**Code: QA281**

**Title: Statement Request**

**Date: 15th December 2016**

**Approval: Director of Academic Administration**

1. **Purpose**

There are times throughout the Academic year that a Student is required to provide a statement of academic qualification to another institution, Landlord, Banks, SUSI etc. for verification purposes.

Our service provides the Student with Official Registration Statement, but we can also provide a custom statement if so required.

1. **Description**

An Official Registration Statement is accessible via the Online Registration System. The Student can retrieve this by logging on with their campus account credentials. The Student simply clicks on "Proof of Registration" Smart Tab.

We have self-service Kiosks available in SID where a Student can logon to the system and print off the statement. Alternatively if a Student has not availed of this option, they can email sidnuigalway.ie and our service will send an e-copy of the Registration Statement.

1. **Definitions**

The Statements available upon request from the SID Service is as follows:

* **Registration Statement (per academic year)**
* **Registration Statement (Multiple academic years)**
* **Withdrawn Statement**
* **Exams Completed**
* **Not Registered**
* **Graduation Statement**
* **PhD Statement**

All of the above statements are available on Quercus and are customizable to modify or insert additional information required by a Student or Graduate in any specific request.

1. **Requirements**

The Official NUI Galway Registration Statement is accessible off campus, simply logon with the Student ID and password. The Student simply clicks on "Proof of Registration" Smart Tab.

 [Adobe Reader](https://get.adobe.com/reader/) or any PDF viewer Installed on the pc, laptop or smartphone, the Student can view and save the Statement to any device.

1. **Responsibilities**