



How to print a bank letter

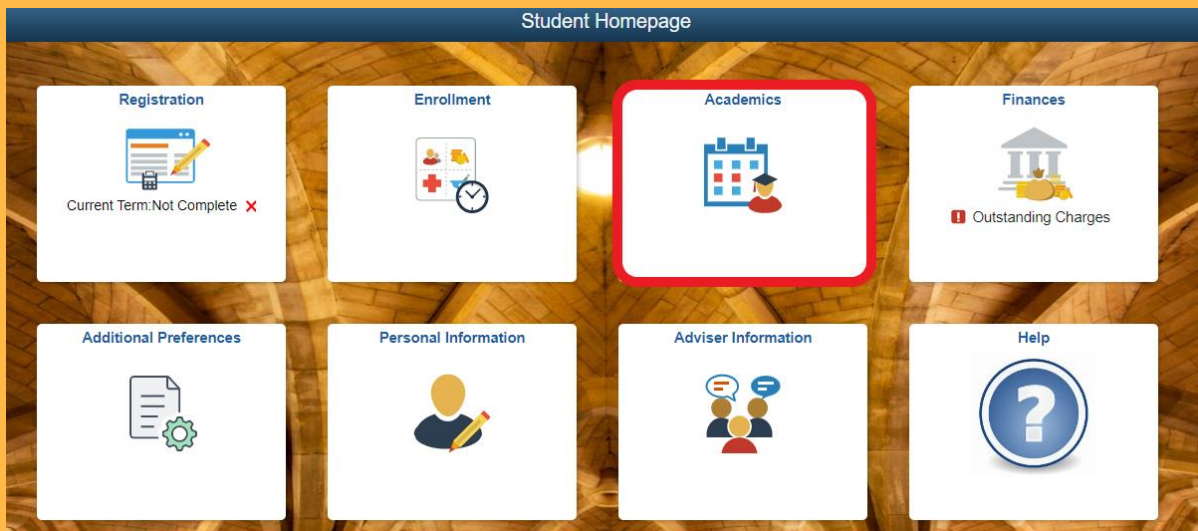
Before producing a bank letter please ensure that both your TERM and HOME address are up to date on your mycampus record.

Your TERM address should include your room / apartment / flat number.

A guide explaining how you can update your addresses is available here:

[How to add or update contact details](#)

https://www.gla.ac.uk/media/Media_387356_smxx.pdf



1. Log in to MyCampus and select the Academics tile from the Student Homepage.

2. Click on the Bank and Certifying Letters link:

Create a what-if scenario

View my advisers

View my transfer credit report

View my course history

View Electronic HEAR

Bank and Certifying Letters

Select Letter Type

*Please Select Letter Type

Submit Button

Certificate Of Student Status

Bank Letter

Certificate Of Student Status

3. Then select the Bank Letter option from the dropdown list and click the Submit Button.


View Bank Letter

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

Please Select Bank

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

Submit Button

 [Go to top](#)

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

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