

LETTER REQUEST FORM

Please allow at least 3 working days for your letter to be processed. All students should ensure that they understand all requirements for all visas both in Ireland and overseas.

SECTION 1: LETTER REQUEST

IRP (GNIB)

New & progressing students

Programme not completed as planned see section 6

Re-Entry

Graduate visa

If exiting with PG Award see section 4

Other

For more detail see section 5

SECTION 2 - DATES

Date of Appointment - leave blank if none yet

/ /

Letter collection date - completed by the international office

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SECTION 3 - STUDENT DETAILS

First name

Surname

Course

Month/ Year first enrolled with NCI

/

Address - students must update their address on My Details

Student No.

Mobile No.

Email

SECTION 4: EXITING WITH PG AWARD

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

Transcript received from exams office Yes No

SECTION 5: OTHER LETTERS

Travel visa letter Casual work letter PPS letter Registration letter Bank letter Invitation letter Other

Please provide any additional information or requirements for any letter requested (e.g. name of the country you are travelling to or details for invitation letter etc.)

SECTION 6 : IRP (GNIB) - PROGRAMME NOT COMPLETED AS PLANNED

Please complete ALL of the sections below. Your request cannot be processed in case of missing information.

SEMESTER 1: List all your subjects from this semester and indicate the status Passed (P) Failed (F) or Deferred (D)

Subjects:	Status
• _____	<input type="text"/>
• _____	<input type="text"/>
• _____	<input type="text"/>
• _____	<input type="text"/>
• _____	<input type="text"/>
• _____	<input type="text"/>

SEMESTER 2: List all your subjects from this semester and indicate the status Passed (P) Failed (F) or Deferred (D)

Subjects:	Status
• _____	<input type="text"/>
• _____	<input type="text"/>
• _____	<input type="text"/>
• _____	<input type="text"/>
• _____	<input type="text"/>
• _____	<input type="text"/>

SEMESTER 3:

Did you attempt your dissertation? Yes No

If **no** please confirm the date when you will submit your dissertation

Total Number of Repeats <input type="text"/>	Total Fee € <input type="text"/>	Have you completed the 'Repeat by attendance' form and handed to fees office? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Have you paid your repeat fees in full? Yes No

If yes, when did you pay the fee and how? _____

If no, please give details of the agreed payment structure with the exams office. _____

If applicable, any other information: _____