

# International Request For Letter(s) Form



**Note: Requests for Letters from International will take up to five (05) working days.**

**Please mark how you wish to receive the letter:**

- By post to your address as stated below**
- By email to your email address as stated below**
- You will collect from the international student office**

Family Name: \_\_\_\_\_

Given Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Date of Birth:   /   /

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Course in which  
you are currently  
enrolled \_\_\_\_\_

**Please indicate the type of letter required. Please tick the appropriate box:**

Confirmation of Current Studies

Receipt of Course Fees Payment

Visit by Parents or Relatives

**(Please provide names, date of birth and relationship of family members.)**

Confirmation of Term Holiday dates

Others – *Please specify the reasons for such letter below and provide evidence if*

*Applicable. If the letter is to be addressed to a specific person or office, please provide the full contact details.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

For BHI International use only:

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_