REGISTRATION GUIDELINES FOR RESEARCH POSTGRADUATE STUDENTS
DISTANCE LEARNING/OFF-CAMPUS

All postgraduate research students who wish to study off campus must have permission to do so prior to the start of their studies. Furthermore, permission to study off campus will not be applied retrospectively. If you aim to study off campus from the very start of your degree programme, you must apply for permission as soon as possible.

International students who do not arrive when expected run the risk that the university will report the student inadvertently to the UK Immigration & Visa department (UKVI) as a non-arrival or absent without approval.

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

Steps 1 and 2 should be completed **in advance** of 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. You are advised to wait until you receive your Joining Pack before completing eRegistration.

Access the eRegistration portal at [www.abdn.ac.uk/ereg](http://www.abdn.ac.uk/ereg) and:

1. Confirm your personal & financial details
2. Confirm your academic qualifications
3. Set up your University computer and email account
4. Confirm your tuition fees

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

You must confirm who will be paying your tuition fees and how:

**Yourself** (includes family, or government student loans issued directly to you)
- You must pay at least 50% of your tuition fees
- Pay securely on-line in advance through eRegistration, or by an alternative payment method

**Sponsor** (includes student loans paid direct to the University)
- You must send a copy of the confirmation letter from your sponsor to tuitionfees@abdn.ac.uk. You should write your student ID number on any document copy that you submit.

**Step 2 – Photo upload for ID card**
- Upload your photo [here](#)
- Make sure you check our guidance regarding photo requirements
- If you have any questions about the photo upload, contact infohub@abdn.ac.uk
Step 3 – Completion of Registration and Collection of Student Identity Card

In order to complete registration postgraduate students, who have permission to study away from Aberdeen at the start of their studies, must request that their student account be activated. This should be done by emailing postgraduate@abdn.ac.uk.

Provided you have completed eRegistration and had your student record activated, you can email infohub@abdn.ac.uk to request that your student ID card be posted to you.

Enjoy your studies!