

# Letter Request Form

YOU MUST CONFIRM YOUR TERM TIME AND PERMANENT ADDRESS BEFORE ANY LETTER CAN BE ISSUED TO YOU.		
Student Name:		Student ID Number:
Phone or Email		Course Title:
Year of Course: 1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> or Past Student Erasmus Exchange Study Abroad (Please Circle)		
Student Term Time Address:		Student Permanent Address:
<b>Purpose of Document (please indicate your requirement)</b>		
Council Tax		Please confirm your term time address above
Bank/Building Society		Name and address of Bank:
VISA Student Status		Which countries are you visiting?
Confirm fees have been paid		
Confirm Completion of Course		
<b>Foundation transcript</b>		Undergraduate and Postgraduate students need to contact the Exams Team in Central Registry on: <a href="mailto:awards@arts.ac.uk">awards@arts.ac.uk</a> for Official UAL Transcripts
Past Student		Please give details of what information you require:
Other letter request		Please give details:
Would you like the letter to be scanned to you? Yes / No and original sent in the post 2 <sup>nd</sup> class postage		
Letters will be scanned to college email address. (past student please give details)		
Letters to be collected from the Student Centre at Peckham Rd (Mon-Fri 9am – 5pm)		
Student Signature:		Date:

**PLEASE NOTE: A MINIMUM OF 2 WORKING DAYS IS REQUIRED TO PRODUCE LETTERS**

During enrolment period - Sept/Oct, Exam Board period in May/June, and beginning and end of each term. It may take up to 4 working days.

PLEASE RETURN COMPLETED FORM TO THE

**Student Centre, PECKHAM ROAD** or via email to: [studentcontactdesk@camberwell.arts.ac.uk](mailto:studentcontactdesk@camberwell.arts.ac.uk)

