

## Letter Request Form

Please complete this form if you require one of the following general confirmation letters. Return the completed form to your ACES Helpdesk.

First name: \_\_\_\_\_ Surname : \_\_\_\_\_

Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Contact number: \_\_\_\_\_

Course title: \_\_\_\_\_

I require the following letter:  
(Please tick)

☐ **Status Letter** (Current Student) - *confirm enrolment on course, start & end dates.*

☐ **Status Letter** (Completed Student) - *to confirm completion of course, course start & end date and graduation date.*

☐ **Employer's Letter** - *To confirm course completion date and eligibility to work full-time.*

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Helpdesk are extremely busy and are not able to process requests immediately. We aim to respond to letter requests within 48 hours.***

Faculty Date Stamp