

INTERNATIONAL STUDENT LETTER REQUEST FORM

Please return, fully completed, by submitting a request on the NCI Support Hub to International

Please allow 2 working days (Monday to Friday) for your letter to be processed.

SECTION 1: LETTER REQUEST

IMMIGRATION LETTERS

First time Registration

New NCI student registering with immigration for the first time. Complete sections 1 & 2

Renewal

Progressing academically as planned - e.g undergraduate moving from year 1 to year 2 or Jan School of Business start. Complete sections 1 & 2

Renewal

Not progressing academically as planned due to deferral, fail, or suspension. Please complete section 1, 2 & 3

Graduate Visa

Can only be issued when final set of results are published. If exiting with a PG Award see section 4

OTHER LETTERS If you require a letter that isn't available in NCI360 and isn't one of the above please specify below what kind of letter you need

SECTION 2: STUDENT DETAILS

First name

Surname

Course

Month/ Year first enrolled with NCI

/

Student Number

Email

SECTION 3: ACADEMIC PERFORMANCE & PLAN TO COMPLETE (only for students who did not complete as originally planned)

Please complete both sections below, as the letter NCI issue you for your visa must include:

- Your academic performance since you started your course at NCI - please fill in section 3 - A
- Your repeat by attendance subjects for this academic year that have been **confirmed by your school** - please list them in section 3 - B

Section 3 - A Subject / Study Period / Results

i.e Data Visualisation / Sept 21 – Jan 22 / Passed at repeat exams

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Section 3 - B Subject / Study Period

i.e Data Visualisation / Sept 22 - Jan 23

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Please note that this letter can **ONLY** be issued once you have been registered and paid your fees for your repeat subjects.

SECTION 4: EXITING WITH POSTGRADUATE AWARD

To exit with a Postgraduate Diploma students first must confirm with their School that there is a postgraduate award for their programme and that the programme is listed on ILEP. If yes, students must meet the following criteria to request an exit.

- Be registered for a minimum of 1 year (i.e if you started in September 2021 then you cannot request to exit until October 2022).
- Achieve the required credits
- Pass the required modules

Award exit/transfer form completed and submitted to exams office Yes No

Transcript received from exams office Yes No