

Student Guide to Downloading Letters through Portico

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Step-by-Step

1. Log-in to Portico with your UCL Username and Password
2. On the Main Page (My Portico) under 'Enrolment and Study Details' you will see a tab called 'Statement of Student Status'.
3. After clicking on this tab you will be asked to select the type of Statement you require. After doing this, click 'Next'
4. If you selected 'Confirmation of your student status' you will see your addresses, which we ask that you keep updated. If they are no longer current, please select 'Edit' and make the relevant changes.
If you selected 'For a bank account' you will see a drop-down box with names of different banks. Select the bank you would like to open an account with and click 'Next'. This is to make sure that the confirmation letter is addressed to the bank, which is what UK banks require. You will then see your addresses, which we ask that you keep updated. If they are no longer current, please select 'Edit' and make the relevant changes.
5. Select 'Download Statement of Student Status' or 'Download Bank letter' depending on your previous selection.
6. You will see a pop-up window giving you printing options. If you are not connected to a printer, or would prefer saving the document on your device, you can select 'Microsoft Print to PDF' and then click 'Print'
7. Select the location where you would like to keep the file, choose a file name and click 'Save'

Statement of Student Status with screenshots

Welcome to Portico - The UCL Student Information Service

Portal Log-in

Portico is supported from Monday to Friday between 10am and 4pm, UK time.

Username:

Password:

[Log in >>](#)

Difficulty logging in? [Expand the relevant section below for help](#)

Applicants
Students, Staff and External Examiners

Log in to Portico with your UCL Username and Password

My Portico

Enrolment and Study Details ?

Within this container you can complete enrolment-related tasks, view your programme of study details and pay your fees.

Programme of Study

Academic Year	Enrolment record status	Actions
2020/2021	Enrolled	Fee Notification

[Statement of student status](#)

[Frequently asked questions](#)

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

Statement of Student Status

This form allows you to print a statement that you can use as evidence of your student status at UCL. There are two types of statement. One type is for use when opening a bank account. The other type is for all other purposes.

Type of statement*

- Confirmation of your student status
- For a bank account

Next Exit

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

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Log in to Portico with your UCL username and password

My Portico

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Logged In:

(Logout)

Statement of Student Status

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Type of statement* Confirmation of your student status
 For a bank account

Next

Exit

You will be asked to select the type of Statement you require. Select 'For a bank account' and click 'Next'



Logged In:

(Logout)

Statement of Student Status

Select a bank*

- Barclays Bank
- Bank of China
- Halifax
- HSBC
- Lloyds Bank
- Metro Bank
- NatWest Bank
- Santander
- TSB
- Royal Bank of Scotland
- Citibank
- Standard Chartered
- Coutts

Exit

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'.

Statement of Student Status

The addresses below will be shown on your bank letter.

Please ensure your term time address is in the UK. Your home address must be your permanent residence, which for international students may be outside the UK.

Term Address

Edit

Home Address

Edit

Back

Download bank letter

Exit