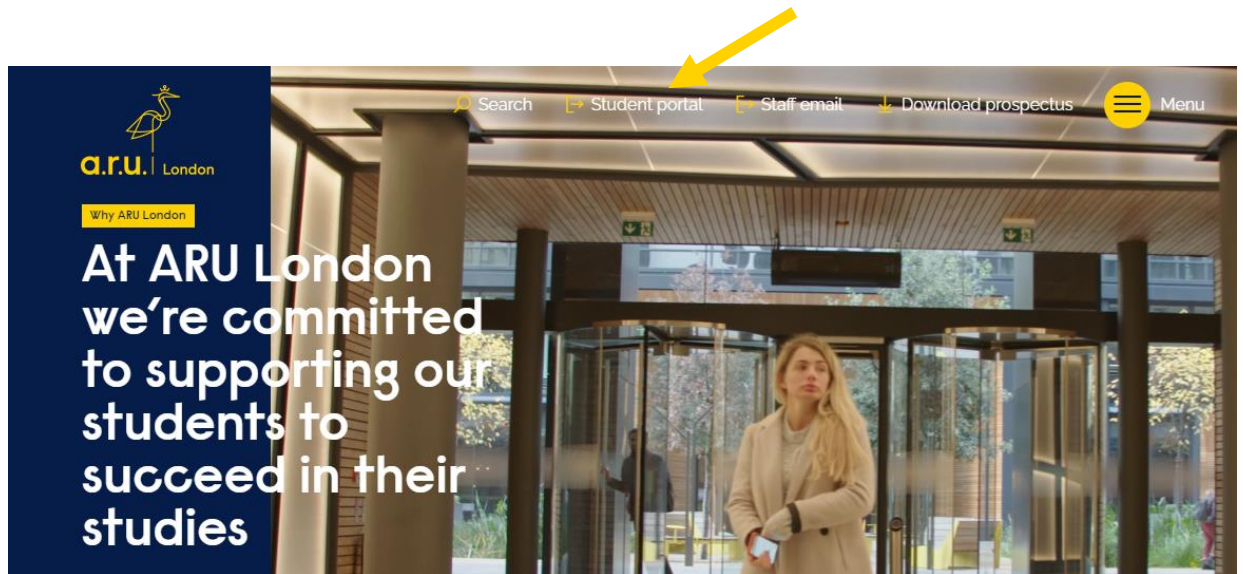


# How to Make a Letter Request

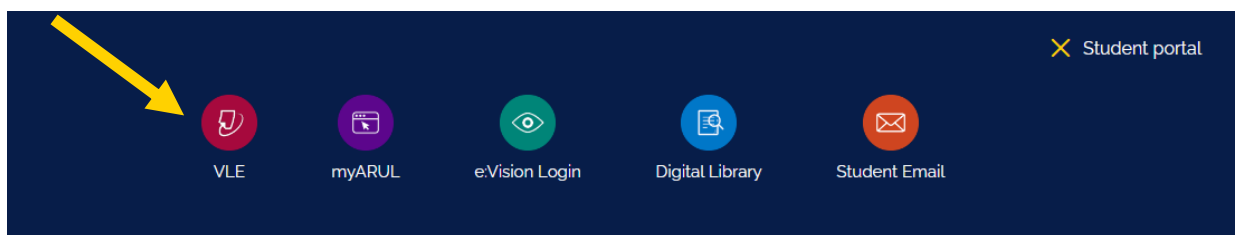


STEP 1: Log in to your VLE account and click on My Forms.

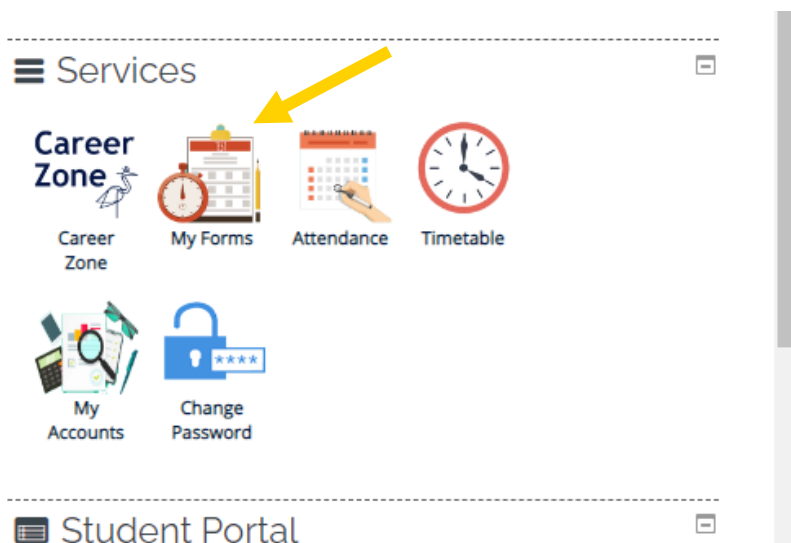
- Go to [www.london.aru.ac.uk](http://www.london.aru.ac.uk)
- Click on Student Portal



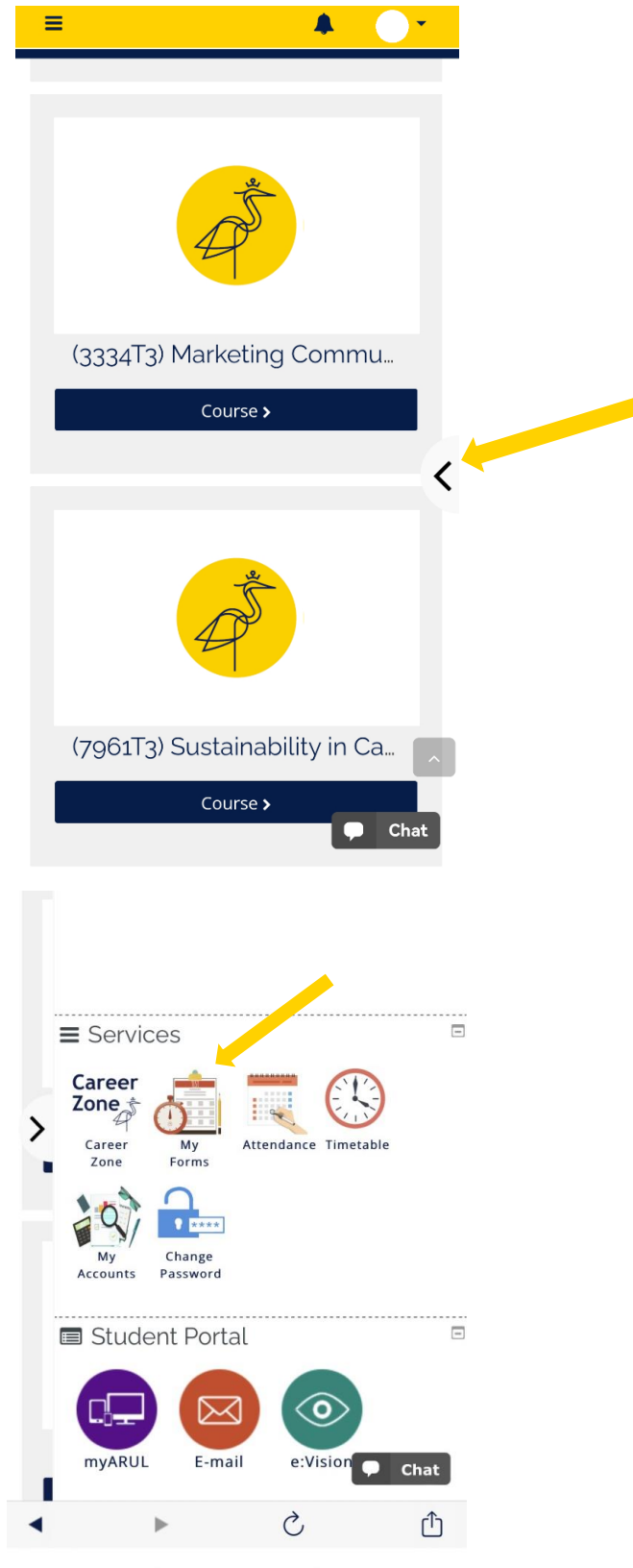
- Click on VLE and access using your log-in details



- Click on My Forms (on the right-hand side of the screen)




Please be aware that if accessing your VLE from a mobile device, you will need to select the arrow on the right next to your modules which has your 'Services' option



## STEP 2: Select 'Letter Request'

**My Forms**

Please choose from following:

- **Letter Request** 
- Timetable Change Request Form
- Change of Course Form
- Assessments Extension Application Form
- Notification of Leave Form
- Attendance Enquiry Form
- Request for a replacement Attendance card

STEP 3: Please choose a requested letter in the 'Letter required' box and complete the necessary details below.

**Letter Request Detail**

ARU London Student Id. :

Letter Required :

Bank Name (specify if needed) :

Embassy Name (if applying for embassy letter) :

Upload Related Documents :  No file chosen

Additional Details (if any) :

Do you want to collect or have the letter posted?

**Due to the ongoing Coronavirus situation, all letters will now be sent via your student email until further notice**

**Submit**

All letters will be sent as a PDF via your student email. Note: Once the letter has been requested, this will take 3 -5 working days to be issued.

If you would like more information regarding letter requests, please contact –  
iCentre@london.aru.ac.uk