 **THIS LETTER IS A SAMPLE**

**LETTER MUST BE WRITTEN ON CARDIFF UNIVERSITY HEADED PAPER, SIGNED AND STAMPED**

**THIS IS A TEMPLATE ONLY**

Date:

RE: Non-EEA PhD Student Holiday Agreement

To Whom It May Concern:

This letter is intended for the Cardiff University Student’s Union Jobshop to outline an agreement between myself and **[insert name here],** whom I supervise as **[course]** PhD student **[insert student number]**. This agreement specifies the dates over the next year when **[insert name here]** will be taking their 23 days allotted holiday time in compliance with the work restrictions as specified in their Tier 4 visa.

I can confirm that their academic term dates are as follows: **[state date PhD began and is expected to end]**

**SELECT APPROPRIATE OPTION FROM BELOW:**

1. **IF STUDENT HAS HOLIDAY DATES PLANNED**

I have agreed with **[insert name here]** that they intend to take the following days off during the current academic year:

**[please state specific dates student intends to take as holiday]**

**OR**

1. **IF STUDENT DOES NOT HAVE HOLIDAY DATES PLANNED**

**[insert name here]** does not currently have any holiday dates planned.

If you have any further questions, please feel free to contact me directly.

[Please sign and provide contact details]