REGISTRATION GUIDELINES FOR

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](http://www.abdn.ac.uk/ereg)

We strongly recommend 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 the Tier 4 visa has been awarded. Undergraduates are advised to wait until they have received their 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 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.

NB: As part of eReg, 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 will need to bring proof of sponsorship with you when you come to Aberdeen.

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 keep it open at the same time as you open the eRegistration portal.

**Step 2 – 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. 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 – Completing Registration**

Working in a laboratory or doing a project

The School in which you will be working will make the arrangements for you to become a Trainee. You will be asked to complete an application form and once it is approved and processed your supervisor will be informed that you are permitted to register and be given your student ID number.

To be a registered student you must first complete eRegistration (see step 1). Completing this part of the registration process means that you will have a computer account from which you can access email.

When all parts of the registration process are complete you will be able to obtain a student ID card from the Infohub - if you have uploaded a photograph (see step 2).

Please note that if you had to apply for a visa to enter the UK you must submit your passport for checking that you have a valid visa to study in the UK. In addition you must bring along a copy of each page of your passport that contains information (i.e. not the blank pages), together with a copy of any separate visa documentation, such as a Biometric Residence Permit.

**English Language Foundation Programme**

The Language Centre will make the appropriate arrangements for your registration. Please note that if you had to apply for a visa to enter the UK you must submit your passport for checking that you have a valid visa to study in the UK. In addition you must bring along a copy of each page of your passport that contains information (i.e. not the blank pages), together with a copy of any separate visa documentation, such as a Biometric Residence Permit.
Undergraduate students taking time out from study

If you wish to obtain a student ID card during your time out from study you can request Associate Student status by contacting the Undergraduate Student Services office of the Registry at undergraduate@abdn.ac.uk. You will be informed if you are an eligible candidate and of any fee involved.

Enjoy your studies!