How to Register

All students are required to register online and should ensure they complete the steps below prior to arrival at the University.
If you have any issues, contact infohub@abdn.ac.uk

**For all Students**

1. **Registration (Before You Arrive)**
   eRegistration is designed to confirm your personal, financial and academic details, and enable you to set up your University computer and email account. It must be completed before you pick your courses. You should ensure you take a note of your username and password, as this is used to access your IT account and the wireless network. For more information, visit abdn.ac.uk/infohub/new-students/
   - **For Undergraduate and Taught Postgraduate Students**
     - eRegistration will confirm if you are paying your own tuition fees or if you are sponsored (if your family are paying). If you pay these yourself, a minimum 50% payment must be made to complete registration. If you are sponsored, please send a copy of your sponsorship letter to tuitionfees@abdn.ac.uk as soon as possible.

2. **Photo Upload**
   In order to collect your ID card upon arrival, please upload a photo as soon as possible, and no later than 2 weeks before arriving at the University. Remember to check back to see if it has been approved. abdn.ac.uk/photoupload

3. **Choose Your Courses**
   After completing eRegistration, please visit abdn.ac.uk/mycurriculum for information about how to choose your courses (note that there is a short processing delay between completing eRegistration and accessing MyCurriculum). Most students will choose their courses online in advance of the start of term; refer to your joining letter for further information.
   - **For Students Based on Campus**
     - Once your course choices are confirmed you will be able to choose your tutorial/lab groups online using MyTimetable, visit abdn.ac.uk/mytimetable/session/login. You can then download a personal timetable (Note that there is a 2 hour processing delay between completing MyCurriculum and accessing MyTimetable).

4. **Upon Arrival: ID Card, Fees and Visa Checks for International Students**
   The University is legally required to check and take copies of visa documents of International students to confirm your status to study in the UK. International students should bring the following documents to the registration venue:
   - Your passport and biometric card and a photocopy of each, including all non-blank passport pages and the page stamped upon entering the UK
   - Original educational qualifications (not a photocopy)
   - Original English language certificate (if appropriate, not a photocopy)
   - Students holding a Tier 4 Visa will be asked to report to a venue several times per year for a visa check.

   **For Students**
   - Research postgraduate students should make contact with their Supervisor prior to arrival at the University and meet with them shortly after arriving.

   **Quick Checklist**
   1. Registration (Before You Arrive)
   2. Photo Upload
   3. Choose Your Courses
   4. Upon Arrival: ID Card, Fees and Visa Checks for International Students
   5. Academic Induction and Course Information

   **For all Students**
   - For information on how to collect your student ID Card, visit abdn.ac.uk/infohub/new-students/registration-visa-check-id-collection. If you have not yet provided a copy of your sponsorship letter to show who is paying for your tuition fees, registration venues will be available for such queries. Please check the above webpage for details and locations.

   **For all Students**
   - *You need to do a visa check if you:
     - need a visa or residence permit to live in the UK
     - have a Tier 4 visa that we sponsor or
     - your offer letter shows you as paying overseas fees.

   **For all Students**
   - For Students Based on Campus
     - After completing step 2, go straight to step 4!

   **For all Students**
   - Online and PG Research Students: After completing step 2, go straight to step 4!

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