REGISTRATION GUIDELINES FOR INCOMING ERASMUS 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.

**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 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 Erasmus 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.

**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/ 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.

**Step 3 – 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 12 - Friday 15 January. During this appointment you will finalise your Learning Agreement and be enrolled for your courses.

**Step 4 – Erasmus Registration**

Once you have completed Steps 1-3, the final stage of registration is to meet with the Erasmus Unit to submit any paperwork for signature and collect your student ID card. Once we have confirmed your registration status is complete your student account will be activated.

Erasmus Registration will take place on a drop-in basis between 1-4pm, Tuesday 12 - Friday 15 January at the Go Abroad Desk in the International Centre.

**Step 5 - Accessing your Timetable**

Once you have been enrolled in courses, you will be able to choose your tutorial and lab groups (if applicable) online via MyTimetable. Details will be provided at your meeting with your Go Abroad Tutor. Thereafter you will be able to access your personal timetable.