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 departing for 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.**

**E-registration Notes for International Exchange & Study Abroad students**

1. **Personal** – Please provide your term time address if you have this information as it will be required for immigration purposes.
2. **Financial** – Confirm if you are paying your tuition fees yourself or if you are sponsored (if you or 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 your home university is paying your tuition fees to the University of Aberdeen, indicate that you are a sponsored student. As indicated in our email, you will first need to accept the amount on the first screen; the second screen will indicate who pays your fees (i.e. you or your university).

**Exchange Students:** 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. 3. **Academic** – You will not have to insert any qualifications. If not already listed, please enter the name of your home university and confirm.

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.
Accessing your Timetable

Once you have chosen your courses and allocation of places to relevant courses has been completed, you will be able to choose your tutorial/lab groups (if applicable) online, from the MyCourses website. Details will be provided at your meeting with your Go Abroad Tutor. Thereafter, you will be able to access a personal timetable.

STEP 2

Photo Upload (Please complete before departing for the University of Aberdeen)

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 uploading the photograph, 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.

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

STEP 3

Approval of Your Curriculum (To be completed after you arrive on campus)

This is the part of the process which confirms your academic curriculum. You will complete this step with your Go Abroad tutor when you arrive on campus. You will have received details of your Go Abroad tutor via email from the Study Abroad team and must contact him/her before you arrive in Aberdeen to make an appointment for a meeting between 9-12 January. During this appointment you will register for your selected courses via MyCurriculum. Please be aware that incoming exchange and study abroad students cannot use MyCurriculum independently and should not attempt to do so. When eRegistration is complete and your academic curriculum is approved step 5 can be completed.

STEP 4

Visa Check (non-EU/EEA nationals only)

This involves bringing along your passport and a photocopy of all the non-blank pages in your passport (e.g., photo page and any page with a stamp), including the page which was stamped during your entry into the UK. If you are a Tier 4 visa holder who has already in possession of a biometric residence permit, please bring a photocopy of the front and back of this card. You will be contacted regarding the dates and location of visa checks.

STEP 5

Visa Check (non-EU/EEA nationals only)

Once you have completed Steps 1-4, 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 during this time. Final registration checks will take place on a drop-in basis in Room 116 of the Fraser Noble Building during the following dates and times: 13:00-16:00, 9-11 January; and 10:00-16:00, Friday 12 January.

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