



Students' Change of Contact Details Form

Student reference no:

Student name:

Course name:

Level:

I am writing to inform you that I have recently

Moved to a new address. Changed my mobile number. Changed email address.

My previous address/mobile no/email address is as below:

Address:

Mobile Phone no:

Email address:

My new address/cell no/email address is as below:

Address:

Cell no:

Email address:

Will be effective from (dd/mm/yy).....

Please update your record accordingly. If you have queries or questions then please contact me on.....

Yours faithfully

(Signature)

Date:

Note:

- *Please return the completed form to the student services department.*
- *You must **inform UKVI** if your application is under process and you must inform the college of any change of circumstances within seven days from the date it is effective. However, we recommend and encourage advance notification if appropriate.*

Request received by (This section is for office use only)

Name:

Position in the organization:

Signature: