Registration Guidelines for Incoming International Exchange
and Study Abroad Students

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):** www.abdn.ac.uk/ereg

****Tier 4 students should not complete eRegistration until after the 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.

In eRegistration, once you have clicked on all the links to complete a section in full, the corresponding section of the University Shield will change from black and white to colour.

**Important E-registration Notes for International Exchange & Study Abroad students**

- **Personal:** Please provide your term time address if you have this information as it will be required for immigration purposes.
- **Financial:** Confirm if you are paying your tuition fees yourself or if you are sponsored (if you or 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 an exchange student and you are not paying tuition fees, you must still agree to the fee amount to be waived. Once you have agreed the amount the next page will show that you are an exchange student and will list your home university. If you do not agree to the amount shown you will not be able to complete eReg.
- **Academic:** You will not have to insert any qualifications. Please enter the name of your home university and confirm.

You may find the Step-by-Step Guide to eReg and the Frequently Asked Questions helpful. The guide is large and it is suggested that you do not print it but have it open to refer to while you complete eRegistration.

**Step 2 – Photo upload**

For your student ID card to be ready for your arrival, please upload a photo at www.abdn.ac.uk/photoupload as soon as possible and no later than 2 weeks before starting your course. Guidance regarding photo requirements can be found on the photo upload portal – please adhere to these guidelines as your photo may be rejected if it does not meet the specified requirements. 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 – Meet with your Go Abroad Tutor**

Details of your assigned Go Abroad Tutor will be emailed to you in early December. You must contact him/her prior to arrival to arrange an appointment between Tuesday 12 - Friday 15 January. During this appointment you will finalise your curriculum and be enrolled for your courses.

**Step 4 – Registration**

Once you have completed Steps 1-3, the final stage of registration is to meet with the Go Abroad Team to collect your student ID card. Once we have confirmed your registration status is complete your student account will be activated. Registration will take place on a drop-in basis between 1-4pm, Tuesday 12 - Friday 15 January at the Go Abroad Desk in the International Centre.

**Step 5 – Accessing your Timetable**

Once you have been enrolled in courses, you will be able to choose your tutorial and lab groups (if applicable) online via MyTimetable. Details will be provided at your meeting with your Go Abroad Tutor. Thereafter you will be able to access your personal timetable.