Attendance Letter Request Form

This form is to be filled in by a student wishing to prove their level of attendance on the English Proficiency Programme.

*** You must complete the fields showing this symbol**

*** Surname**: _____

*** Given Name(s):** _____

*** Student ID No.:** _____

***Address:** _____

_____

_____

***Telephone No.:** _____

***Email Address:** _____

In which year did you complete the course? _____

Course taken: (please circle)	Autumn (ELIN 931)	Spring (ELIN 932)	Summer (ELIN 933)

Class Number: _____

Class Teacher: _____

Your attendance letter will be posted to the address above unless you tick the box below.

☐ I wish to collect this letter in two business days

***Signature:** _____ **Date:** _____

Please return this form to:
School of Linguistics and Applied Language Studies, Level 2, von Zedlitz Building, Kelburn Parade.

Or post:
EPP Administrator
School of Linguistics and Applied Language Studies
Victoria University of Wellington
PO Box 600
Wellington, 6140