

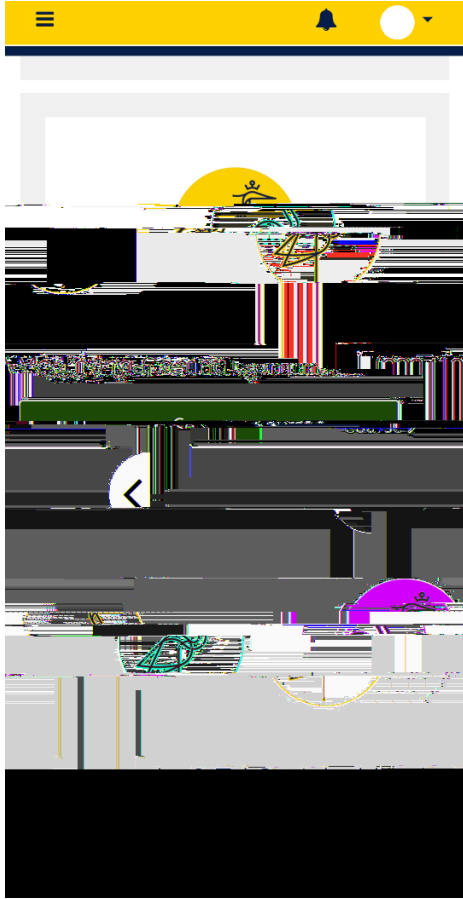
How to Make a Letter Request



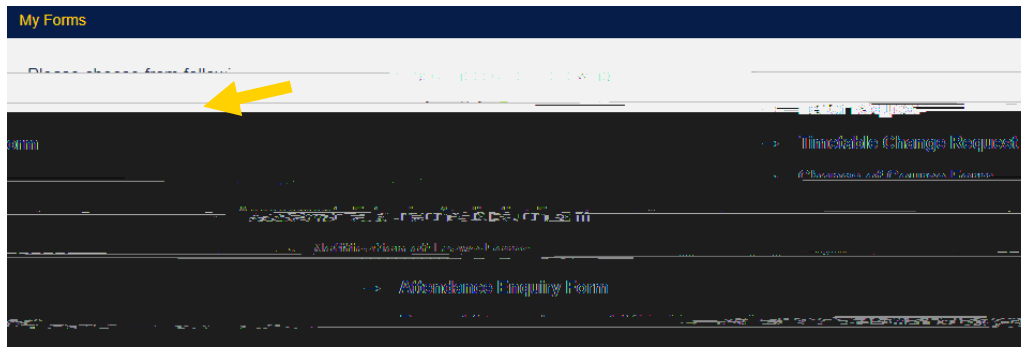
STEP 1: Log in to your VLE account and click on My Forms.

- Go to www.london.aru.ac.uk
- Click on Student Portal

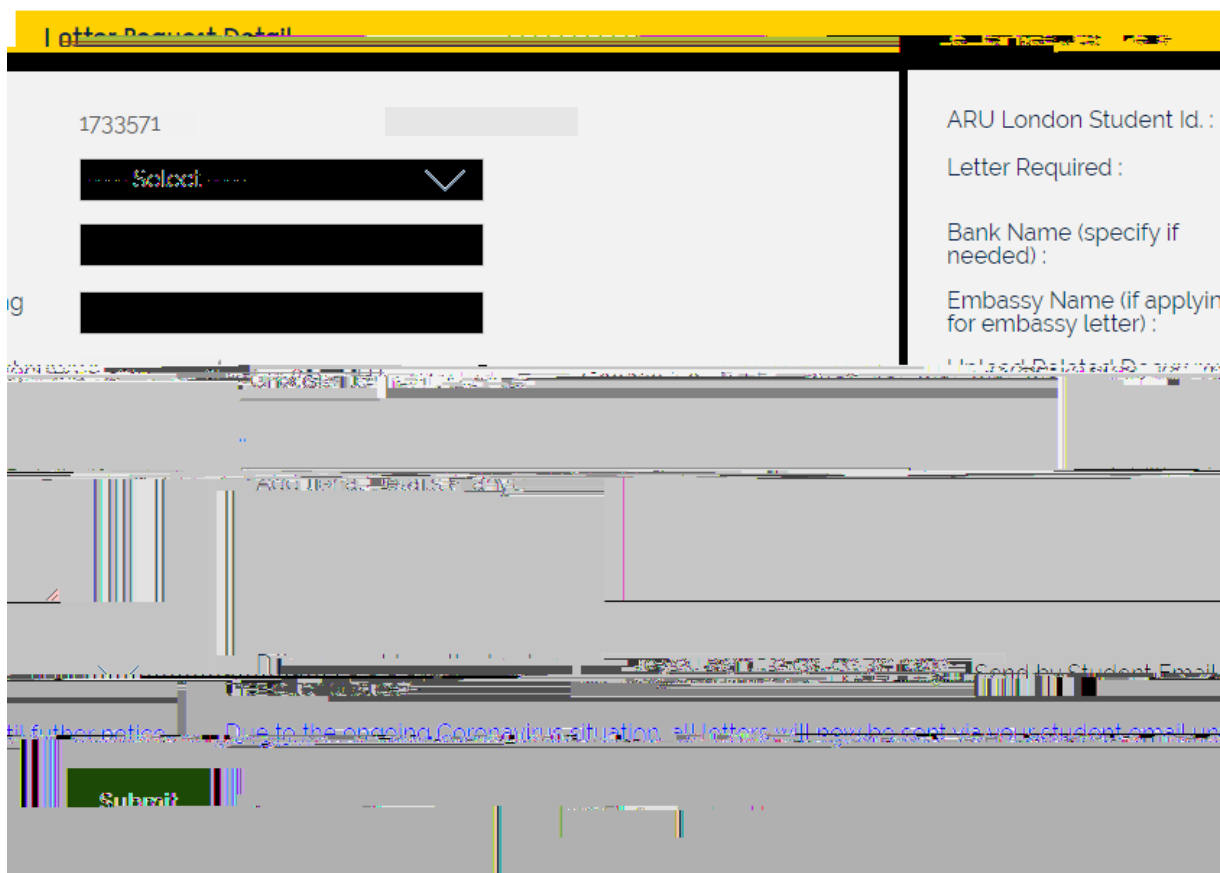
Click on VLE and access using your log-in details



STEP 2: Select 'Letter Request'



STEP 3: Please choose a requested letter in the 'Letter required' box and complete the necessary details below.

A screenshot of the 'Letter Request Detail' form. The form is titled 'Letter Request Detail' and has a yellow header. It contains several input fields: a text field with the value '1733571', a dropdown menu labeled 'Select...', a text field, and another text field. To the right of these fields, there are labels for 'ARU London Student Id.:', 'Letter Required:', 'Bank Name (specify if needed):', and 'Embassy Name (if applying for embassy letter):'. At the bottom of the form, there is a green 'Submit' button. A note at the bottom of the form states: 'Due to the ongoing Coronavirus situation, all letters will now be sent via request student email us'.

All letters will be sent as a PDF via your student email. Note: Once the letter has been requested, this will take 3 -5 working days to be issued.

If you would like more information regarding letter requests, please contact –
iCentre@london.aru.ac.uk