Student Guide to Downloading Letters through Portico

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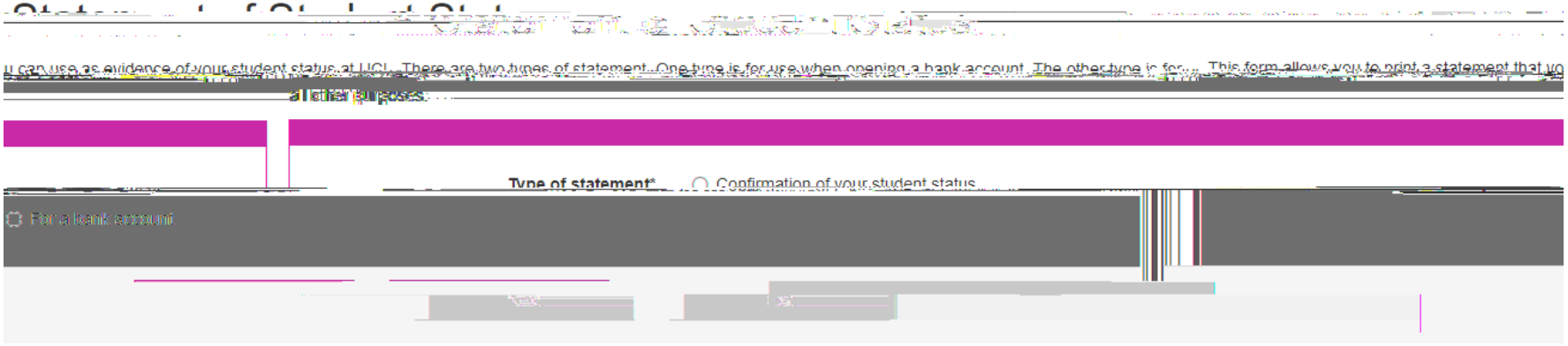
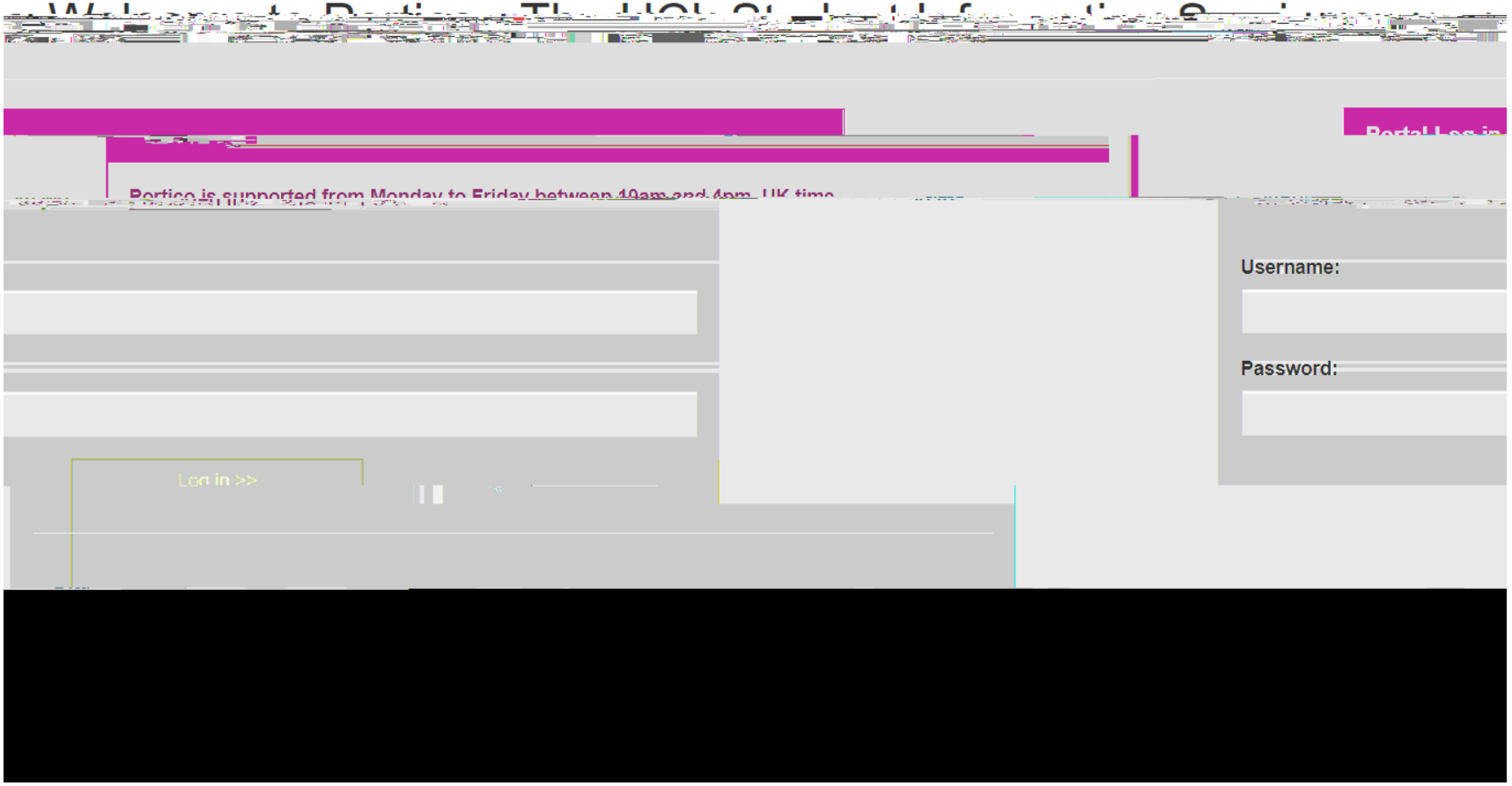


You will be asked to select the type of Statement you require. Select ‘Confirmation of your student status’ and click ‘Next’.

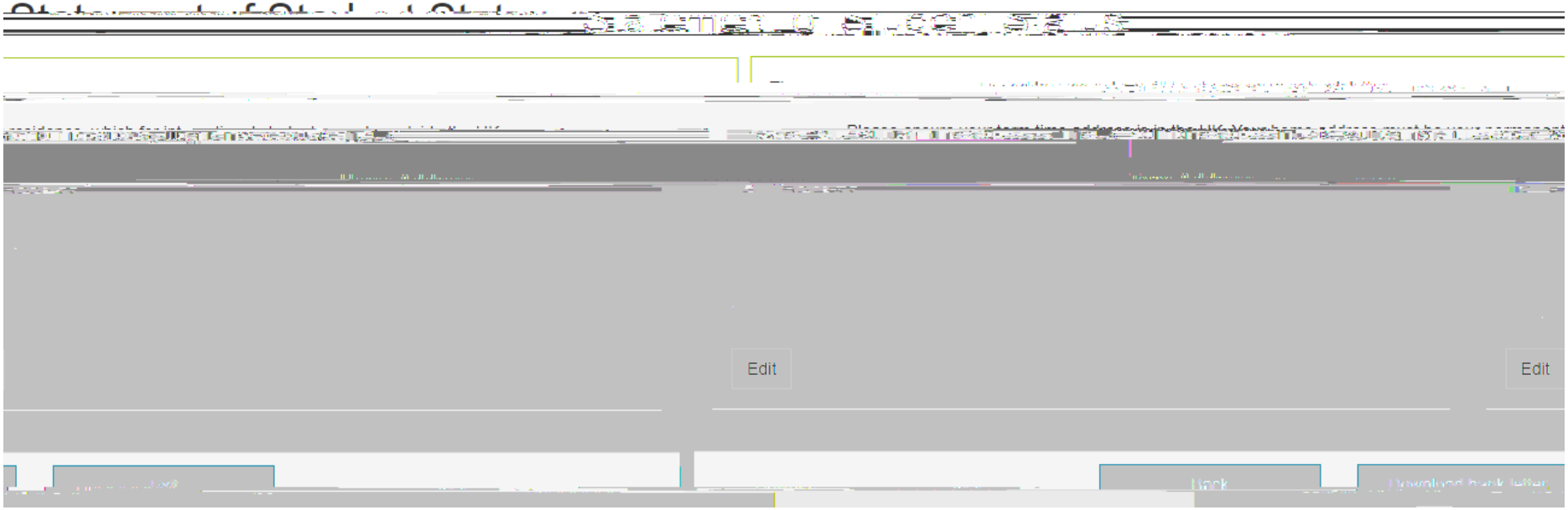
Bank letter with screenshots



Log in to Portico with your UCL username and password

On the Main Page (My Portico) under ‘Enrolment and Study Details’ you will see a tab called ‘Statement of Student Status’

You will see a drop-down box with names of different banks. Select the bank you would like to open an account with. This is to make sure that the confirmation letter is addressed to the bank, which is what UK banks require. After you've made your selection, click 'Next'.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