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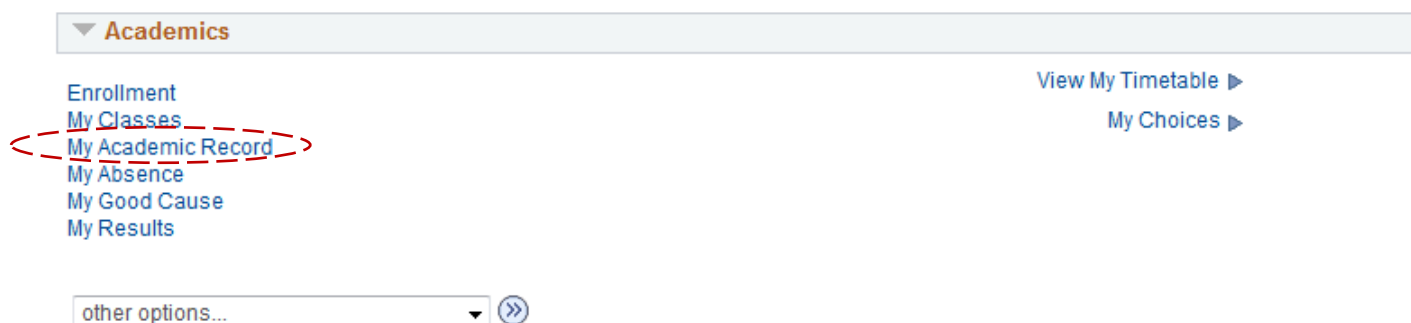
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How to print a certifying letter

If you follow these steps and your Certifying 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.

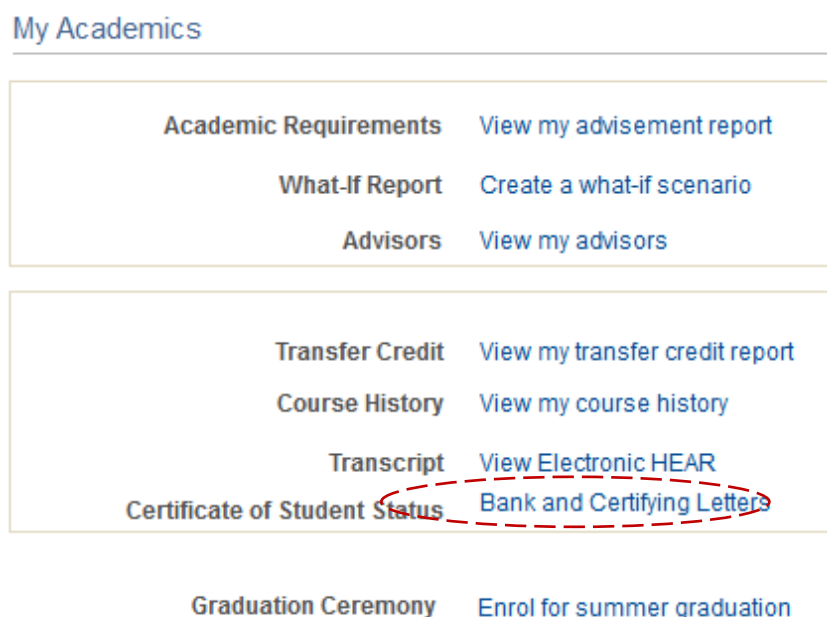
Please note that you must be academically and financially registered (including Visa Check if required) before a Certifying Letter can be produced through your Student Center.

1. Login 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. Below the grid, there are links for 'Graduation Ceremony' and 'Enrol for summer graduation'.

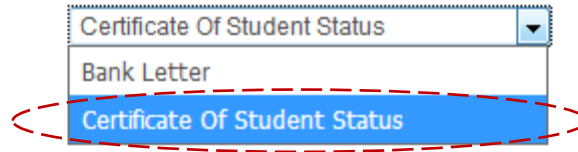
Academic Requirements	View my advisement report
What-If Report	Create a what-if scenario
Advisors	View my advisors
Transfer Credit	View my transfer credit report
Course History	View my course history
Transcript	View Electronic HEAR
Certificate of Student Status	Bank and Certifying Letters

[Graduation Ceremony](#) [Enrol for summer graduation](#)

3. Select the 'Certificate of Student Status' option from the drop down menu and then click on the Submit button.

Select Letter Type

*Please Select Letter Type



Certificate Of Student Status
Bank Letter
Certificate Of Student Status


4. If you leave the Term field blank the system will produce a certifying letter for the current academic year. If you wish to produce certifying letters for previous years you can click on the magnifying glass icon and select the required year. Clicking on the Submit button will open your Certifying Letter in a new window or tab as a PDF document.

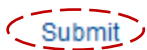
View Certificate of Student Status

Please select the term for which you wish to view your Certificate of Student Status and then click Submit. Please note you can only download a Certificate of Student Status for terms in which you have been Fully Registered.

If you require additional information to be included in your Certificate of Student Status please contact the Student Services Enquiry Team on studentservices@glasgow.ac.uk



Term: 



Submit

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