

Requesting a letter



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

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 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

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.

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