REGISTRATION GUIDELINES FOR FULL-TIME UNDERGRADUATE STUDENTS

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

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**Step 1- Electronic Registration (eReg) and tuition fees**

eRegistration can be accessed at [www.abdn.ac.uk/ereg](http://www.abdn.ac.uk/ereg)

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

International students coming to study at Aberdeen under a Tier 4 visa MUST NOT complete eRegistration until their Tier 4 visa has been awarded. You are advised to wait until you receive your Joining Pack before completing eRegistration.

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 them somewhere safe. Do not lose this! In eRegistration, once you have completed a section in full, the corresponding section of the University Shield will change from black and white to colour.

When you log in to eRegistration you will see there are 2 documents which you may find helpful: the Step-by-Step Guide to eRegistration and the Frequently Asked Questions. The Guide is large and it is suggested that you do not print it but keep it open at the same time as you open the eRegistration portal.

NB: As part of eRegistration, you will confirm if you are paying your tuition fees yourself or if you are sponsored (if your family are paying your fees you are considered a self-payer). If you are a self-payer you will need to pay a minimum of 50% of your tuition fees. If you are sponsored you should email proof of sponsorship in advance to tuitionfees@abdn.ac.uk, or bring proof of sponsorship when you come to Aberdeen. You should write your student ID number on any document copy that you submit.

To make a non-electronic payment towards your tuition fees after arriving in Aberdeen, you can do so via debit or credit card at the University of Aberdeen Infohub in the Students’ Union Building (formerly The Hub). Please note that during Freshers’ week the Infohub will have a temporary location in the MacRobert Lecture Theatre, ground floor in the MacRobert Building.

**Step 2- Photo Upload**

For your student ID card to be ready for your start date, please upload a photo at [www.abdn.ac.uk/photupload/](http://www.abdn.ac.uk/photupload/) as soon as possible. Guidance regarding photo requirements can be found on the photo upload portal. There will be delays in obtaining your student ID card if you do not submit a photograph on time.

Queries regarding photo upload should be emailed to infohub@abdn.ac.uk

**Step 3- Choosing Your Courses, Spend Time Thinking About Your Choices**

After completing eRegistration, please visit [here](http://www.abdn.ac.uk/) for information about how to choose your courses. Course choice is completed online through MyCurriculum, which you can access through this website. Dates to access MyCurriculum are also given on this site, along with some useful guides to get you started. You can also view answers to some Frequently Asked Questions.

Please note that some courses require students to take a diagnostic test before being able to select the course in MyCurriculum. For example, new students intending to pick either French or Spanish courses as options for the first time should complete the Language Diagnostic Test.

**Step 4 – Sign up for Tutorials / Labs and access your Personal Timetable**

Once you have chosen your courses and allocation of places to relevant courses has been completed, you will be able to choose your tutorials, practicals and lab groups (if applicable) online. Thereafter, you will be able to access a personal timetable on your phone, tablet or PC as well as subscribe to it on Android, iPhone or Outlook. Details on MyTimetable can be found [here](http://www.abdn.ac.uk/)

**Step 5- Upon Arrival: ID card; Visa Checks (applies to students holding a visa to remain in the UK and those classified in the University’s Offer Letter as an International student)**

a) Visa Check (applies to students holding a visa to remain in the UK & those classified in the University’s Offer Letter as an International student)
Bring along a photocopy of all the non-blank pages in your passport, and a copy of the front and back of your UK Biometric card. You must also bring along your original documents.

Visa checks will be done in the MacRobert Lecture Theatre from Monday 5 September to Friday 9 September. From Monday 12 September, visa checks will be done at the University of Aberdeen Infohub in the Students’ Union Building (formerly The Hub).

If you hold a Tier 4 visa, on further occasions throughout the year you will be emailed and asked to report to a venue with your documents for a Visa Check.

b) ID Cards
Provided you have uploaded your photograph in time, you will then be issued with your student ID card. Collect your ID card from the Elphinstone Hall from Monday 5 September until Thursday 15 September, from 9am to 5pm. From Friday 16 September you can collect your ID card at the University of Aberdeen Infohub in the Students’ Union Building (formerly The Hub).

If you reside in University Halls of Residence it is likely that you will, provided you have uploaded a photo in good time, be given your student ID card upon arrival to the Halls.

Once the above have been confirmed, your student account will be activated and you will be fully registered.

Enjoy your studies!