REGISTRATION GUIDELINES FOR POSTGRADUATE STUDENTS BASED AT
VALIDATED/ACCREDITED INSTITUTIONS

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 starting your studies.

**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.

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](#)

NB: As part of eReg, students are asked to confirm the fee that they have been charged and if they are paying their tuition fees themselves or if they are sponsored. As a student at a validated/accredited institution, you will pay tuition fees directly to that institution. When you access this section, there will be a nominal fee displayed, which is the fee that we charge to the validated/accredited institution. It should say that this fee is paid by a sponsor, i.e. the institution you are studying at. You will need to confirm this fee, but you will not be asked to pay anything. Please complete this section to confirm the fee and complete your registration. If the fee is not displayed as charged to your institution, and if you are asked to pay an amount, please contact tuitionfees@abdn.ac.uk for the matter to be resolved.

**Step 2 – Photo upload**

For your student ID card to be ready for your arrival, please upload a photo [here](#) as soon as possible and no later than 2 weeks before starting your course. 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 – Completion of Registration and Collection of Student Identity Card**

Once you have completed eReg and you have uploaded a photo for your student ID card, you will need to contact postgraduate@abdn.ac.uk to confirm. The postgraduate team will then check you have completed all that is required and will activate your student record. This is an important part of registration, because without it your IT account, and therefore your access to the library and electronic systems, will not work.

You also need to request that your ID card be sent out to you, so, in the email, please confirm the address to send your card to in the email.

Enjoy your studies!