

# International Request for Letter(s) Form



**Note: Requests for Letters from International will take up to five (05) working days.  
The letter will be sent to you via your email address as stated below.**

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

Visit by Parents or Relatives

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

Confirmation of Term Holiday dates

*Other– 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: