

LETTER REQUEST FORM

Please return, fully completed, by email to internationalsupport@ncirl.ie and please allow 2 working days (Monday to Friday) for your letter to be processed.

SECTION 1: LETTER REQUEST

IMMIGRATION LETTERS

IRP (GNIB)

New & progressing students

IRP (GNIB)

Repeat and deferred students - programme not completed within the original timelines, see section 4

IRP (GNIB) Graduate visa

If exiting with PG Award see section 3

OTHER LETTERS

Travel visa letter Casual work letter PPS letter Reference 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).

For a bank letter, please indicate the bank and branch you intend to open your account with.

SECTION 2: STUDENT DETAILS

First name

Surname

Course

Month/ Year first enrolled with NCI

/

Address (Students must update their home and mailing address on MyDetails before returning this form)

Student No.

Mobile No.

Email

SECTION 3: EXITING WITH PG AWARD

Please refer to the PG Exit guide on the website and outside of the International Office for more information.

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

Transcript received from exams office Yes No

