Please complete the following steps in the order advised below, all steps must be completed for you to become fully registered.

**Steps 1 and 2 should be completed before arrival at the University of Aberdeen.**

**STEP 1**

**Electronic Registration (eReg):**
www.abdn.ac.uk/ereg

*We strongly recommend you do this before arriving at the University of Aberdeen*

eRegistration involves confirming your personal, financial and academic details and enables you to set up your username and password for your University computer and email account. Write your username and password down and store this somewhere safe. In eRegistration, once you have clicked on all the links to completed a section in full, the corresponding section of the University Shield will change from black and white to colour.

As part of eReg, you must check and confirm tuition fee details. Although exchange students do not pay tuition fees, you must still agree to the fee amount to be waived. If you do not agree to the amount shown you will not be able to complete eReg.

You may find the Step-by-Step Guide to eReg and the Frequently Asked Questions helpful. The guide is large and it is suggested that you do not print it but have it open to refer to while you complete eRegistration.
Photo upload
For your student ID card to be ready for your arrival, please upload a photo at [www.abdn.ac.uk/photoupload/](http://www.abdn.ac.uk/photoupload/) as soon as possible. Guidance regarding photo requirements can be found on the photo upload portal. After upload, you should log back into the portal to ensure that your photo has been accepted. There will be delays in obtaining your student ID card if you do not submit a photograph on time.

**Please note that this process (particularly Step 3 onwards) will be fully explained during our Orientation on Monday 4 September, 10:00-16:00 in the Arts Lecture Theatre, William Guild Building.**

Meet with your Go Abroad Tutor
Details of your assigned Go Abroad Tutor are included in your Letter of Acceptance. You must contact him/her prior to arrival to arrange an appointment between Tuesday 5- Friday 8 September. During this appointment you will finalise your Learning Agreement and be enrolled for your courses.

**Please note that any student requiring a visa to study in the UK (ie non-EU/EEA nationals) will also need to attend a visa check prior to Step 4. Details to be provided during Orientation.**

Final registration check
Once you have completed Steps 1-3, the final stage of registration is to meet with the Go Abroad Team Once we have confirmed your registration status is complete, your student account will be activated and you can collect your student ID card. You can also submit any paperwork for signature.

Final registration check will take place on a drop-in basis during 13:00-16:00, Tuesday 5 and Wednesday 6 September, and 10:00-16:00, Thursday 7 and Friday 8 September in Room 116 of the Fraser Noble Building.

Accessing your timetable
After you have been enrolled in courses, you will be able to choose your tutorials, practicals or lab groups (where applicable) online via MyTimetable. Thereafter you will be able to access your personal timetable. Please allow up to 3 hours between meeting your Go Abroad Tutor and viewing your courses on MyTimetable.