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’.

2. Click on the ‘Bank and Certifying Letters’ link.
3. Select the ‘Certificate of Student Status’ option from the drop down menu and then click on the Submit button.

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.

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