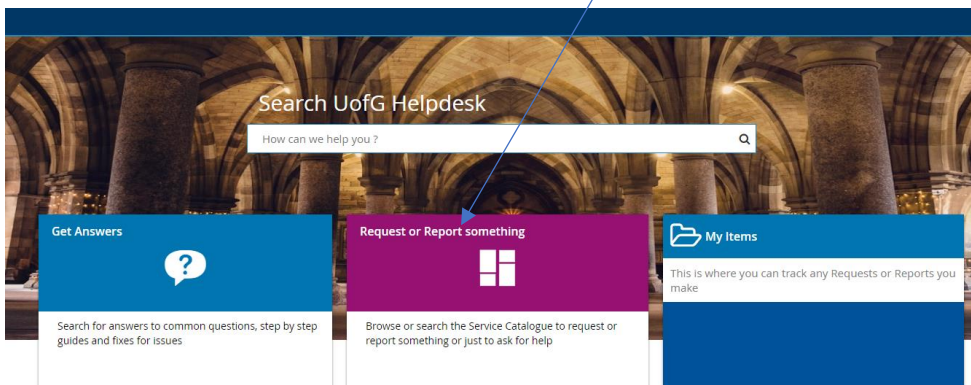


How Can I request a Bank Letter?

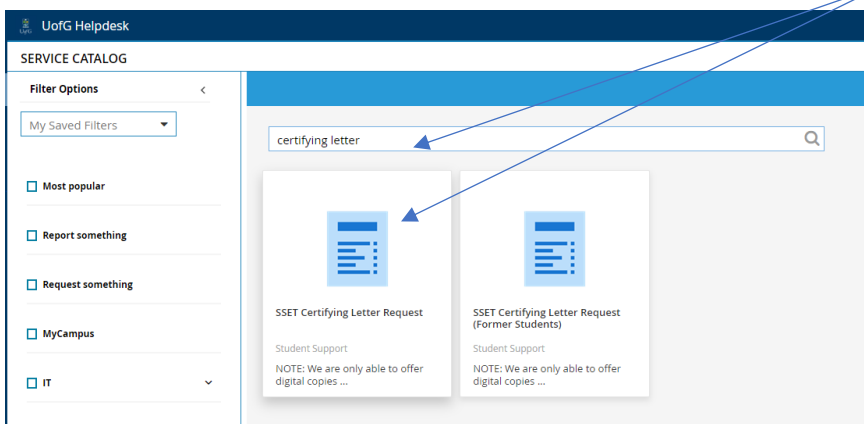
Step 1- Make sure you are **FULLY** registered (both financially and academically) We cannot issue a bank letter until you are a registered student in September. If you apply before you are registered, your application will be cancelled.

Step 2- Choose a bank- We cannot help you choose a bank, this is personal preference, so please do your research on local banks.

Step 3- Apply online for a bank letter. Please go to <https://www.gla.ac.uk/help> and login using your GUID and password. Then click on request or report something:



Step 4- You will then be brought to a screen with various options. In the search bar in the right corner, please type 'certifying letter' and click on the first option on the left.



Step 5- Enter your name, GUID and email address. In the 'Purpose of Letter' field, please select 'Open a Bank Account'

UofG Helpdesk

only produce unstamped digital documents until further notice. Currently Registered Students
 Current students can produce their own documentation on their Student Center by logging into MyCampus. See [MyCampus Guides](#). If you require us to send a digital document to an employer or other institute please continue with your application.

Graduates
 In light of these circumstances we are currently waiving charges for any document request submitted to our service from graduates and former students. Please submit an application as normal, disregarding any information automatically provided about charges. We can email digital copies of your documents directly to any employer or institute if required.

Archived Records (If You Graduated Before 1996)
 Please note that we are unfortunately unable to fulfill requests for documents relating to courses taken prior to 1996 at this time due to not being able to access the appropriate services.

* Name:

* GUID:

* Email address for delivery:

Change if want it to be sent to another address

* Purpose of letter:

If you require multiple letters for different purposes, please provide more information in the additional requirements section below.

Bank address:

Please enter the address or addresses of the particular bank branch you are applying for an account with.

Please note that we will only provide up to two bank letters per request.

Supporting Documents:

Step 6- Please provide the Bank address, the easiest way to obtain this information is to do an online search. So for example, if you search HSBC Glasgow, it will bring up the various bank addresses for HSBC. You may want to choose a bank close to your accommodation or the University.

Step 7- Once you are finished, click review and submit in the bottom left corner. Check that you have entered your details correctly and hit submit again.

Step 8- Once you hit submit, you will receive an email with a request number. This request number will allow you to track your document. Please allow up to 10 working days for your letter to be issued. If you are contacting us about your request at any point, please use your request number.

When your letter is ready, you will receive a second email asking you to book an appointment to collect your letter. You **MUST** book an appointment. Due to the ongoing pandemic, you must have an appointment to visit Student Services in the Fraser Building, this is to keep students and staff safe.

If you have any questions about submitting a bank letter email us at studentservices@glasgow.ac.uk or call us on 01413307000.

You can also use this process to obtain a Certificate of Student Status. Instead of selecting 'Bank Letter' in Step 5, select 'Proof of Registration (Standard Letter).'