STUDENT SERVICES ENQUIRY TEAM

Always connected
Always learning
Always here

www.glasgow.ac.uk/sset
www.glasgow.ac.uk/reachout
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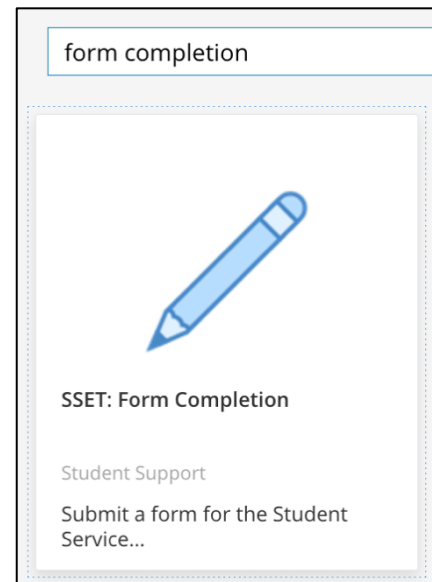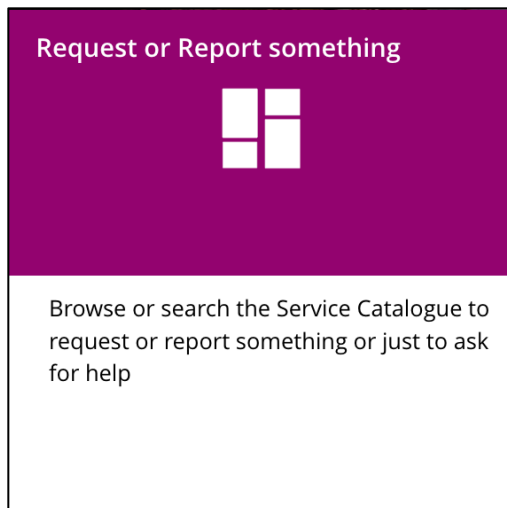# How to Submit a Form Completion Request

Registered Students:

(Former students and third parties please see instructions provided on page two of this guide.)

For more information on what forms the Student Services Enquiry Team can help you with, please visit www.glasgow.ac.uk/sset/forms.

1. Log on to the UofG Helpdesk (www.glasgow.ac.uk/help) using your student credentials.
2. Click on Request or Report Something, then, type 'Form Completion' in the search box, and click the SSET: Form Completion tile.

Request or Report something

Browse or search the Service Catalogue to request or report something or just to ask for help

form completion

SSET: Form Completion

Student Support

Submit a form for the Student Service...

3. Your name and GUID will automatically be filled out for you.

   Please provide as much information as possible regarding your form, and what you require from the Student Services Enquiry Team.

   * Information:

   Please provide some information about the nature of your form and provide any additional details that will enable us to complete your request.

   * Delivery:

   Please indicate how you would like to receive your documents

   * Upload Form: Upload File Remove All

   or drop files here

4. Select your preferred delivery method and then upload a copy of your form, all common document file types are accepted e.g., pdf, doc, docx etc.

5. Click on the Review and Submit button, please note that this does not actually submit your form.

   Review & Submit   Cancel

6. Once you have reviewed the information you have provided, click the Submit button to submit your request.

   Submit   Edit   Cancel

   You will then receive an email confirming your request submission, this will include a request reference number. You can respond to the confirmation email if you need to add any additional information or request an update. Please do not change the email subject line.

   To check our latest turnaround times for form completion requests please visit www.glasgow.ac.uk/sset/forms.

Former Students and Third Parties:
For more information on what forms the Student Services Enquiry Team can help you with, please visit www.glasgow.ac.uk/sset/forms.

1. Go to the UofG Helpdesk public portal (http://glasgow.saasiteu.com/alp.aspx), no username or password is required. http://glasgow.saasiteu.com/alp.aspx

2. Look for the 'Contact the Student Services Enquiry Team' tile and click on it to open.

3. Enter an email address we can contact you on, and then select 'Other' from the drop-down category menu. Provide as much information as you can regarding your request and then attach a copy of your form. Please be sure to click the submit button at the bottom of the page.

Contact the Student Services Enquiry Team

Student Support

Submit an online enquiry t...