

3rd Party Letter Request

Student Details:

Surname: First name/s: Student ID:
(if not known, please give date of birth)

Correspondence Address:

Tel No: e-mail address:

Course Details:

Programme Studied:.....

Date Started this programme: Date finished this programme:

Award/Classification of this programme:

YOU ARE ALLOWED TO APPLY FOR UP TO 3 LETTERS TO DIFFERENT AUTHORITIES - FREE OF CHARGE.
(for instance: an Embassy or the UK Border Agency or an employer or another University etc)

When **THREE** letters **in total** have been issued (either all together, or on different occasions) if any further copies are required a fee of £10.00 per letter will be charged, payable in person at the College Cash Office by Credit or Debit card, Cash or Cheque, or by telephone via a Debit or Credit card.

Details of 3rd party/parties:

Please give details of the 3rd party or parties: *i.e. addresses, and contact names (if available):*

1.
2.
3.

Please state reasons for your request:

Authorisation:



Signature: Date:

This request cannot be processed without your signature here.

- Send to my correspondence address I will collect Letter will be collected for me

If someone is collecting this letter for you, please give their name

***Please note that the person will be asked to provide proof of ID and the letter will not be released without this.**

Please return this form to: University College Birmingham, CQD, 7th Floor, Summer Row, Birmingham B3 1JB (Sited in the Student Information Suite) or Fax to: +44 121 604 1144 or email to: cqd@ucb.ac.uk

ALL BOXES MUST BE COMPLETED
Our aim is to process your request within two working days.