

Student: insert your application number below

[insert your application number]

[Date]

Transport for London,
Admail 4121,
London, SW1P 1AT

Dear TfL,

Application for Placement 18+ Student Oyster photocard

This letter is to confirm that [insert student's full name] is a student at [insert your establishment name] enrolled on a full-time course consisting of 15 or more tuition led and/or structured learning hours a week over a period of at least 14 weeks. The student is aged 18 years or over and his/her date of birth is [insert student's date of birth]. This student will be on a mandatory placement, which is an integral and essential part of their course, in London for a minimum period of 14 weeks (96 days inclusive of the start date and end date of placement), with [insert name of organisation student is to be placed with] at [insert address of organisation student is to be placed with], telephone [insert telephone number]. The student's Placement starts on [insert start date] and ends on [insert end date].

I am able to authorise this student's application in my position as a Registrar.
By signing this letter I agree to the scheme's Terms and Conditions for Placement education establishments, details of which can be found at <http://www.tfl.gov.uk/termsandconditions/10703.aspx>

Yours faithfully,

Signed by:

Print Name:

(Note: all required information highlighted above must be completed and the letter must be printed on education establishment letterhead and posted to the address provided)