



**HERIOT-WATT UNIVERSITY HEALTH SERVICE**

**REQUESTS FOR STUDENT’S SICKNESS/  
MITIGATING CIRCUMSTANCES CERTIFICATE**

The University Health Service receives many requests for letters confirming illness or mitigating circumstances. Unfortunately, we cannot always provide these.

**Please note that we can only provide letters if:**

- 1. The doctor can confirm on the basis of prior documentary medical evidence (eg previous practice consultations, admissions to hospital, clinic appointments etc.)
- 2. The doctor can confirm on the basis of current objective clinical signs (and not just self-reported symptoms).

**Please note: Your GP may ask you to make an appointment at the surgery to discuss this further.**

Name: ..... Date of Birth: .....

Contact Tel./Mobile: .....

School/Institute: .....

Course: .....

Mentor/Course Director: .....

Date of Medical Consultation(s): .....

Is certification needed for (circle one):

**1) Absence:** From..... To.....

If for absence from classes, a certificate will only be issued for more than 4 days. (For absence of 4 days or less, students must self-certify – available from our Practice website [www.riccartongeneralpractice.co.uk](http://www.riccartongeneralpractice.co.uk))

**2) Impaired Academic Performance (eg. late assignment)**

**3) Inability to sit examinations**

**4) Mitigating circumstances**

Certificates should be collected by the patient to submit to the appropriate person

*University Health Service*