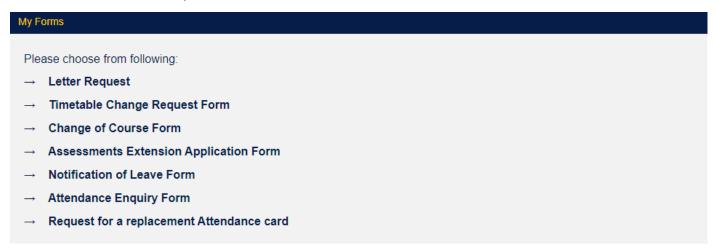
Requesting a letter



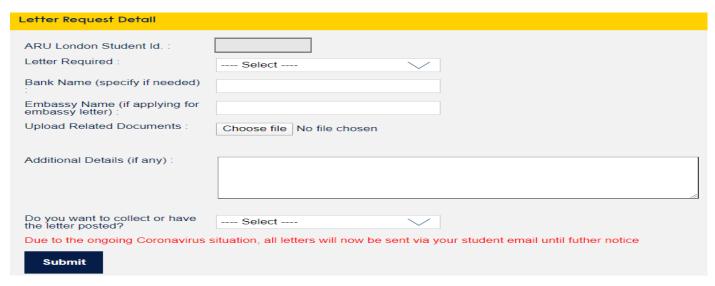


STEP 1: Login to your VLE account and click on My Forms.

STEP 2: Select 'Letter Request'



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



All university buildings are currently closed due to Covid-19. 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.