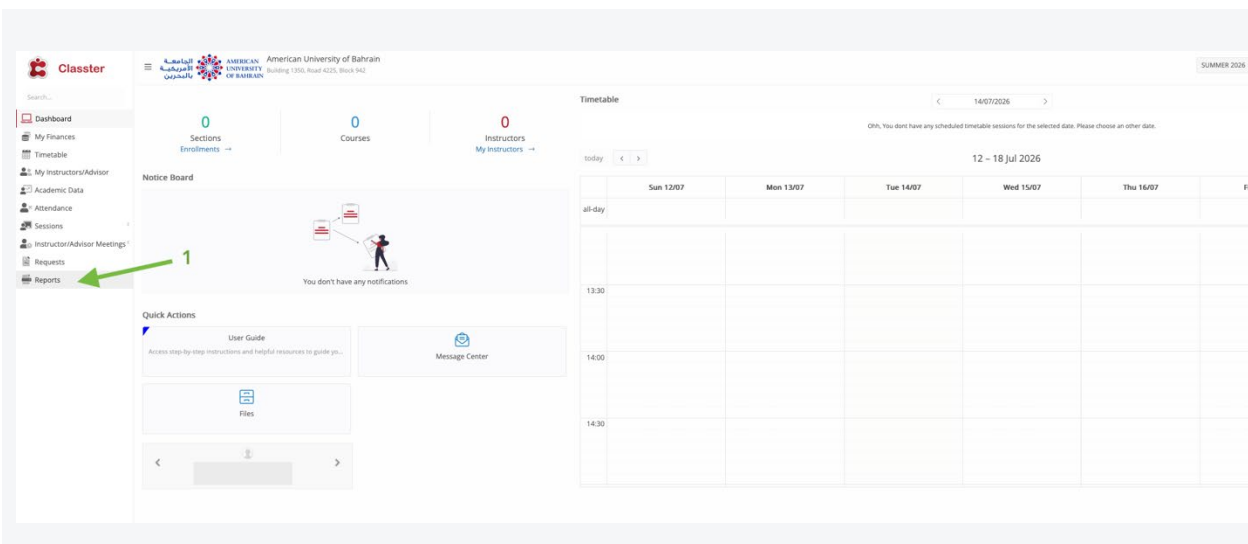


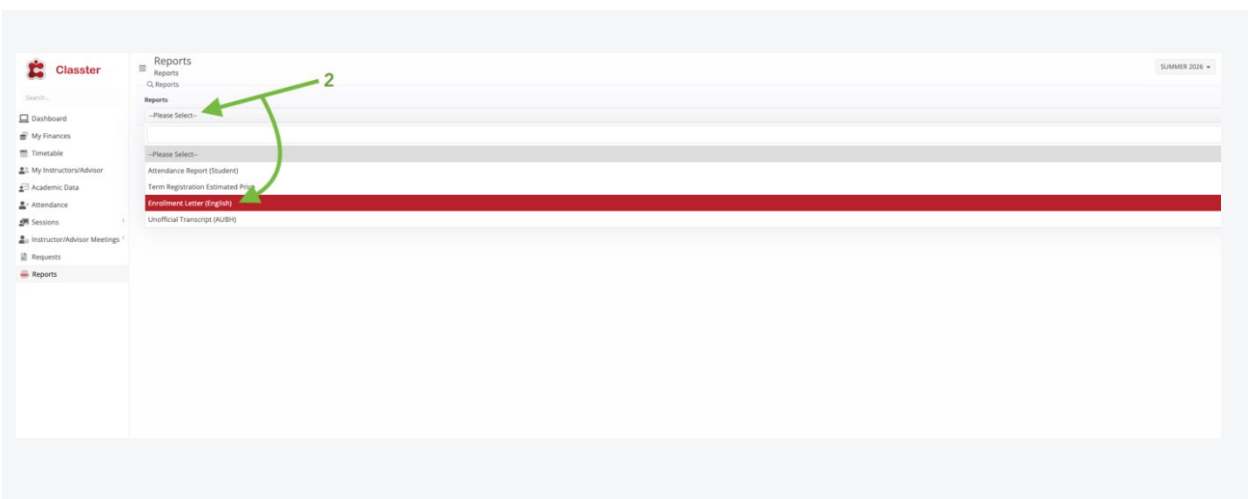
HOW TO: Export the Enrollment Letter

This guide explains how to export a student's Enrollment Letter from the Student Information System ([Classter](#)).

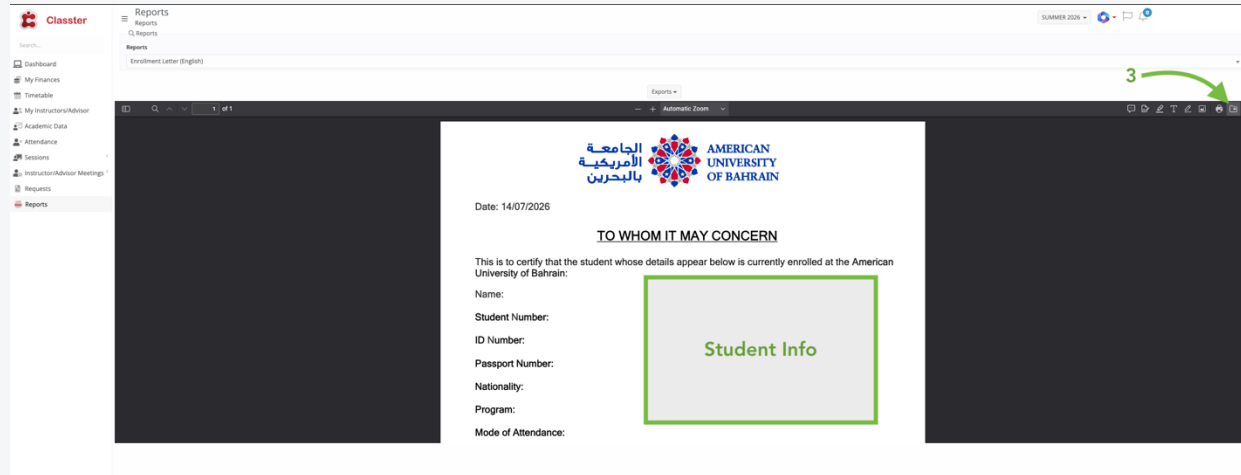
Step 1: In [Classter](#) Student portal, go to Reports



Step 2: Choose the report “Enrollment Letter (English)”



Step 3: Click on Save icon to download it



The screenshot shows the 'Classter' interface. On the left is a sidebar with navigation options: Dashboard, My Finances, Timetable, My Instructor/Advisor, Academic Data, Attendance, Sessions, Instructor/Advisor Meetings, Requests, and Reports. The 'Reports' section is selected. The main area displays a preview of an 'Enrollment Letter (English)'. The letter header includes the AUBH logo and the text 'AMERICAN UNIVERSITY OF BAHRAIN'. Below the header, it says 'Date: 14/07/2026' and 'TO WHOM IT MAY CONCERN'. The body of the letter states: 'This is to certify that the student whose details appear below is currently enrolled at the American University of Bahrain:'. Below this text are fields for 'Name:', 'Student Number:', 'ID Number:', 'Passport Number:', 'Nationality:', 'Program:', and 'Mode of Attendance:'. To the right of these fields is a large grey box labeled 'Student Info'. In the top right corner of the report preview area, there is a toolbar with various icons. A green arrow labeled '3' points to the 'Save' icon (a floppy disk) in this toolbar.