

LETTER/ATAS REQUEST FORM

Please note: It can take up to 5 working days to produce letters

Surname: First Name(s)

Student No: Faculty:

Mode of Study:

Signature (to authorise use of details)

Date:

What information do you need in the letter? Please be exact in stating your requirements; amendment to letters already produced will incur further delay (please tick box)

- ☐ Confirmation of Attendance ☐ ATAS Certificate
- ☐ Notification of Transfer/Interruption/Withdrawal (delete as applicable)
- ☐ Confirmation of Award
- ☐ Confirmation of Address (letter will include both permanent and term time addresses)
- ☐ Other (please specify)

The letter is required for:

(please tick box)

- ☐ Bank (please specify bank name and branch location)
- ☐ Sponsor ☐ 'To Whom it May Concern'
- ☐ Other (please specify)

Please state how you wish to receive the letter:

- ☐ Collect from Research Degrees Office ☐ Please send to me

Office Use Only

Date received: Date completed:

Completed by: