REGISTRATION GUIDELINES FOR RESEARCH POSTGRADUATE STUDENTS

(OFF CAMPUS)

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 in advance of starting your study.

**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.

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 – Completion of Registration and Collection of Student Identity Card**

All students who wish to study off campus must obtain permission to do so prior 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, then 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 you inadvertently to the UK Immigration Office (UKBA) as a non-arrival or absent without approval.
Postgraduate research students who have permission to study away from Aberdeen at the start of their studies must request that their student account be activated to complete registration. 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 your student ID card posted to you.

**Step 4 Your Timetable**

Although you are based off campus you may be able to attend research training classes run by the University. Your Supervisor will tell you if there are research training classes that you should attend if possible, and how you register for these. In addition, the Graduate Schools in each of the Colleges run an induction programme for new research students.

- College of Arts & Social Sciences Graduate School
- College of Life Sciences and Medicine Graduate School
- College of Physical Sciences Graduate School

If the above 4 steps have been completed successfully, you will now be a fully registered and matriculated student.

Enjoy your studies!