

Bank letter process

Please check you have pre-enrolled and have your Sheffield Hallam Username: bXXXXXXXX or cXXXXXXXX and your Password

1. Login to My Student Record

https://msr.shu.ac.uk/urd/sits.urd/run/siw_lgn

2. Click on My Enrolment and Fees - then click on

'Letter to your Bank Manager'

3. You should see this screen

You will be asked to select how your name should be printed (this **MUST** be the same as in your passport), and also enter the name of your bank. If you wish to open with **Barclays** bank, please select **First name, family name** format.

You **MUST** enter the name of the bank correctly; it will be printed **exactly** as you type it in.

On the following screen, select **Download Bank Letter**, this will open the bank letter for you to print.

Clicking on "Edit details" will take you back one screen where you can amend your name format.

4. You will see this screen - check your details and especially your **home address** and **Sheffield address** - it must include your **Flat and Room number**, then Flat name, Street address, city and post code

To print the letter, go to **File** and **Print**

Take your printed letter to the bank (if required) or attach the pdf file

Amending addresses

You **MUST** enter the correct address details when you pre-enrol, otherwise your letter will not be accepted by your bank.

Home Address

The home address we hold for you is shown below. Please check it and amend if necessary.

Address Line 1* Anonymous

Address Line 2 Anonymous

Town/City* Anonymous

Address Line 4 Anonymous

Address Line 5 Anonymous

Country MALAYSIA [List](#)

You will enter your **Home address** and your **Term-time address (Address whilst in University)** within **Personal Details**

Your **Home Address** is your address in your home country

When you are asked *'Is the address you are living in whilst studying...'* select **Another address** from the drop down box

Is the address you are living in whilst studying...? Another address

Once you have pre-enrolled, return to the **My Enrolment and Fees** page of **My Student Record**.

Within the **Confirmation of Enrolment** box, select the option which says **Letter for Your Bank Manager**

Confirmation of Enrolment

Letter for Your Bank Manager

Letter for Your Landlord

Confirmation of enrolment will be available when you enrol

You **MUST** enter the name of the bank correctly; it will be printed **exactly** as you type it in.

Please download and print this letter. You must take this letter to Student Services, level 5 Owen building, to be stamped before you can use it at your bank.

[Download Bank Letter](#)

[Edit Details](#) [Exit](#)

On the following screen, select **Download Bank Letter**, this will open the bank letter for you to print.

Term-time address

The term-time address we hold for you is shown below. Please check it and amend if necessary. To add or amend your address please use the Get Address button below. This will take you to an external system which will allow you to find your address using your UK postcode.

Address Line 1 Anonymous [Get Address](#)

Address Line 2 Anonymous

Town/City Anonymous

Address Line 4 Anonymous

Address Line 5 Anonymous

Country ENGLAND

Postcode (UK addresses only)

☐ Temporary Address? Please tick if you are only going to be at this address for less than a month.

Mobile phone no. 0123456789

Term time Phone no. (incl. area or international code)

Accommodation type* Temporary Rented Accommodation e.g. Student House University Maintained Property Private Sector Halls Parental/Guardian Home Own Permanent Residence - including Rented Property Not Attending University e.g. On Placement Other

[\[help\]](#) [Next](#)

Your **Term time address** is your address while you are at University, e.g. **Sheffield**

You must include your **Flat and Room number, Flat name, street name, city and post code**

This needs to be correct when you pre-enrol. If it is not correct, **you** cannot change this until you are fully enrolled.

You will be asked to select how your name should be printed (this **MUST** be the same as in your passport), and also enter the name of your bank. If you wish to open with **Barclays** bank, please select **First name, family name** format.

Please select how your name should be printed - this needs to be the same as in your passport:

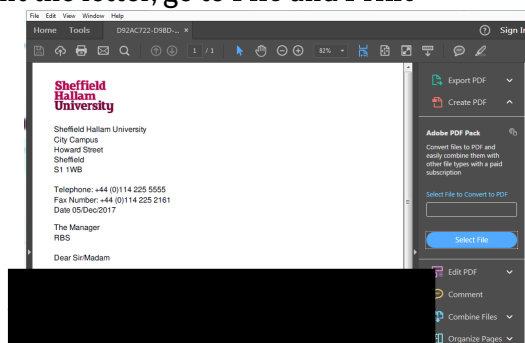
First name, family name

Family name, first name

Please enter the name of your bank*

[Next](#)

To print the letter, go to **File and Print**



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