How to Print a Bank Letter on MyCampus

Note: You need to be academically registered before a bank letter can be produced through your Student Center

1. Go to the Student Centre → Academics → Click on My Academic Record

2. Click on Bank and Certifying Letters

3. Select Bank Letter and click Submit
4a. **EITHER** select the bank from the values available in the drop-down menu – this will populate the bank address

View Bank Letter

4b. **OR** enter the bank address details in the text box – adding an address in this box will override any bank address selected from the drop-down. Click Submit.

View Bank Letter

The Bank Letter for the current term will open as a pop-up

**Please note:** If you follow these steps and the letter does not appear this is likely to be a pop-up blocker. You may see the following icon in your address bar.

Please check your browser settings and disable any pop-up blockers. If you are unsure how to do this please use the help function on your browser.