

Uploading bank details on Loop

Click on Student APPS which is at the bottom of the DCU home page

- Then click on 'My Details' and this will ask you to input your User Name and password This will bring on to your own student APP page
- You will be able to insert bank details under the Student Bank Account details
- Bank account must be in your own name
- Your IBAN number is made up of your bank account number and local branch sort code
- Note that your bank account number is NOT the number on your bank card, you will be able to get the bank account number from a bank statement
- **Only click the submit button once as if click twice this will cancel out the account details and you will need to do it again**

If you have attempted to upload them prior to the above date, on uploading them again, please note **the system is sensitive to too many attempts** at uploading. Please can you follow the **following procedure** for uploading your bank details -

- Upload once and click on Submit
- You will receive a 'Successful' message
- **Do not go log back in to check them and do not click on submit a second time**

If you are still experiencing a problem, please contact the Fees Office who will assist you - <https://www.dcu.ie/fees/contact>.