

UCC ATTENDANCE LETTER

Go to: <https://www.ucc.ie/en/>

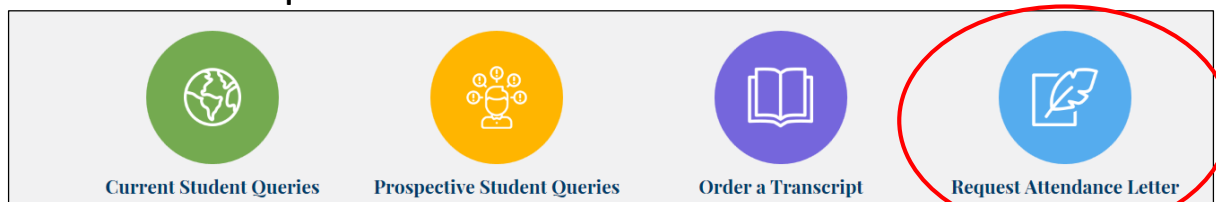
- On the Home Page, click on the MENU icon




- Under Study, click on 'Ask'

Study	Research & Innovation	Discover UCC
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Undergraduate	Research Institutes and Centres	News and Views
Postgraduate	Research Support Services	Leadership and Strategy
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Incoming First Year Students		National Famine Commemoration 2018
Ask		
Collaborative Programmes		

- Then click on 'Request Attendance Letter' icon



- Log-in with your Student Registration Details



UCC
University College Cork, Ireland
Coláiste na hOllscoile Corcaigh

Login to UCC Forms

Username

Password

Log in only to this service provider

Login

- Click on 'I need a letter of attendance'

UCC
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Document Self Service

Logged in as:
Student Number:

Self Service Options*

Select an option please

I need a letter of attendance

- Please ensure that your permanent home address and term address (address in Cork) are both correct.

A letter of attendance verifies that you are/were registered for a particular programme at University College Cork and states your name, date of birth, UCC student number, permanent and term address, period of study and NFQ level.

You can use your attendance letter for the following:

- To open a bank account (as verification of your address)
- To provide proof of your current or last student registration for third parties
- Social welfare applications and J1 visa applications (in lieu of form)
- Jury Service exemption

Click the thumbnail to see a sample letter of attendance



If you wish to update your address details, or add a term address, please go to My Student Admin before continuing.

Once you click submit your letter of attendance will be emailed to your Umail account.

Submit

- When you submit the request, the letter of attendance will be sent to your UCC Email Address

Success! Your letter of attendance is on its way to your umail account. If you do not receive your letter within 15 minutes, please let us know through our [web enquiry form](#) and we will get back to you shortly.

Please note it takes up to 24 hours for your Umail address to be activated when you first register so if you cannot access your umail account yet, don't worry! Check back tomorrow and once you can access your email, you can request your letter.

Thank you for using UCC self-service.

PRINTING ON CAMPUS

Information on printing on campus is available at: <https://www.ucc.ie/en/sit/services/printing/>