

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: _____