**** **Faculty of Humanities**

 **SEED APPLICATION FOR ADMIN REQUEST**

This form is issued by the School of Environment, Education and Development (SEED) and should be used to request any letter which the Student Services Centre (SSC) cannot issue. For example, SEED can provide a bank account letter for students who are still in the process of registration and would therefore not be able to obtain a *Confirmation of Enrolment* letter from the SSC. **At least 5 working days’ notice are required for PGR letter requests.**  PGR students can pick up their letters from their respected PGR Office unless they have specifically requested otherwise.

Students should direct any requests for **Academic Transcripts**, **Degree Certificates, Confirmation of Enrolment letters** (used to verify student status)**, Bank Letters, Post-Study Work Visa Letters, Holiday Visa** **Letters, Council Tax Exemption Form** (available online via the Student Services Centre website (SSC)), **and Tuition Fees Assessment or Payment** to the SSC. The main site for the SSC is on Burlington Street opposite the John Rylands Library (see campus map reference 57). Enquiries and requests can be made over a student enquiry phone line, by email, letter, or fax.

The SSC walk-in service and student phone-line are both available five days a week, Monday – Friday, from 10:00am to 4:00 pm: +44 (0)161 275 5000 OR ssc@manchester.ac.uk OR [www.studentnet.manchester.ac.uk/crucial-guide/](http://www.studentnet.manchester.ac.uk/crucial-guide/)

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| **SECTION 1: CANDIDATE DETAILS** |
| **Surname:** |       | **Title:** | Choose an item. |
| **Forename:** |       | **ID Number:** |  |
| **University email address:***(Please note all emails will be sent to your University email)* |       |
| **Attendance:** | Choose an item. | **Year of Study:** | Choose an item. |
| **Discipline/ Programme** | Choose an item. |
| **Date/Time of request** |       | **Date/Time required** 5 working days for PGR/Doctoral letter requests are required |  |
| **Current UK Address**Required for all Letter requests |       |
| **Permanent [Home] Address**Required for all bank letters |       |

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| **SECTION 2: DETAILS OF REQUEST (INCLUDE ALL INFORMATION)** |
| **[ ]  Student Swipe Card Access Problems** | **Floor/Area that student cannot access:** **Number on swipe card** (Include all digits listed on the card)**:**  |
| **[ ]  Other Request**Please provide as many details as possible |  |
| **[ ]  Bank Letter** Normally during Registration Week only | Choose an item. |