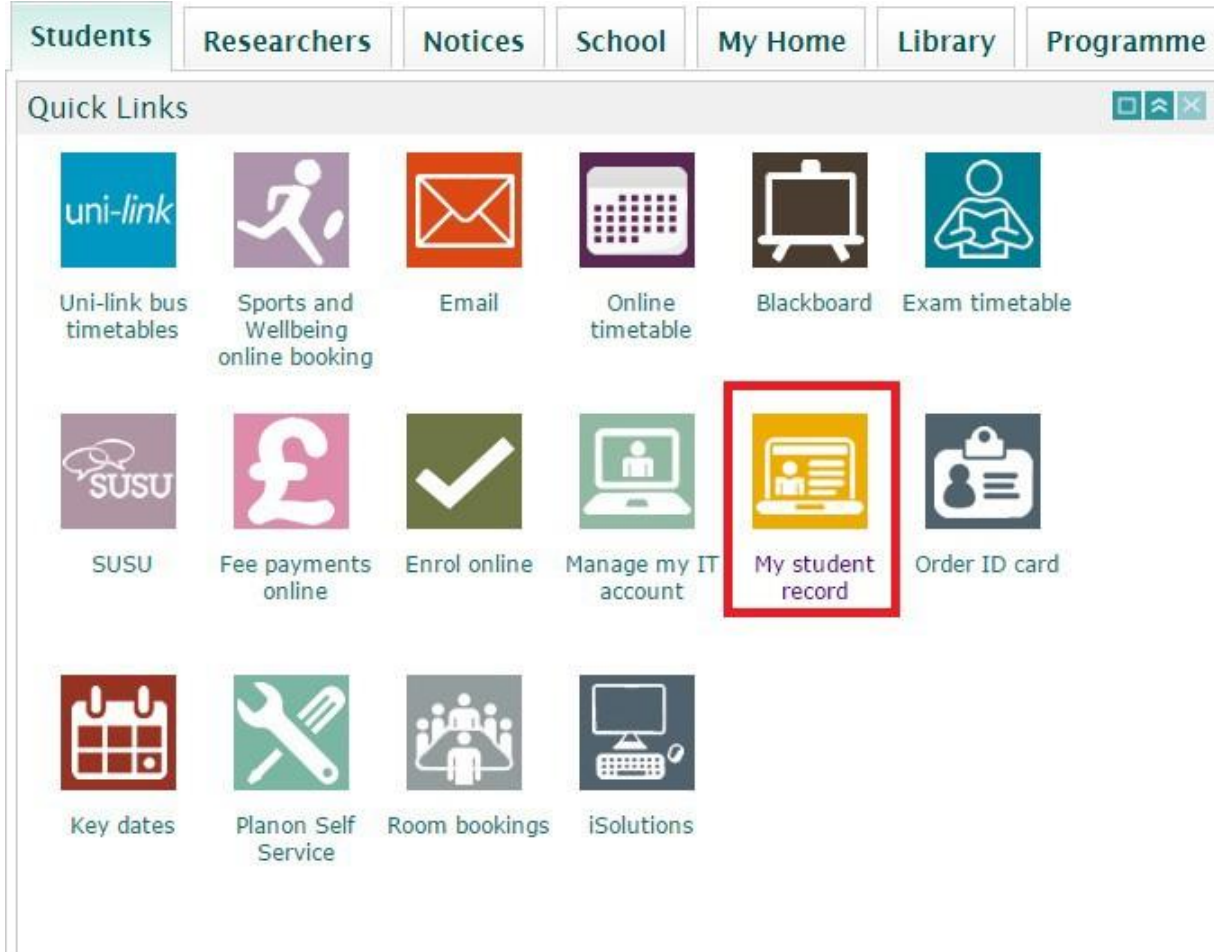
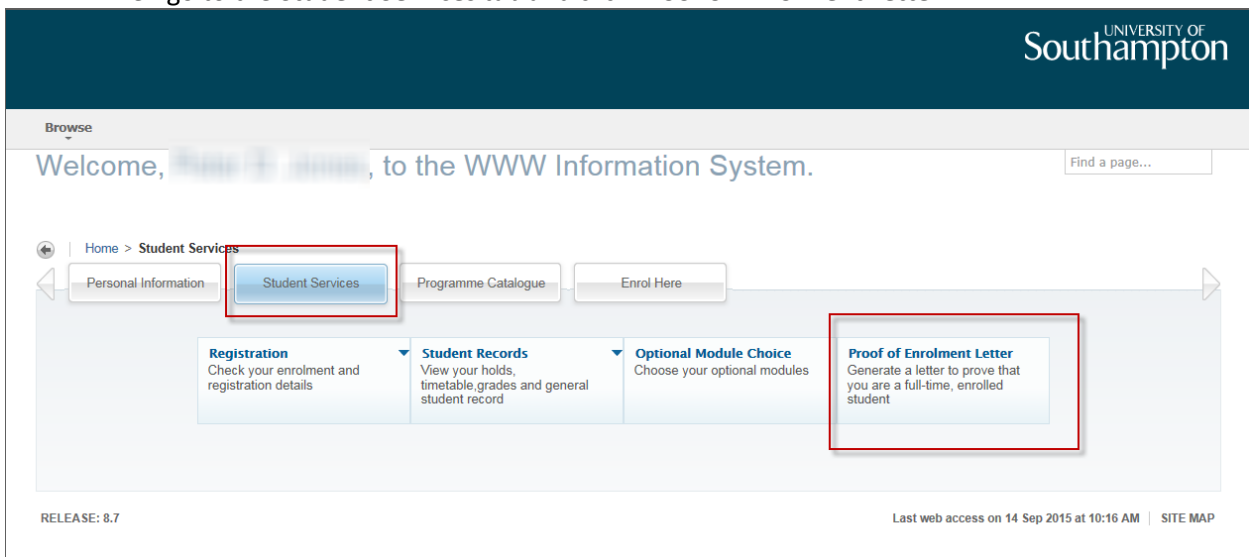


## Proof of Enrolment Letter – producing your own

Students are now able to create their own Proof of Enrolment letter via their student record through the SUSSED Student Portal. You will need to log into your student record via SUSSED Quick Links:



- Then go to the **Student Services** tab and click **Proof of Enrolment Letter**:



- Click on **Generate letter** at the bottom of the next page:

UNIVERSITY OF  
Southampton

Browse

Personal Information Student Services Programme Catalogue Enrol Here

Find a page...

Home > Student Services > Proof of Enrolment Letter 14 Sep 2015 10:01 AM

**You must be enrolled to obtain a Proof of Enrolment Letter**

The letter is for full time students and can be used for:

- 1) Council Tax exemption.

Please see <http://www.southampton.ac.uk/studentadmin/admin/counciltax.html> 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 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'.

If you are a part time student and require a letter you will need to contact your Faculty Student Office.

**Your name and Term-Time Address will appear in this area**

Addressee

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Postcode

**Generate Letter**

RELEASE: 8.0 SITE MAP

The letter will only be generated once you have enrolled on a full time programme of study and will be sent as a pdf document to your University email account. Please forward this letter to your local council tax office for council tax exemption purposes.

For Southampton City Council please send to: [council.tax@southampton.gov.uk](mailto: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>