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):** 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). Please note that during Freshers’ week the Infohub will have a temporary location in the MacRobert Lecture Theatre, ground floor in the MacRobert Building.

**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 – Upon Arrival: Completion of Registration, Visa Checks (for International Students only), Collection of Student Identity Card, and Tuition Fees**

Upon arrival, you will be able to complete the following steps at the Infohub, which is located on the Ground Floor of the Students’ Union Building (this building, formerly called the Hub, is located [here](#)). Please note that students starting in January 2017 are expected to arrive on 10 January 2017, and no later than 13 January 2017.
a) Completion of Registration

Upon arrival in Aberdeen, new research postgraduate students must their student record activated before you will become fully registered.

This involves:

1. Ensuring that eRegistration has been completed.
2. Ensuring that the minimum 50% of tuition fees have been paid or details of how you will pay your fees, including details of any sponsorship you may have.
3. Visa Check (any student holding a visa to remain in the UK only) - bring along your passport and a photocopy of all the non-blank pages in your passport, including the page which was stamped during your entry into the UK. Please see below for further Info.

Once the above have been confirmed, your student record will then be activated and you will be fully registered.

Important: please also ensure that you bring your Certificate of Acceptance and, proof of payment of tuition fees (self-payers), or proof of sponsorship (sponsored students). Please note that, if your family are paying your tuition fees it means that you are still regarded as a self-payer and ultimately responsible for your fees.

b) 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.

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.

c) ID Cards

Provided you have uploaded your photograph in time, you will then be issued with your student ID card. 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.

d) 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 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.

Step 4 Your Timetable

Your Supervisor will tell you if there are research training classes that you have to attend, and how you register for these. In addition, the Graduate Schools in each of the Colleges run an induction programme for new research students.

College of Arts and Social Sciences Graduate School
College of Life Sciences and Medicine Graduate School
College of Physical Sciences Graduate School

A map of the University campuses can be found here

If the above 4 steps have been completed successfully, you will now be a fully registered student.