**Letter of Introduction**

**Application Form**

May 2023

Designed in England,

Great Britain

This form may be updated at any time to create service efficiency. Please ensure that you are using the most current version of the form.

**Very Important Information**

**Fees paid towards this application is non-refundable.**

**Please ensure that you provide us with accurate information in this application (together with any required supporting document/s where applicable) to enable us process your application and issue your document.**

**We must be able to process your application and issue your document, in the first instance or attempt, using the “correct” information you provide to us (together with any required supporting document/s where applicable). The application fee that you pay towards this application, is in respect of, IPED processing your application in the first instance or attempt, and NOT for multiple instances or attempts. An application fee is required any time you submit an application to us, and this applies even if you are submitting the same application because you failed the first time.**

**You are required to double check your application before submitting it to us. Please do not submit your application if you are unsure of any of the information you are providing in the application, or where applicable, if you are not accompanying the application with the required supporting document/s.**

**If we reject your application because you provided us with incorrect information, or failed to provide us with the required information (including the required supporting document/s where applicable), YOU WILL LOSE ALL THE FEES YOU HAVE PAID TOWARDS THIS APPLICATION. If your application is rejected under these circumstances, we will not re-allocate any fees that you have previously paid towards an unsuccessful application, to a future “corrected” application that you may make.**

**By proceeding with this application, you are agreeing that should your application be rejected, because you failed to provide us with needed correct information (including the required supporting document/s where applicable), you will lose all your application fee. This refers to all methods of payment used to pay for the application fee.**

**Request for Letter of Introduction (LoI)**

**Introduction**

Please complete and return this form to **info@ipeduk.com** together with proof of payment (and any other relevant document/s as may be requested) if you wish to apply for a letter of introduction. A letter of introduction is an official document issued by IPED – United Kingdom; introducing an IPED student who has successfully completed a professional programme offered by IPED; to a third party such as an employer, educational establishment, public institution etc. The document will contain the applicant’s name, date of birth, address, relevant details of the IPED qualification(s) successfully completed by the applicant (i.e. name/s, level/s and equivalence/s of qualification/s etc.), the jurisdiction in which the IPED qualification(s) was/were successfully completed, and any other information as deemed relevant by IPED – United Kingdom.

Please note that: A letter of introduction is not a reference letter nor a letter of recommendation. Unfortunately, we do not issue letters of recommendation or reference to students. IPED only examines and certifies students. We do not teach students and therefore do not know them individually to recommend them to a third party.

Additionally, we do not issue admission letters to centre based students, as this is the responsibility of the centre at which the student is registered.

Who is eligible to use this service?

* An IPED student who has been awarded a certificate for successfully completing a professional programme offered by IPED.

**Our requirements**

* Complete the form in full and correctly. We will not process a hand completed application form. An incorrectly or partly completed application form will be rejected.
* Provide us with the correct and sufficient information as required in the form. Failing to provide correct and sufficient information will cause delay in us providing you with the service you require. In some cases, we may not be able to locate your record if incorrect and/or insufficient information is provided.
* You must have been issued with at least one certificate confirming that you have successfully completed a professional programme offered by IPED – United Kingdom.
* You must provide details of the entity to whom the letter will be addressed. The application fee you will pay will account for only one addressee. You will be provided with only one copy of the letter. If you need separate letters of introduction for other addresses(s), please complete additional application form(s) and pay the fees prescribed. We do not offer a LoI replacement service, so if you lose your original LoI, you must make a fresh application in that regard.
* Depending on your circumstances and where you are required to submit supporting document(s) and/or additional information, you must do so (in full) to enable us make a decision at the point of consideration.
* Information regarding the provision of applicant’s IPED registration number:
* Providing the correct IPED registration number is essential for the success of this application. You must be able to provide an IPED registration number that matches the applicant’s details. If you cannot provide a correct IPED registration number, or if you are unsure if the IPED registration number that you have provided is correct, please do not submit your application to us. In addition, please double check the IPED registration number that you have provided in the application.
* If you do not have access to your IPED registration number for any reason, you must apply for an ID card from IPED, and use the registration number printed on the card to make your application. This applies to both centre based applicants and non-centre based (private) applicants. Please bear in mind that, we will not provide you with your IPED registration number, if you simply telephone or write to us (either through email or by post) for it. You must make an application for it, by way of the “ID card” process.
* Pay the relevant fee(s) in full and attach proof of payment. **You must pay (fully) upfront for the service before your application will be considered.** The service will not be offered (on credit) under any circumstance in the absence of full upfront payment. For centre based applicant: your affiliate IPED organization must make the relevant payment on your behalf. We do not supply our payment details to centre based applicants for any form of payment/request – except in exceptional circumstances (which is covered later in this document). For private candidates; make your payment directly to IPED – upon receipt of payment details from us.
* Postage by ordinary mail is not permitted for this service. All postages to you from IPED - UK, will only be made by express mail (courier). Please include the cost of IPED – UK sending document(s) to you by courier to the application fee. Contact us for courier charges applicable to your request.
* Do not insert picture(s) into the form.

**Other useful information**

* Please note that we do not use the file name of the application form, as the applicant’s Full name\* (as requested for in Part A of the application form), to generate/print documents. The name that you provide to us in Part A of the application form supersedes the file name, and it is the only name that will be used to print the student's document.
* Additionally, please be advised that we do not make name corrections in the application forms for applicants. The correctness of the name provided in Part A of the application form remains the responsibility of the applicant. We are aware that applicants, in some cases, tend to make minor changes to the spelling of their names, during the respective request process. Therefore, unless the names provided by the applicant, do not completely match, with those held on our database, we will not flag minor name spelling changes as adverse application incidents.
* For example, Johnson Moharn vs Johnson Mohan, will not be flagged as an adverse application incident, provided the student’s registration number (which is unique to a student) is correctly provided for either names, in any case. However, Johnson Mohan vs Johnson Mason will be flagged as an adverse application incident; and this will trigger a halt in the application process, pending further verification.

**Fees**

* The application fee is a non-refundable; £35.
* Your application will not be processed if the relevant fee applicable to you is not received in full. You must pay (fully) upfront for the service before your application will be considered. The service will not be offered (on credit) under any circumstance in the absence of full upfront payment.
* Fees are subject to review and change

**Who can use this form?**

Centre based applicants **√**

There are two (2) service types for centre based applicants. Please choose which one applies to you.

* Regular Service – where your affiliate IPED organization is still operational, cooperative and recognized as an IPED affiliate:

**>>** Please complete this form and hand it over to your centre of study, together with the relevant supporting document/s for onward submission to IPED (UK). The centre of study must submit this form for the applicant. The student must *not* submit this form directly to IPED (UK). Centre is to submit form to info@ipeduk.com.

- OR –

* Exceptional Circumstances Service (ECS) – where your affiliate IPED organization no longer exists, temporarily or permanently closed down, has lost its affiliate IPED organization status, or where it is still an operational IPED affiliate organization but it is simply non responsive to candidate needs or not cooperative.

**>>** Before we accept your application for this service, we will verify whether you qualify to use the exceptional circumstances services by first contacting the respective organization or by checking its current status.

What you should do (exceptional circumstances service only)…

* Please complete the form and return directly to IPED; info@ipeduk.com.
* You must be able to provide details of **all** certificates you hold for complete professional programmes you have completed. This is required for security/verification purposes.
* If you cannot provide details of **all** your IPED complete professional programme certificates, please firstly apply for the respective certificate(s) from IPED; then use the details to make this application.
* Upon receipt of your application, and security information, we will provide you with payment details to enable you make your payment.

Private candidates **√**

Any individual who is not applying through a centre is deemed to be a private candidate/applicant. If you are registered as a private candidate directly with IPED, and you wish to apply for document(s), please submit your application and the relevant fee(s) directly to IPED; info@ipeduk.com.

**Processing time**

**Up to 15 working days**

For a correctly and fully completed application form accompanied with the correct supporting document(s) where applicable and relevant fee(s). Working days refer to Monday, Tuesday, Wednesday, Thursday and Friday. Working days do not include weekends nor holidays.

**Please note: Where applicable to you; all sections with the symbol \* denotes information that must be provided accurately. If you provide incorrect information on any of these sections, please be advised that your application will be rejected.**

**PART A**

|  |
| --- |
| **Personal details** |
| Full name\* | *As you want it to appear on your document* |
|  |
| Address |  |
| Date of birth\* |  |
| Student reg. no.\*  |  | Tel |   |
| Email |  |

|  |  |  |
| --- | --- | --- |
| **Office Use only** |  | **Accuracy check** |
| Y | N |

A.1 If a third party such as academic institution or employer has requested that we send your letter of introduction directly to them, and they have provided you with a reference number, please provide it to us.

|  |  |
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| Third party reference number, where applicable  |  |

**PART B**

Please provide details of all IPED group diploma awards that you hold. This is a mandatory requirement, and it excludes single subject diplomas.

**Group diploma award 1**

B.1.1 Complete this section B.1.1 only if your original group diploma award was issued via the non-single subject diploma (i.e. transcript) route. Do not complete B.1.1 if your original award was issued through consolidation.

|  |
| --- |
| **Details of your group diploma award (in relation to certificate obtained through non-SSD consolidation only)** |
| Full name of the programme\* |  |
| Serial no. of certificate\*  |  |
| Exam year\*When you took the programme |  | Exam month\*Where you took the programme |  |
| Name of centre\* Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  | Country of centre\* Where you took the programme |  |
| City of centre\* Where you took the programme |  |
| Address of centreWhere you took the programme |  |

B.1.2 Complete this section B.1.2 only if your original group diploma award was issued via the single subject diploma (consolidation) route. Do not complete B.1.2 if your original award was issued through the non-single subject diploma (transcript) route.

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| **Details of your group diploma award (in relation to certificate obtained through SSD consolidation only)** |
| Full name of the programme\* |  |
| Serial no. of certificate\*  |  |
| Certificate request year\*This is the year in which you made your certificate consolidation application. This will usually be the year printed on your certificate.  |  | Certificate request month\*This is the month in which you made your certificate consolidation application. This will usually be the month printed on your certificate. |  |
| Name of centre\* Through which you made your certificate consolidation application. This may or may not be same centre through which you are making your current application. We require the correct information to locate your record successfully.  |  | Country of centre\* Through which you made your certificate consolidation application. |  |

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| **Office Use only** |  | **Accuracy check** |
| Y | N |

**Group diploma award 2**

B.2.1 Complete this section B.2.1 only if your original group diploma award was issued via the non-single subject diploma (i.e. transcript) route. Do not complete B.2.1 if your original award was issued through consolidation.

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| **Details of your group diploma award (in relation to certificate obtained through non-SSD consolidation only)** |
| Full name of the programme\* |  |
| Serial no. of certificate\*  |  |
| Exam year\*When you took the programme |  | Exam month\*Where you took the programme |  |
| Name of centre\* Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  | Country of centre\* Where you took the programme |  |
| City of centre\* Where you took the programme |  |
| Address of centreWhere you took the programme |  |

B.2.2 Complete this section B.2.2 only if your original group diploma award was issued via the single subject diploma (consolidation) route. Do not complete B.2.2 if your original award was issued through the non-single subject diploma (transcript) route.

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| **Details of your group diploma award (in relation to certificate obtained through SSD consolidation only)** |
| Full name of the programme\* |  |
| Serial no. of certificate\*  |  |
| Certificate request year\*This is the year in which you made your certificate consolidation application. This will usually be the year printed on your certificate.  |  | Certificate request month\*This is the month in which you made your certificate consolidation application. This will usually be the month printed on your certificate. |  |
| Name of centre\* Through which you made your certificate consolidation application. This may or may not be same centre through which you are making your current application. We require the correct information to locate your record successfully.  |  | Country of centre\* Through which you made your certificate consolidation application. |  |

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| **Office Use only** |  | **Accuracy check** |
| Y | N |

**Group diploma award 3**

B.3.1 Complete this section B.3.1 only if your original group diploma award was issued via the non-single subject diploma (i.e. transcript) route. Do not complete B.3.1 if your original award was issued through consolidation.

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| **Details of your group diploma award (in relation to certificate obtained through non-SSD consolidation only)** |
| Full name of the programme\* |  |
| Serial no. of certificate\*  |  |
| Exam year\*When you took the programme |  | Exam month\*Where you took the programme |  |
| Name of centre\* Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  | Country of centre\* Where you took the programme |  |
| City of centre\* Where you took the programme |  |
| Address of centreWhere you took the programme |  |

B.3.2 Complete this section B.3.2 only if your original group diploma award was issued via the single subject diploma (consolidation) route. Do not complete B.3.2 if your original award was issued through the non-single subject diploma (transcript) route.

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| **Details of your group diploma award (in relation to certificate obtained through SSD consolidation only)** |
| Full name of the programme\* |  |
| Serial no. of certificate\*  |  |
| Certificate request year\*This is the year in which you made your certificate consolidation application. This will usually be the year printed on your certificate.  |  | Certificate request month\*This is the month in which you made your certificate consolidation application. This will usually be the month printed on your certificate. |  |
| Name of centre\* Through which you made your certificate consolidation application. This may or may not be same centre through which you are making your current application. We require the correct information to locate your record successfully.  |  | Country of centre\* Through which you made your certificate consolidation application. |  |

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| **Office Use only** |  | **Accuracy check** |
| Y | N |

**PART C**

Complete this section if you have been issued with only single subject diplomas (SSDs), and have not been issued with any IPED group diploma (such as Level 4, 5, 6 or 7). Do not complete this section if you have been issued with any IPED group diploma, even if it is only one group diploma. This section is for applicants who hold only single subject diplomas.

**Single subject diploma award 1**

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| **Details of your single subject diploma award**  |
| Full name of the programme\* |  |
| Serial no. of certificate\*  |  |
| Exam year\*When you took the programme |  | Exam month\*Where you took the programme |  |
| Name of centre\* Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  | Country of centre\* Where you took the programme |  |
| City of centre\* Where you took the programme |  |
| Address of centreWhere you took the programme |  |

**Single subject diploma award 2**

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| **Details of your single subject diploma award**  |
| Full name of the programme\* |  |
| Serial no. of certificate\*  |  |
| Exam year\*When you took the programme |  | Exam month\*Where you took the programme |  |
| Name of centre\* Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  | Country of centre\* Where you took the programme |  |
| City of centre\* Where you took the programme |  |
| Address of centreWhere you took the programme |  |

**Single subject diploma award 3**

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| **Details of your single subject diploma award**  |
| Full name of the programme\* |  |
| Serial no. of certificate\*  |  |
| Exam year\*When you took the programme |  | Exam month\*Where you took the programme |  |
| Name of centre\* Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  | Country of centre\* Where you took the programme |  |
| City of centre\* Where you took the programme |  |
| Address of centreWhere you took the programme |  |

**Single subject diploma award 4**

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| **Details of your single subject diploma award**  |
| Full name of the programme\* |  |
| Serial no. of certificate\*  |  |
| Exam year\*When you took the programme |  | Exam month\*Where you took the programme |  |
| Name of centre\* Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  | Country of centre\* Where you took the programme |  |
| City of centre\* Where you took the programme |  |
| Address of centreWhere you took the programme |  |

**Single subject diploma award 5**

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| **Details of your single subject diploma award**  |
| Full name of the programme\* |  |
| Serial no. of certificate\*  |  |
| Exam year\*When you took the programme |  | Exam month\*Where you took the programme |  |
| Name of centre\* Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  | Country of centre\* Where you took the programme |  |
| City of centre\* Where you took the programme |  |
| Address of centreWhere you took the programme |  |

**Single subject diploma award 6**

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| **Details of your single subject diploma award**  |
| Full name of the programme\* |  |
| Serial no. of certificate\*  |  |
| Exam year\*When you took the programme |  | Exam month\*Where you took the programme |  |
| Name of centre\* Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  | Country of centre\* Where you took the programme |  |
| City of centre\* Where you took the programme |  |
| Address of centreWhere you took the programme |  |

**PART D**

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| **Addressee**Please provide details of the entity to whom the letter will be addressed. This is the person to whom the letter will be addressed. If you need separate letters of introduction for other addresses(s), please complete additional application form(s) and pay the fees prescribed. |
|  |  |

**PART E**

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| **Question** | **Response** |
| **Yes**  | **No** |
| Have you completed the form fully and correctly?Please place **X** in the relevant space provided. |  |  |
| Have you paid the prescribed fee?Please place **X** in the space provided. |  |  |
| Have you attached proof of payment or for centre based applicant’s (regular service), has centre accepted to pay on your behalf?Please place **X** in the space provided.Reminder: You must pay (fully) upfront for the service before your application will be considered. The service will not be offered (on credit) under any circumstance in the absence of full upfront payment. |  |  |

**PART F**

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| Delivery **address for express mail/courier service**.Reminder: Postage by ordinary mail is not permitted for this service. All postages to you from IPED - UK, will only be made by express mail (courier). Please include the cost of IPED – UK sending document(s) to you by courier to the application fee. Contact us for courier charges applicable to your request.Note: To enable us successfully deliver your parcel, we require that you provide us with accurate delivery information. Failure to do so may prevent your parcel from being delivered, in which case you will be required to repay the cost of postage. |

Please provide unambiguous details to enable us deliver your parcel successfully.

**IMPORTANT: Please provide PHYSICAL ADDRESS DETAILS, not P. O. Box. \*\*Couriers will not deliver to P. O. Box addresses\*\*.**

|  |  |
| --- | --- |
| Name of recipient (This refers to the individual or organization to whom the parcel will be addressed) |  |
| First line of address(of recipient)  |  |
| Second line of address(of recipient) |  |
| City (of recipient)If recipient resides in a small town or village, where courier services such as DHL, UPS, FedEx etc. do not have local sorting facilities, please enter the name of the major town or city next to recipient. |  | Post code or Zip code(Where this address system is used. E.g. UK, USA etc.) |  |
| Country (of recipient) |  |
| Contact person (for the parcel)  |  |
| Tel. no. of contact person(for the parcel) |  |

**Important Information about delivery information**

* **Do not alter/distort the form** in any way.
* **Enter valid details** in the following fields:
* **First Line of address** > (this should not be somebody's name). This should be the address of your building.
* **Second Line of address** > (this should not be somebody's name). This should be address of your building.
* **City** > (See form for guidance)
* **Country** > Enter the name of your country.
* **Contact person (for the parcel**) > This should be the full name of the person who will be signing for the parcel/receiving it. This should not be a telephone/mobile number, nor any other details.
* **Tel. no. of contact person (for the parcel)** > This should be the telephone/mobile number of the person who will be signing for the parcel. Do not enter any other details.

**NB:** Please be advised that we **will not ship** your document to you if we do not receive accurate delivery details from you; in which case we will not hold ourselves responsible for any delays, or postponement of delivery of service.

**PART G**

Please enter your initials to sign below to complete your application.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |

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| **For office use only**Where applicable, information about your application will be provided in the section below by the IPED officer. |
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