

## DROP IN RECORD

First Name:	Surname/Family:
Date of Birth:	Student ID:
College:	Gender:
School:	Ethnic Origin:
Course:	Nationality:
Year of Study (1/2/3/etc.):	Mode of Study (FT/PT):
Undergraduate <input type="checkbox"/>	Postgraduate <input type="checkbox"/>
Home <input type="checkbox"/>	EU <input type="checkbox"/>
International <input type="checkbox"/>	
Term-Time Address:	University Email: Other Email: Contact Number:
How did you hear about us?	

Please provide in brief the main details of the issue(s) you would like advice on:

### Office use only

Enquiry Type: Academic ☐ Housing ☐ Finance ☐ Employment ☐ Immigration ☐  
Other ☐

Specifically:

## Office use only

Diagnostic Record

Current Status :

Open ☐

Allocation ☐

Closed ☐

Outcome: Positive ☐ Negative ☐

Student Satisfied: Yes ☐ No ☐

Monetary Outcome:

Advisor Comments:

Advisor: \_\_\_\_\_

Date: \_\_ / \_\_ / \_\_

*All records are treated as strictly confidential and are stored for a minimum of six years before being destroyed. The information is kept to allow Advisors and Sabbatical Officers efficient access client's details, to enable us to help you as best as we can, as well as to compile anonymous statistical analysis to help improve our service.*