REGISTRATION GUIDELINES FOR TAUGHT INDEPENDENT SUBJECT STUDY

POSTGRADUATE STUDENTS (ON CAMPUS)

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

Steps 1, 2, 3 and 4 should be completed before arrival at the University of Aberdeen.

**Step 1 - Electronic Registration (eReg):** eReg can be accessed [here](#).

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. 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 University computer and email account. Write your username and password down and store them somewhere safe. Do not lose this!

You can access a Step-By-Step guide to electronic registration and a Frequently Asked Questions document [here](#).

It is vital that you complete this step before arriving in Aberdeen, because you will not be able to access the online course selection facility without having done it.

**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).

**Step 2 – Photo upload**

For your student ID card to be ready for your arrival, please upload a photo [here](#) as soon as possible. Please note this website is open from mid-July onwards. 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**

After completing eRegistration, please visit [here](#) 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.

**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](#).
Step 5 – Upon Arrival: ID Card; Visa Checks (for International Students only); Tuition Fees

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 Building 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.

c) Tuition Fees

If you are in receipt of a sponsorship that covers your tuition fees, you should email details of this to tuitionfees@abdn.ac.uk prior to your arrival. However, if you are unable to do this you can provide a copy of your sponsorship letter to either the MacRobert Building, during the above dates and times, or to the Infohub.

If you require to make a payment towards your fees after arriving in Aberdeen, you can make a payment via debit or credit card at the Infohub.

A map of the University campuses can be accessed here

Step 6 – School Induction and Course Information

The School in which your studies will be based will hold an induction session for you, at which you will be provided with course information and materials, and will meet your programme coordinator. School induction details can be found here

Enjoy your studies!