

# Requesting a letter



STEP 1: Login to your VLE account and click on 'My Letter Requests.'

STEP 2: Select the appropriate letter from the list provided

**TWIMC / ENROLMENT LETTER** - This is a general purpose letter to confirm that you are a student at the University.

**BANK LETTER** - This is to open a bank account and this letter will prove that you are a student at the University. Remember to state the name of the bank you wish to open an account with.

**EMBASSY LETTER** - This is to apply for a visa to visit another country. Remember to state the country you intend to travel to.

**COUNCIL TAX LETTER** - This letter can be given to the local council to avoid Council Tax charges. This is also known as an 'Exemption Certificate'.

STEP 3: Choose if you would like your letter to be posted or collected. If you would like to collect your letter, please select collection and the site you are studying at.

- All posted letters will be automatically sent to your registered home address.
- Please make sure we have the most up-to-date address.

Please also note that the letter will take approximately 3-5 days to be issued after it has been requested.

If you would like more information regarding letter requests, please contact – [icentre@london.aru.ac.uk](mailto:icentre@london.aru.ac.uk)