

Date: **04/02/2015**  
Student ID: **lcc201412**  
Course Name : **MANAGEMENT OF INFORMATION SYSTEMS**  
Surname: **Selvamanicam**  
First Name: **Ahilan**  
Address: **86 Betchworth  
Road, Ilford, IG3 9JH, United  
Kingdom**

## **Re: Outstanding Documents**

Dear Mr. Ahilan Selvamanicam,

This letter is to inform you that you have not yet fully completed the enrolment process as you still have a number of mandatory documents outstanding.

In order to complete your file you are required to provide the administration department with the following documentation:

- Qualification Certificates and Transcripts (In English or accompanied by an English Translation)
- Work Reference Letters (Clearly stating what company you have worked for, in what capacity and for how long)
- Student Finance Confirmation Letter

You need to provide the above documentation as soon as possible as without a completed file the college will be unable to authorise the release of your Student Finance payments.

In addition, please ensure that you attend all of your scheduled classes including all tutorials, as payment authorisation is also dependent upon attendance levels.

Should you require any further assistance, please contact our office Monday to Friday in between 09:00am-5:00pm.

Yours sincerely,



Syed A Murshed

Director of Monitoring and Information Technology