

 Faculty of Science,

 Royal Fort House, Clifton

 Bristol, BS8 1UH

 Tel: 0117 928 9957

 science-transcript-requests@bristol.ac.uk

Date:

Science Faculty Document Request Form

|  |  |
| --- | --- |
| **Name** |   |
| **Student Number** |   |
| **Date of Birth** |   |
| **Course** |   |
| **Telephone number** |  |
| **Email address** |   |
| **Document required(highlight as appropriate)** | Student Status letter / bank letter / council tax certificate  |
| **Collect from office?(Delete as appropriate)** | Yes / No |
| **Address to post document to if not collecting** |   |
| **Additional information/details relating to request** |   |

**Guidance**

**Student Status Letters:** These can be used for a variety purposes and confirm your name, date of birth and details of your course, including start and end dates and the programme of study. We can often produce these letters whilst you wait if you come into the Science Faculty office.

**Bank Letters:** These letters are specifically for students who are opening new student bank accounts. They confirm personal details, local and home address and course details. We can address them to bank branches local to the area, please specify which bank you will be opening an account with.

**Important:** One of the main requirements for banks is confirmation of your local address. In order for us to provide this confirmation, your local address needs to be up to date on your student info page and **if you are living in privately rented accommodation, you will need to provide a copy of your current tenancy agreement as proof of address**. This does not apply to students living in halls of residence or other University accommodation. **These documents will normally be produced within 5 working days.**

**Council Tax Exemption Certificates:** These are provided for students who need to provide evidence of registration at the University for Bristol City Council.

**Please note:** You should first register yourself as a student with Bristol City Council by completing the relevant form located on their website <http://www.bristol.gov.uk/page/council-tax/council-tax-discounts-and-exemptions>. The University provides Bristol City Council with a listing of all students registered for each academic year. If you have submitted the exemption form and your address details on student info are correct, it is likely you will be granted exemption. In some circumstances, Bristol City Council request further proof from the University that you are a student; this is when we may produce a certificate for you. **These documents will normally be produced within 10 working days.**

**Transcripts:** To order official academic transcripts please go to <http://shop.bris.ac.uk/browse/category.asp?compid=1&modid=1&catid=598>