halls	Own Home	Parental/Guardian Home							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							

If we do not have your current address(es) on our system, do we have your consent to update them from the details given above? Student Signature _____

Please tick the type of letter required:

Certificate of Study (This gives course details and course dates)	<input type="checkbox"/>
Council Tax Certificate (You may not need a letter for Lincolnshire County Council as they are informed automatically)	<input type="checkbox"/>
Bank Letter (Please state name of bank)	<input type="checkbox"/>
Graduation Invitation Letter	<input type="checkbox"/>

PLEASE ALLOW 2 WORKING DAYS BEFORE COLLECTING FROM THE STUDENT SUPPORT CENTRE