



50/52 Norfolk Square
(entrance in Norfolk Road)
BRIGHTON
East Sussex BN1 2PA

Tele & Fax: +44 (0)1273 325839
Email: info@olivet.co.uk
http://www.olivet.co.uk

Name of student: Full name

Date of birth: dd/mm/yyyy

travelling from: (home city/airport)

travelling to: Address where staying in the UK

tel:

and

Olivet school – details as per letterhead.

Out of hours emergency telephone number for Olivet school: 07397 199252

Dates of study:

The student is expecting to make his/her own way to the host family (address above) who will be at home to welcome them

The journey detailed above is being made with the consent of:

Name: Parent/Guardian

Address:

Telephone No:

Sign and date

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According to the UKBA any person under the age of 18 travelling alone must have a letter containing the above information. The UKBA advised that this document should be printed out and carried with the student. It needs to be traceable back to the school (email / letter headed paper) and it must contain a telephone number so that the immigration officers can contact the school to confirm any details if necessary.