



Request for Letter(s) Form

Note: Requests for Letters from the International Office 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:

Visit by Parents or Relatives

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

Confirmation of Term Holiday dates

(Please note you MUST be re-enrolled into the following semester/year and have paid tuition fees)

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: