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| **Please note:** |
| **This request cannot be processed unless your details and the information on your Student Record are correct and up to date. Please ensure you have logged into your student Record through SUSSED and checked.** |

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| **PLEASE COMPLETE IN FULL**Please allow **at least** 48 hours for processing |
| **Student ID Number:**  |  |
| **Student Name:** |  |
| **Degree Programme:** |  |
| **Year of Study:** |  |
| **Email Address** (@soton.ac.uk)**:** |  |
| **Who requires the letter?** Please state who it needs to be addressed. | If the letter is for a bank, please state which Bank: |
| **Home/Permanent Address:** | **Term Time Address:** |
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| **Consent by the Student:** |
| **Signature:** |  |
| **Printed Name:** |  | **Date:** |  |

Please collect the letter from your Student Office, allowing 48 hours for it to be processed.

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| **PART C: (to be completed by Faculty Student Office)** |
| **Date received in Student Office:** |  |
| **Date Actioned:** |  |