How to print out your own Certifying Letters from E-Vision

E-vision is the University’s web access to the student record system. You can now print out standard letters for banks, councils, sponsors etc confirming your status as a student at the University of Dundee. You can only do this once you are matriculated as a current student and have completed any requirements for missing data shown to you in e-vision.

First you will need to access e-vision at

https://evision.dundee.ac.uk/urd/sits.urd/run/siw_lgn

Use your normal username and password which you will have been issued with as an applicant to login to e-vision. If you don’t have or have forgotten your username and password you should contact the ICS servicedesk.

Once you have logged in, you should see a screen like this:

Click on the students button/icon shown above
You should see a screen which has a heading “Student Resources”:

If you click on “Certificate of Matriculation letter”, you will see a letter from the University of Dundee confirming that you are a current student which can be printed. If you click on the “Letter of Introduction for UK Bank”, you will see a drop down menu that enables you to select the bank where you wish to open an account:

Once selected if you click “Run Report” this will generate the letter which you can then print off directly to present to the bank