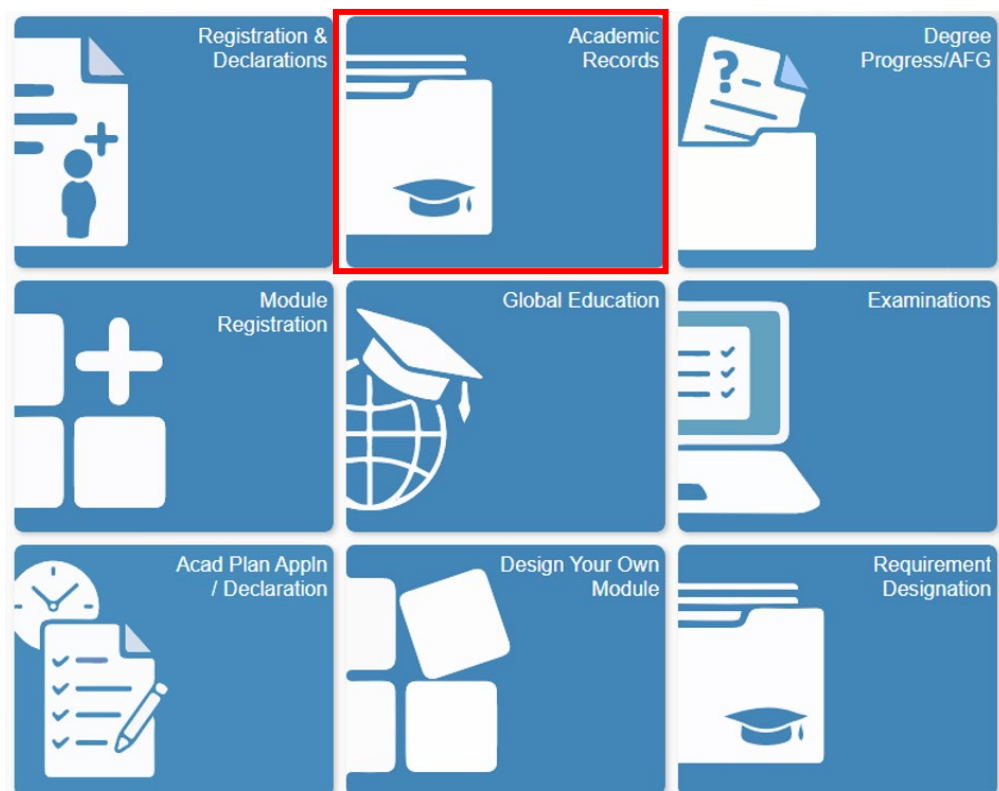# USER GUIDE FOR STUDENTS

GENERATE STUDENT STATUS LETTER WITH RESIDENTIAL ADDRESS

1. Navigate to **My Homepage** > **Academics** > **Academic Records**

2. Click on '**View Student Status Letter**' from the side menu. If there is more than one program displayed, select and click on the program you wish to view and print the status letter for. Select the relevant letter type, in this case it is '**4-SL inclu. SG Residential Address (for bank account opening)**', enter your Singapore residential address and then click '**View Letter**'.

~ END ~