

KINGSTON COLLEGE OF LONDON

WHERE THE FUTURE BEGINS...

Office Use Only :

Received By: _____

Action taken by: _____

Date: _____

Student Request Form

Name: _____	Student ID: _____
Address: _____	Course : _____
	Postcode: _____
Email : _____	Tel No : _____

Please tick the required letter:

Council Tax Exemption Letter

NHS/GP Letter

National Insurance Letter

Bank Letter (of the bank below)

Dependant /Spouse Letter

Other Please Specify _____

Overseas Address: _____ Spouse Full Name: _____

_____ DOB: _____

_____ Passport No: _____

Holiday Request

Reason/Destination: _____

From: _____ To: _____

Change of Address

Old Address: _____ New Address: _____

Change of Phone numbers

Previous No: _____ New No: _____

Change of Email Address

Previous Email: _____ New Email: _____

Change of Next to Kin

Previous Next to Kin: _____ New Next to Kin: _____

Student Signature: _____ **Date:** _____

Please send the completed form to Hand over to:
KINGSTON COLLEGE OF LONDON, Health Aid House, Marlborough Hill, Harrow HA1 1UD