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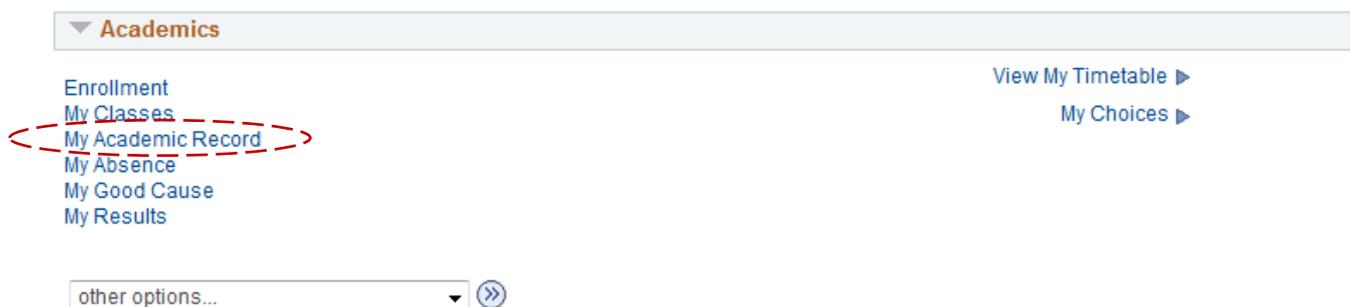
+44 (0) 141 330 7000

How to print a bank letter

If you follow these steps and your Bank Letter does not appear this is likely due to 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.

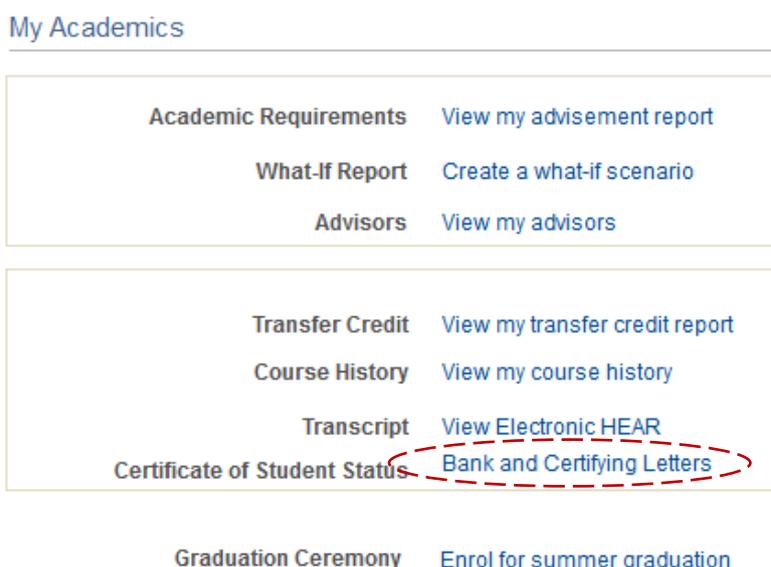
Please note that you must be academically registered (including Visa Check if required) before a bank letter can be produced through your Student Center.

1. Log in to your Student Center and locate the Academics section. Click on 'My Academic Record'.



The screenshot shows the 'Academics' section of a student center. A dropdown menu is open, listing several options: Enrollment, My Classes, My Academic Record (circled in red), My Absence, My Good Cause, and My Results. To the right of the menu, there are links for 'View My Timetable' and 'My Choices'. Below the menu is a search bar with the text 'other options...' and a magnifying glass icon.

2. Click on the 'Bank and Certifying Letters' link.

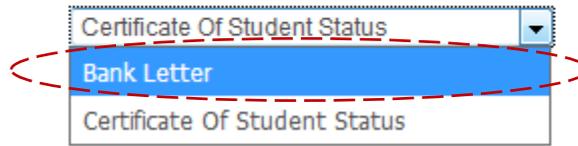


The screenshot shows the 'My Academics' page. It features a grid of links for various academic services. The 'Bank and Certifying Letters' link is circled in red. Other links include 'Academic Requirements', 'View my advisement report', 'What-if Report', 'Create a what-if scenario', 'Advisors', 'View my advisors', 'Transfer Credit', 'View my transfer credit report', 'Course History', 'View my course history', 'Transcript', 'View Electronic HEAR', 'Certificate of Student Status', 'Graduation Ceremony', and 'Enrol for summer graduation'.

3. Select the 'Bank Letter' option from the drop down menu and then click on the Submit button.

Select Letter Type

*Please Select Letter Type



A screenshot of a web form showing a dropdown menu. The menu is open, displaying three options: 'Certificate Of Student Status' at the top, 'Bank Letter' in the middle (highlighted in blue), and 'Certificate Of Student Status' at the bottom. A red dashed oval is drawn around the entire dropdown menu.

4. You can either select a bank from the drop down list or enter the name and address of your bank in the text box provided. Clicking the Submit link will open your letter in a new window or tab as a PDF document.

View Bank Letter

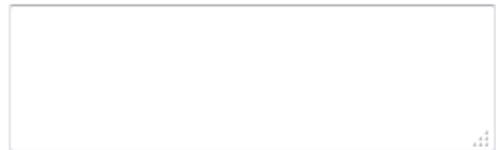
Please note you can only download a Bank Letter for the current term if you are Academically Registered.

Please Select Bank



A screenshot of a web form showing a dropdown menu for selecting a bank. The menu is open, displaying a list of bank names. A red dashed oval is drawn around the dropdown menu.

If your bank does not appear in the list above, please type the name and address in the text box below



A screenshot of a web form showing a large text box for entering the name and address of a bank. The text box is empty. A red dashed oval is drawn around the text box.



A screenshot of a web form showing a large text box for entering the name and address of a bank. The text box is empty. A red dashed oval is drawn around the text box.

[Submit Button](#)

If required, you can bring this letter to the Student Services desk to be stamped.