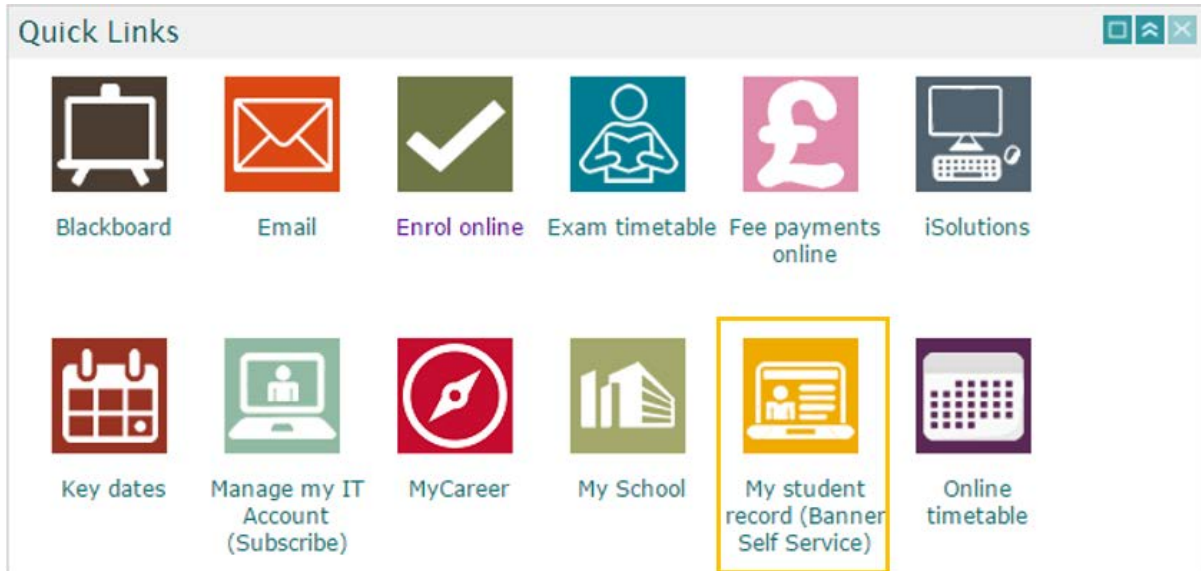


Proof of Enrolment letter – Producing Your Own

Students are able to create their own Proof of Enrolment letter via their student record through the Sussed Student Portal.

- You will need to log SUSSED and click on My student record from the Quick Links box on the Students Tab:



- Now click on the Student Services tab (1), then select Proof of Enrolment Letter (2)



Student Services

Registration

Check your enrolment and registration details

Student Records

View your holds, timetable, grades and general student record

Optional Module Choice

Choose your optional modules

Proof of Enrolment Letter

Generate a letter to prove that you are a full-time, enrolled student

RELEASE: 8.8

Proof of Enrolment letter – Producing Your Own

- Complete the address information if you want the letter to be addressed to a specific person or address
- Click on Generate letter (3)

Student Record System Self Service

UNIVERSITY OF
Southampton

Personal Information Student Services Programme Catalogue Enrol Here

RETURN TO MENU SITE MAP HELP EXIT

Proof of Enrolment Letter

You must be enrolled to obtain a Proof of Enrolment Letter

The letter is for full time students on a degree awarding programme and can be used for:

1) Council Tax exemption.

Please see <http://www.southampton.ac.uk/studentadmin/student-admin/council-tax-info.page> for details of where to email your Proof of Enrolment Letter.

Please note that part time students are not eligible for Council Tax exemption.

and

2) Opening a UK Bank account with Santander on campus. If you wish to open a UK bank account with another bank or you are a part time student you will need to obtain a letter from your Faculty Student Office.

If you wish to bank with Santander you will need to enter the name and address of the local branch. Please print the Proof of Enrolment Letter in colour on good quality paper or it may not be accepted.

Additional notes

Clicking on the Generate Letter button below will generate a Proof of Enrolment letter which will be emailed to you at your university email address.

You can produce this letter as often as required.

Please ensure that your Term Time address is accurate with a valid UK Postcode.

You can specify the addressee in the box below. If you leave this blank the letter will be addressed to 'To whom it may concern'.

Your name and Term-Time Address will be shown here

Addressee	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
Address Line 4	<input type="text"/>
Postcode	<input type="text"/>

Generate Letter **3**

Leave these boxes blank unless you need to send the letter to a specific person

The letter will only be generated once you have enrolled on a full time programme of study. It will be sent as a .pdf document to your University email account to send to your local Council as proof that you are a full time student at the University of Southampton.

For Southampton City Council please send to: council.tax@southampton.gov.uk

For alternative local council tax office contact details, please visit:

<http://www.southampton.ac.uk/studentadmin/student-admin/council-tax-info.page>