

## GUERNSEY UNDERGRADUATE MAILING REQUEST FORM

**When requesting a mailing to undergraduates please note the following**

- Information can only be forwarded to the student's Guernsey home address. Therefore the best times are for Summer, Christmas and Easter holidays.
- The mailing will go to the current academic year group (Sept 2010 - July 2011)
- Information for mailing must be in sealed and stamped envelopes ready for labelling by Careers staff.
- Once you submit this form a copy will be returned to you within one week with the final student numbers.
- You will be invoiced for **£30 per 100** envelopes to cover administration costs.

|                       |  |               |  |
|-----------------------|--|---------------|--|
| <b>Contact Name :</b> |  |               |  |
| <b>Organisation :</b> |  |               |  |
| <b>Address:</b>       |  |               |  |
| <b>Tel :</b>          |  | <b>Fax:</b>   |  |
|                       |  | <b>Email:</b> |  |

|  |                          | Final Number of Students<br>(for office use only) |
|--|--------------------------|---|
| <b>Year Groups (please tick boxes)</b> |                          |   |
| 1 <sup>st</sup> Year of 3 Year Degree  | <input type="checkbox"/> |   |
| 2 <sup>nd</sup> Year of 3 Year Degree  | <input type="checkbox"/> |   |
| 3 <sup>rd</sup> Year of 3 Year Degree  | <input type="checkbox"/> |   |
| 4 <sup>th</sup> Year of 4 Year Degree  | <input type="checkbox"/> |   |
| Postgraduates                          | <input type="checkbox"/> |   |
| <b>Total</b>                           |                          |   |
|  |                          |   |

**Course Subjects**

We will mail to students of all subjects – except for vocational courses such as Medicine, Dentistry, Teaching, allied to Medicine

|   |
|---|
| Mail only to students of specific subjects (please specify) |
|---|

|   |  |
|---|--|
| Desired date of posting                         |  |
| Date envelopes to arrive at the Careers Service |  |

*(must be at least **one week** before date requested for posting)*

**Please sign above and return to:**  
**Guernsey Careers Service, Education Department, PO Box 32, Grange Road, St Peter Port,**  
**Guernsey. GY1 3AU**  
**Tel:733044    Fax : 713015    Email: gmartel@education.gov.gg**