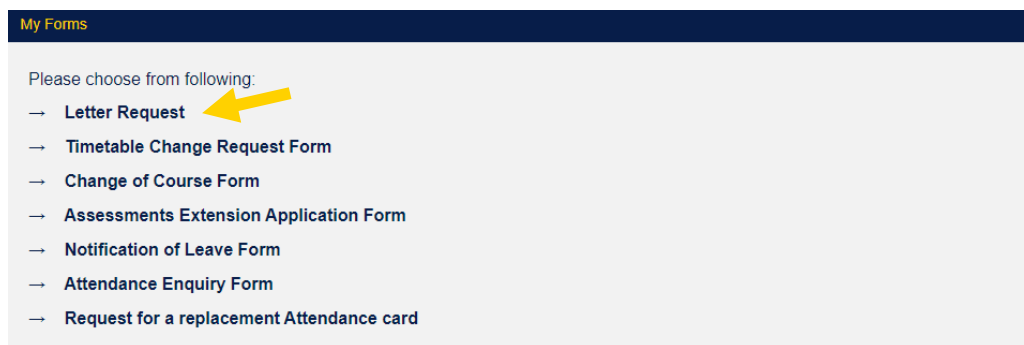


How to Make a Letter Request



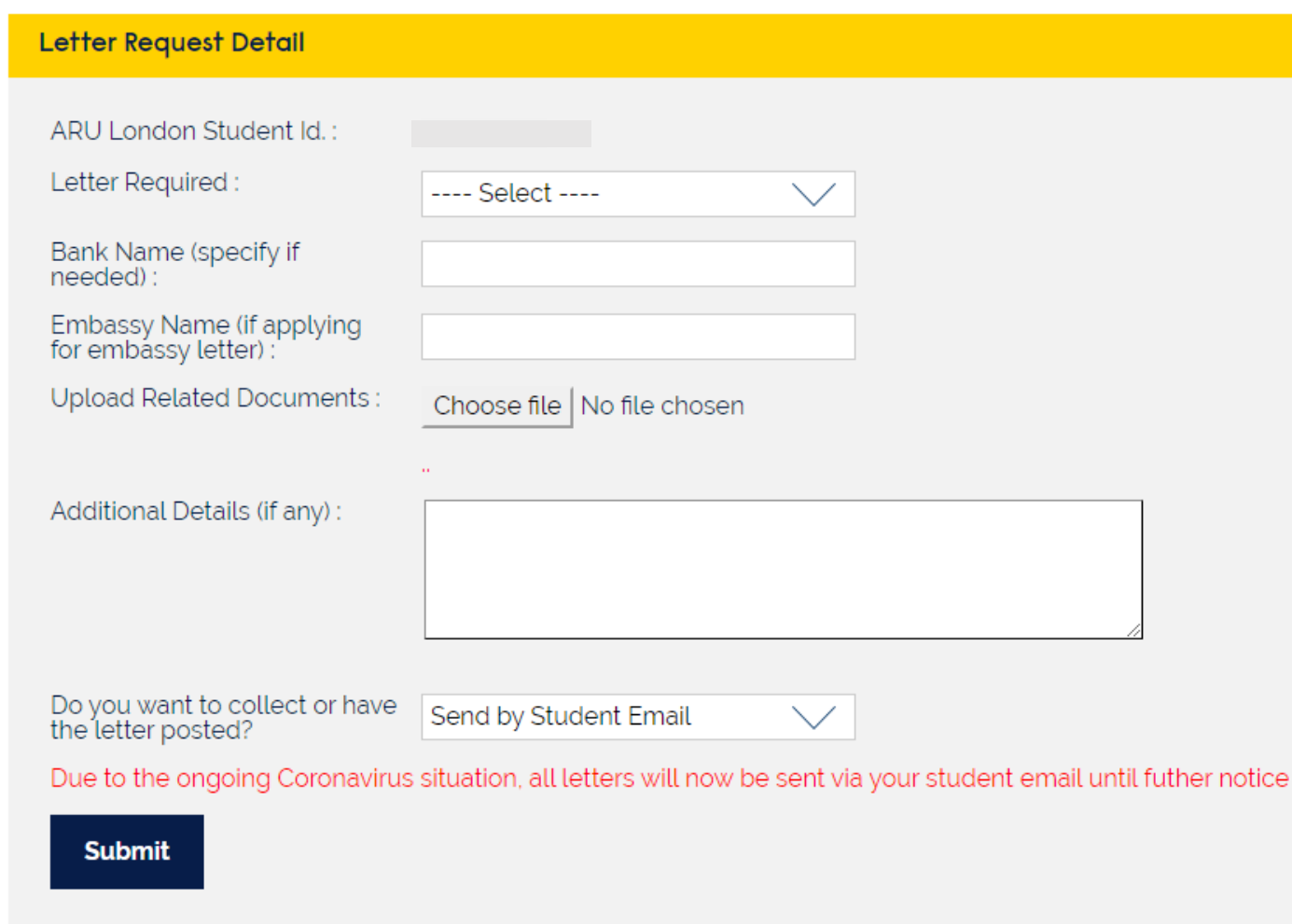
STEP 1: Login to your VLE account and click on My Forms.

STEP 2: Select 'Letter Request'



The screenshot shows a dark blue header with the text 'My Forms' in white. Below the header, on a light grey background, is the text 'Please choose from following:'. A list of seven options follows, each preceded by a right-pointing arrow: 'Letter Request', 'Timetable Change Request Form', 'Change of Course Form', 'Assessments Extension Application Form', 'Notification of Leave Form', 'Attendance Enquiry Form', and 'Request for a replacement Attendance card'. A yellow arrow points to the 'Letter Request' option.

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



The screenshot shows a form titled 'Letter Request Detail' with a yellow header. The form fields are as follows: 'ARU London Student Id.:' with a greyed-out input field; 'Letter Required :' with a dropdown menu showing '---- Select ----'; 'Bank Name (specify if needed) :' with an empty text input field; 'Embassy Name (if applying for embassy letter) :' with an empty text input field; 'Upload Related Documents :' with a 'Choose file' button and the text 'No file chosen'; 'Additional Details (if any) :' with a large empty text area; 'Do you want to collect or have the letter posted?' with a dropdown menu showing 'Send by Student Email'; and a red text notice: 'Due to the ongoing Coronavirus situation, all letters will now be sent via your student email until further notice'. At the bottom left is a dark blue 'Submit' button.

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