**REGISTRATION GUIDELINES FOR TAUGHT POSTGRADUATE STUDENTS (ON CAMPUS) STARTING JANUARY 2017**

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.

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<th>Step 1 - Electronic Registration (eReg): eReg can be accessed <a href="#">here</a></th>
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<td><strong>We strongly recommend you do this before arriving at the University of Aberdeen</strong></td>
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**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 – 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.

Please note that, when completing MyCurriculum, you will be selecting only the courses that run between January and September 2017. You will be required to re-register in September 2017 for the new academic year – 2017/2018 – and at that point you will select the remaining courses.
Please also note that MyCurriculum will be closed between 19 December 2016 and 4 January 2017 for the University’s Winter break.

**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**

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) **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.

b) **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.

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 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!