REGISTRATION GUIDELINES FOR RESEARCH POSTGRADUATE STUDENTS (ON CAMPUS)

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 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.

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 debit/credit card at the Infohub on arrival

**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 in advance, or bring proof of sponsorship when you come to Aberdeen. 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](#) in advance of coming to Aberdeen.
- 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 – Upon Arrival: Completion of Registration, Visa Check, 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 in the Infohub at the Students’ Union Building (this building is located on Elphinstone Road at its junction with St Machar Drive).
a) Completion of Registration
Upon arrival in Aberdeen - to become fully registered new research postgraduate students must have their student record activated.

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 classified as International/Overseas on their Offer of Admission)

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

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/Overseas 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 Residence Permit card (BRP). 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 completed Step 2, you will be able to collect your student ID card from the Infohub. Alternatively, if you are living in University Halls, you can collect it upon arrival.

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

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.

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, you will be advised on induction events for new research students.