Online Registration Step-by-Step Guide (full Colour version)
ONLINE REGISTRATION: A STEP-BY-STEP GUIDE

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OVERVIEW

To become a registered student you must complete the below parts of the registration process and international students complete Part 3 also:

1. Online Registration
2. Choosing your curriculum (n/a to postgraduate research students)
3. All new international students and returning Tier 4 students
4. Collect student ID card (new students only)

**Part 1: ONLINE REGISTRATION** - you do this part yourself

The first part of the registration process is known as online registration (often referred to as eRegistration or eReg), which you can complete from anywhere in the world. You should complete this before you arrive in Aberdeen. For information on Online Registration opening dates for your year and area of study please visit the MyCurriculum page. In Online Registration you should update any missing personal details, check and amend your qualifications and confirm your tuition fees. See page 6 for details of how to log in to Online Registration.

**Note to new students only:** During the Scottish Higher, and A-Level, results periods the Online Registration system may be unavailable.

If you have any queries about, or experience any problems with, Online Registration, please email ereg@abdn.ac.uk. Please give your full name and student ID number in the email.

**Part 2: CHOOSING YOUR CURRICULUM**

The second part of the registration process is known as MyCurriculum. This is where you confirm your academic curriculum (course module(s)). It is very important, for undergraduate students particularly, to have given some thought in advance to the courses you will take. For details on how to choose your courses, please visit the MyCurriculum page. Exchange students will choose their courses when they meet their Go Abroad Tutor.

**Part 3: VISA CHECK FOR IMMIGRATION PURPOSES: ALL NEW INTERNATIONAL STUDENTS and RETURNING TIER 4 STUDENTS**

This part of the registration process relates to international students only (from countries out with the EU).

For September 2020 Registration the University will be conducting visa checks digitally to ensure all our international students can meet their visa responsibilities regardless of where in the world they are studying.

For the most up to date information on how to complete your digital visa check, please visit the University’s Immigration and Tier 4 web-page.

**Part 4: STUDENT ID CARD** - collection

NEW students, or students with a new student ID number, please upload your photograph as soon as possible so that your student ID card will be ready for collection.

Once the photo is submitted it takes about three working days for the ID card to be ready for collection. Please follow the online guidance to ensure that your photo upload was successful.

Students staying in University Halls of Residence will collect their ID cards from their Hall. All other ID cards will be available for collection from the Infohub. Sometimes ID cards will be available at alternative locations so you should check the New Students' Website as it always contains the most up-to-date information.

Please note that the Infohub will be located in the Elphinstone Hall for at least the 3-week period of registration in September 2020

**All students**

If you do not complete the whole registration process your student ID card will become invalid approximately 14 days after your expected start/re-start date, which could cause you significant inconvenience.

If you have any queries about, or experience any problems with the photo upload facility, please email infohub@abdn.ac.uk. Your email should state your 8-digit student ID number and your name.
Online Registration Overview of Screens

This is the main navigation page for Online Registration. In the centre of the screen is the University Shield with no colour (greyed out), except for the castle which is red. Each of the 3 other greyed out sections of the Shield correspond to the 3 sections of Online Registration: Personal Details, Course of Study Academic Details and Finance/Fees. When you complete a section it changes from grey to colour. You should already have your computer account and that is why the castle is already red in colour- a message will be displayed in the bottom right of the screen to guide you if you need to take any further action on your computer account.

When you have completed the 3 greyed out parts of the shield you will see a message:

YOU HAVE NOW COMPLETED ELECTRONIC REGISTRATION ~ THANK YOU.

Your screen should look like this (subject to Fees being complete) i.e. the 4 sections of the Shield should be displayed in colour:

Before trying to access Online Registration you will need the following:

- **Your Student ID number**
  Returning students enter the ID number from their student ID card;
  For new students this is the 8 digit number on the front of the Certificate of Acceptance for Studies letter that you received from the Admissions Office. Generally, the first digit will commence with a 5, for example, 51912345. Please do not use the 10 digit applicant number that you used previously.

- **Pen and Paper** to accurately record your Username and Password, if you have not yet set up your IT account
• **Payment details for Fees** either Sponsor details (such as SAAS number) OR credit or debit card details for an online fee payment (applies to those students expecting to pay part or all of their own tuition fees).

• **Details of your Home address** (including the postcode)

• **Details of your local Term-time address, if known**, (including the postcode)

Go to the University of Aberdeen homepage and click on the link for New Students [www.abdn.ac.uk/newstudents](http://www.abdn.ac.uk/newstudents). There is lots of useful information at this site. Click on the Registration icon and follow this link as instructed.

If you cannot find the answer you need in the Guide, or in the [Frequently Asked Questions](http://www.abdn.ac.uk/newstudents) and you require further assistance email (ereg@abdn.ac.uk).

If you are not able to complete all of the sections at once you can leave the Online Registration facility and return to it at a later date to finish. If you do this please remember to log out first. The log-out button is at the top of the page in the centre. Please complete Online Registration before coming to Aberdeen.
**LOGGING IN TO ONLINE REGISTRATION**

When you receive your acceptance letter from the University of Aberdeen, you are asked to register for your University IT account and email address (from 30 days in advance of start date). You require your username and password to log in to Online Registration. If you do not have your IT account log into [www.abdn.ac.uk/it/account-registration](http://www.abdn.ac.uk/it/account-registration).

- **On registering for your IT account:**
  - You will be allocated a personal **username** and **password**.
  - Your username will be in the format **u99jb20** (undergraduate) or **t99jb20** (taught postgraduate) or **r99jb20** (research postgraduate)
  - You’ll retain the same username throughout your time at University, but you will have to change your password at the start of each academic year.

  **Note:** Keep your password secret. It protects your files and print budget from unauthorised access. You should change it regularly using our [Password Manager](http://www.abdn.ac.uk/it/account-registration).

  You will use your username and password to access:
  - Online Registration
  - MyCurriculum – in most cases Undergraduate and Postgraduate Taught students select their course modules
  - **MyAberdeen** - The Virtual Learning Environment
  - **Computer classroom facilities**
  - **Personal file storage** on the University network and in the Cloud
  - **The Student Hub** – check and update your personal details, course enrolments, timetables and results
  - **The Wireless network** – only available on campus and University Halls

  **Note:** You will need to login to these systems using your **username** - e.g. **u99jb20** – (not your email address) and **password**.

- **Enter your username** (not your email address) and **password**.

  To access Online Registration you will then be prompted to enter:
  (i) your date of birth in the format DD MMM YYYYY (01 Jan 1999)
  (ii) your 8-digit student ID number

  - Returning students should use the 8 digit number from their current ID card e.g.51965434 or
  - New students - This is the 8 digit number on the Certificate of Acceptance for Studies letter. Generally the first digit will commence with a 5, for example, 51912345. Please do not use the 10 digit **applicant number** that you used during the application process.

  - You will then be invited to proceed to initialise Online Registration for session 2019/20 – click this link.

**If you are unable to log in to Online Registration, check that you are using the correct ID number and date format.**

If you have tried the above and you still cannot get access, contact [ereg@abdn.ac.uk](mailto:ereg@abdn.ac.uk). It might be, for example, that you have not yet been ‘cleared’ for admission, or there could be an error with your date of birth.
On your screen click on the top-left section of the University Shield to access the Personal Details section of Online Registration.

Most of the information required in this section will probably have already been input onto the system from the information you provided in your application form. However, if there is any missing information, a request to 'Please complete each of the following sections before accepting the declaration below…', will be displayed (see the below screen). You should then click on each of the blue links to complete the missing information. As you complete them the links will disappear so that the only thing left to do in this section is accept the Declaration by clicking on the Agree button at the foot of the text. The Agree button changes to a darker grey colour when you are permitted to click onto it.

The above is the main screen of the Personal Details section. The possible sections of missing information that you may be asked to input are as follows:

1. Personal Information (Gender, Marital Status, Mobile Phone No.)
2. Social and Ethnic Background (Occupational Background, Number of Dependents)
3. Country of Origin/Domicile
4. Home Address
5. Term-time Address
6. Emergency Contact Details/Next of Kin
7. Disability
8. Previous Educational Institution
1. Personal Information (Gender, Marital Status, Mobile Phone No.)

The above screen should be completed as below.

Some of these questions may appear inappropriate and probing. The University is required to comply with the rules on gathering statistics as instructed by the Higher Education Statistical Agency (HESA) and/or Scottish Funding Council.

Note that some of these questions may not appear to you if you are not required to complete them, for example the British Military question will only display to relevant students.

Title: select the most appropriate title from the drop-down menu (i.e. Mr, Mrs, etc).
Forenames: you may enter up to three Forenames using the boxes provided.
Surname: your Family name/Surname should be entered in the box provided.
Previous surname: if you have changed your name, as a result, for example, of marriage, please complete this box.
Gender: select the most appropriate option.
Gender the same as at birth: select the most appropriate option.
Sexual Orientation: select the most appropriate option from the drop-down menu.
Religious Belief: select the most appropriate option from the drop-down menu.
Were you Looked after or in Care?: select the most appropriate option from the drop-down menu (not applicable to all categories of student).
Are you a British Military Veteran or Early Service Leaver?: select the most appropriate option from the drop-down menu.
Are you estranged from your family?: select the most appropriate option from the drop-down menu.
Marital Status: select the most appropriate option from the drop-down menu.
Mobile Phone No.: insert your mobile phone number. If you do not have a mobile phone please enter 11 zeros.

When you have completed all the boxes, please click ‘Apply’ and then ‘OK’ in response to the pop-up message that appears. You will have completed the Personal Information. To return to the main screen of the Personal Details section of Online Registration, please click ‘Back’ at the top (centre) of the screen.

Returning Students – your details may not have changed, though your Term Time and Next of Kin details will need to be checked. If you are not asked to make any changes, click the Back button and move on to the next section.
2. Social and Ethnic Background (Occupational Background, Number of Dependents)

The main screen for this section will look like this:

This section should be completed as follows.

Ethnic Origin: please choose the most appropriate option from the drop-down menu. This information is used only for statistical purposes and is not available to University Staff in general.

Occupational Background: If you have come to University straight from school, please select the employment of your parents or guardian from the drop-down menu. If you have come to University from employment, then please select your most recent employment prior to the start of University. If the correct job title is not available from the list, please choose the job title that most closely resembles your own. This information is used only for statistical purposes.

Type of Dependents: Please choose the most appropriate option from the drop-down menu.

Number of Dependent Children: this is the number of your children, NOT your parents’ children. If you do not have any children please enter 0. This information is used only for statistical purposes and is not available to University Staff in general.

Parents Higher Education: this question asks if your parents have any qualifications from a higher education institution.

When you have completed all the boxes, please click ‘Apply’ and then ‘OK’ in response to the pop-up message that appears. You will have completed the Social Background section. To return to the main screen of the Personal Details section of Online Registration, please click ‘Back’ at the top (centre) of the screen.

3. Country of Origin/Domicile

The main screen for this section will look like this:

This section should be completed as follows.
Country of Birth: This field has been pre-entered from the data given on your Application for Admission. If you wish to amend click on the Change Country button and select the most appropriate option from the drop-down menus. The information is used for statistical purposes only.

Place of Birth: type in the town/city in which you were born in the box provided. This information is used for statistical purposes only.

Legal Nationality: select the most appropriate option from the drop-down menu. If your country is not available from the list please contact ereg@abdn.ac.uk. This information is used for statistical purposes only. UK passport holders should select *UK-Valid as Nationality Only.

Country of Domicile: this is the country in which you have been normally resident over the last three years. This field has been pre-entered from the data given on your Application for Admission and you will not be able to change it yourself. If you believe the information held is incorrect, please contact studentrecords@abdn.ac.uk. The information in this field affects your assessment for liability for tuition fees.

Home Local Authority: This field has been pre-entered from the data given on your Application for Admission and you will not be able to change it yourself.

When you have completed all the boxes, please click ‘Apply’ and then ‘OK’ in response to the pop-up message that appears. You will have completed the Country of Origin/Domicile section. To return to the main screen of the Personal Details section of Online Registration, please click ‘Back’ at the top (centre) of the screen.

9. Home Address

Home address denotes your permanent residence outwith term time.

This address will be used for some written correspondence during standard vacation time. However, please note that the majority of University correspondence is via your University email account, which you should check at least weekly throughout the year including vacation.

Choose either (a) UK or (b) Non UK address as appropriate.

10. If you select ‘UK Address’, the following screen will appear:

If your address during term time and/or Emergency contact address are the same as your Home address, please click on the appropriate box(es) provided at the top of the screen. Your Home Address will be automatically copied to your Term Time and Emergency Contact addresses.
Home Tel No: type in the most suitable telephone number on which you can be contacted outside of term-time.

When you have completed all the boxes, please click ‘Apply’ and then ‘OK’ in response to the pop-up message that appears. You will have completed the Home Address section. To return to the main screen of the Personal Details section of Online Registration, please click ‘Back’ at the top of the screen.

(b) If you select ‘Non UK Address’, the following screen will appear:

Home Address: enter your permanent home address using the boxes provided. Do not enter your entire address in the first box. Remember to give the COUNTRY in the last box.

Home Tel No: type in the most suitable telephone number on which you can be contacted outside of term-time (vacation time).

When you have completed all the boxes, please click ‘Apply’ and then ‘OK’ in response to the pop-up message that appears. You will have completed the Home Address section. To return to the main screen of the Personal Details section of Online Registration, please click ‘Back’ at the top (centre) of the screen.

11. Term Time Address

This address will be used for some correspondence during Term Time (i.e., when you are studying in Aberdeen). However, please note that the majority of University correspondence is via your University email account, which you should check regularly (it is recommended that you check it at least once a week, even in vacation time).

Choose either (a) ‘UK Address’ or (b) ‘Non UK Address’ as appropriate.

Returning Students – Your details may not have changed. When you check the relevant field and see that this is the case just click on the Back button in the top centre of the page, and move onto the next section.

12. If you select ‘UK Address’, the following screen will appear:
**Residence Type:** this is the type of accommodation in which you are resident (e.g. Halls of residence, or parental home). Choose the most appropriate option from the drop-down menu.

**Term Tel No:** type in the most suitable telephone number on which you can be contacted during term time.

When you have completed all the boxes, please click ‘Apply’ and then ‘OK’ in response to the pop-up message that appears. You will have completed the Term-Time Address section. To return to the main screen of the Personal Details section of Online Registration, please click ‘Back’ at the top of the screen.

(b) If you selected ‘Non UK Address’, the following screen will appear.

**Residence Type:** this is the type of accommodation in which you are resident. Choose the most appropriate from the drop-down menu.

**Term Address:** enter your address using the boxes provided. Remember to give the COUNTRY in the last box.

**Term Tel No:** type in the most suitable telephone number on which you can be contacted during term time.

When you have completed all the boxes, please click ‘Apply’ and then ‘OK’ in response to the pop-up message that appears. You will have completed the Term-Time Address section. To return to the main screen of the Personal Details section of Online Registration, please click ‘Back’ at the top of the screen.

**13. Emergency Contact Details/Next of Kin**
Your emergency contact will only be contacted in exceptional circumstances, such as if you are unable to contact them yourself (e.g. if you are unconscious in hospital and only have your student ID card as identification).

Click on either ‘UK Address’ or ‘Non UK Address’ as appropriate.

The following screen will appear:

14. if you select ‘UK Address’ the following screen will appear:

![UK Address Screen]

Title: select the title of your Emergency Contact from the drop-down menu

Surname and Forename: type the surname and forename of your Emergency Contact into the text boxes provided.

Relationship to You: Your emergency contact does not need to be a relative. It should be the person most suitable to contact in an emergency.

Contact Tel No: type in the contact telephone number of your Emergency Contact.

When you have completed all the boxes, please click ‘Apply’ and then ‘OK’ in response to the pop-up message that appears. You will have completed the Emergency Contact details. To return to the main screen of the Personal Details section of Online Registration, please click ‘Back’ at the top of the screen.

b) if you selected ‘Non UK Address’ the following screen will appear:

![Non UK Address Screen]
Title: select the title of your Emergency Contact from the drop-down menu

Surname and Forename: type the surname and forename of your Emergency Contact into the text boxes provided.

Relationship to You: Your emergency contact does not need to be a relative. It should be the person most suitable to contact in an emergency.

Emergency Contact Address: enter the address using the boxes provided (50 characters permitted in each line of the address). Remember to give the COUNTRY in the last box of the address line.

Emergency Contact Telephone Number: type in the contact telephone number of your Emergency Contact.

When you have completed all the boxes, please click ‘Apply’ and then ‘OK’ in response to the pop-up message that appears. You will have completed the Emergency Contact details. To return to the main screen of the Personal Details section of Online Registration, please click ‘Back’ at the top of the screen.

7. Disabilities

When this link is selected, the following screen will be displayed:

Disability: If you have a disability, please select the appropriate option from the drop-down menu. This information is confidential and can only be accessed by a Disability Adviser. If you have not already contacted the University to provide us with details of your disability prior to completing Online Registration, a Disability Adviser will be in contact with you in due course. You will then be given the opportunity to discuss possible disability-related adjustments at University. If you wish to contact a Disability Adviser directly, please email student.disability@abdn.ac.uk.

If you have no disability please select ‘No Known’ disability from the drop down list.

Please Note: Disabled Students Allowance can be applied for by students with a disability. If you think you may be eligible but have not applied, please contact a Disability Adviser (student.disability@abdn.ac.uk) for further information.

When you have completed all the boxes, please click ‘Apply’ and then ‘OK’ in response to the pop-up message that appears. You will have completed the Disability section. To return to the main screen of the Personal Details section of Online Registration, please click ‘Back’ at the top of the screen.
15. Previous Education Institution

**Previous Higher Education:** Select Yes or No as appropriate

- **Institution Type:** Select the Institution Type from the list then click the Next Button. This will display a more detailed list depending upon the selection made.

If the option ‘UK School or College’ is selected, the following list will appear:
Select the location of the institution. The English and Welsh authorities are listed. If Scotland or Northern Ireland scroll to S or N as appropriate, then click the Next Button.

If you were to select Scotland, choose your institution from the list and enter the year you left that institution. Click on the Apply button. This change has now been applied. Click on the Back button. You will notice now that Previous Education Institution has disappeared from the list of missing items.

When you have completed all the boxes, please click 'Apply' and then 'OK' in response to the pop-up message that appears. You will have completed the Previous Education section. To return to the main screen of the Personal Details section of Online Registration, please click 'Back' at the top of the screen.
When you have completed all the missing information, the main Personal Details screen should look like this:

The only task you have to do now to complete this section is read and Agree to the Declaration. The Agree button changes to a darker grey colour when you are permitted to click onto it.

The top-left quadrant of the University shield will turn to blue when you click on the Agree button. You can now move on to the next section of Online Registration.
Qualifications on Admission to University

If you are a new student, the first screen shows the HIGHEST QUALIFICATIONS you possess on ADMISSION to University. Returning students are taken straight to their current statement of student record.

Any qualifications provided on your application form should have been transferred to this screen. However, this may not always be the case. If the screen is blank you will need to enter the highest qualifications you had when you started University. So, if you already have a Degree, your A-level/Higher results are not required. Similarly, if your highest qualifications are A Level/Higher results, then Standard grades/GCSEs are not required.

If the qualifications displayed on the screen are correct click ‘YES’. This will take you to the Declaration for the Academic Details section (click the ‘Agree’ box at the bottom of the screen to accept the Declaration. Now you can click ‘Back’ at the top of the screen to return to the Online Registration Overview screen, the main navigation page for Online Registration), or to your current statement of Student Record if you are a returning student. Postgraduate students should click ‘YES’ if even the qualifications displayed on the screen are incorrect.

If there are qualifications missing, or the qualifications displayed are incorrect, please click ‘NO’. You will be presented with the following screen:

If you are an Undergraduate student you should provide the Admissions Office with proof of the amendment(s) you are requesting or the change(s) will not be made. Enter changes to your qualifications in the text box and click OK. Postgraduate student information is not collected so you should accept the declaration and not worry if it is incorrect.
Returning students should check their statement of academic record. Please see below for details.

Once you have accepted the Declaration, click on 'Back' at the top of the page to take you back to the Online Registration Overview screen, the main navigation page for Online Registration.

Your Overview page should now look like this (the Course of Study Details section of the University Crest should now be in colour):

**Incoming ERASMUS Students or International Exchange Students**

If you are an incoming ERASMUS or other exchange student you will see a screen similar to the one below. You will not have to insert any qualifications, but should just click on the Yes box to confirm your home university (i.e. the University you normally attend when not on exchange.) If this information is missing please enter it.
Once you have accepted the Declaration, click on ‘Back’ at the top of the page to take you back to the Online Registration Overview screen, the main navigation page for Online Registration.

Your Overview page should now look like this (the Course of Study Details section of the University Crest should now be in colour):

Returning Students - please check your record!

Students returning to University will be presented with a screen similar to the following, which details the courses they have already been enrolled on during their studies. If you cannot view your record here you can view it in Student Hub www.abdn.ac.uk/studenthub.
In the column headed ‘Cl Crt’ (class certificate) the Codes denote: C1=1st Class Merit, C2=2nd Class Merit, C3=Referred to SPC, C4=Authorised Entry/Resumption, C5=Unauthorised Entry, C6= At risk/ unauthorised withdrawal, C7=Class Certificate withheld, C8=Assessment only, C9=Authorised withdrawal, CX=Prerequisite not satisfied, CY=Cross-Year Course

Please note that, if you have a C9 against any of your courses, it means that you have withdrawn from that course. These courses are irrelevant to your degree programme and can be ignored. A C4 against a course means that you joined the course; a C7 or C6 denotes that your attendance was being monitored. Also, the year given in the first left column is the start date of the academic year (e.g. 2019 denotes the 2019/20 academic year, even though the results of assessments were in January, May/June or July/Aug 2020).

Click ‘YES’ if the academic record is correct to take you to the declaration for this section.

Click ‘NO’ if the record is incorrect. Please give details in the box provided and click ‘OK’ to confirm them. If an assessment mark is incorrect you should speak to the appropriate School who will investigate and process a Change of Mark via the Registry, if necessary.

To complete this section click on the Agree button.

Once you have accepted the Declaration, click on ‘Back’ at the top of the page to take you back to the Online Registration Overview screen, the main navigation page for Online Registration.

Your Overview page should now look like this (the Course of Study Details section of the University Crest should now be in colour):
Your computing account information will be displayed to the right of the fourth quadrant of the University Shield.

If you have already registered for a computing account your User Name and email address details will display on screen.

**New Students**
If you have not already registered for a computing account you will see the information below.

As a new student, please make a note of your email address and username. Please ensure if you have not done so already, that you set your password by following the link to the Account Registration web portal.

**Returning students**
There is a password management service for changing or resetting the password for all your University logins. Login to email to register your mobile number and alternative email address – you’ll need these if you forget your password. Find out more at our Password management page.
All Students
If you have any issues with your computer account contact the IT Service Desk – servicedesk@abdn.ac.uk

Click on ‘Back’ at the top of the screen to return to the Online Registration Overview screen, which should now look like this.
FINANCE DETAILS/FEES

When you click into this section, fee payer information for your tuition fees will be displayed if we know about it already, along with the amount of tuition fees for the academic year. The default position will display that you are paying your own tuition fees (Self) unless you tell us of an alternative sponsoring body. Please read this screen carefully.

If no tuition fees are displayed on screen please email the Fees Team at tuitionfees@abdn.ac.uk and the reason will be investigated. You must include your 8 digit student identity number and your name in any email that you send. In busy periods during August - October it might take up to 5 working days for the Fees Team to be able to respond.

The Fees section can be quite complicated so detailed examples of each Type of student fees are given below the simple flowchart,

- **WHO IS PAYING?**
  - Yourself ('Self')
  - Sponsor/Scholarship Award

- **IS FEE AMOUNT CORRECT?**
  - Yes
    - Make electronic payment*
    - Click on the Agree button
    - Fee section now complete
  - No
    - Enter the reason for tuition fees discrepancy then click on OK button
    - Fees screen is now frozen until the Fees Team investigates. Check back in a few days

- **WHO IS PAYING?**
  - Sponsor/Scholarship Award
    - Enter information on who you expect to pay your tuition fees. Use text box if necessary. Click on the Ok button
    - Yes
      - E-mail your sponsor/scholarship documentation to tuitionfees@abdn.ac.uk (N/A to students sponsored by SAAS)
    - No
      - Enter information on who you expect to pay your tuition fees. Use text box if necessary. Click on the Ok button

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*See www.abdn.ac.uk/inlohub/finance/paying.php for information on alternative forms of payment
**Students' Awards Agency for Scotland (SAAS) funded students. Note - in your Award letter your first and last names must match your names on the University's database. If they do not match exactly you should contact SAAS and ask for your name to be changed. SAAS will issue you with a revised Award letter.
1a. I am a UK/EU undergraduate student paying my own tuition fees, or the screen shows I am paying my own fees:

1b. I am an international or postgraduate, or RUK student paying my own tuition fees, or the screen shows that I am paying my own fees

2. A sponsor is paying all or part of my fees for me

3. The Student Awards Agency for Scotland (SAAS) is paying my fees for me

4. My Local Authority/Student Loans Company, is paying my fees for me

5. My fees are charged by the credit depending on the number of course modules that I take in the academic year

6. I am an ERASMUS or international exchange student so I don’t pay fees

7. Alumni Discount

If you have made a mistake you can click on the Undo Changes button. This will take you back to the start of the Finance Details section of Online Registration.

1a. I am a UK/EU undergraduate student paying my own tuition fees, or the screen shows I am paying my own fees:

You are first being asked to provide information on WHO is to pay your tuition fees.

The Fee Payer column displays the current information held by the University of who is to pay your tuition fees. This will default to ‘Self’ if we do not have information on any other body/sponsor paying them for you. If you, or a friend or family member, will be paying your tuition fees the option should remain as ‘Self’. If the screen shows Self and you expect to pay your own tuition fees click on the Yes button.

If you are not expecting to pay your own tuition fees, ie if you have applied or are applying to a sponsor, or SAAS, or the Student Loan Company, click on the No box, (even if you have not yet heard back from that sponsor with confirmation that they will pay). If you expect a sponsor to pay your tuition fees for you follow the relevant links in Section 2 of the Fees Section.

If you click on the Yes box you will be taken to the screen below.

Now that you have provided information on WHO is to pay your tuition fees, you are now asked to confirm if the AMOUNT of your tuition fees displayed is correct. If so, click Yes.

To complete the Finance Details part of Online Registration, click on the Agree button to accept the Statement.
If you have made a mistake you can click on the *Undo Changes* button. This will take you back to the start of the Finance Details section of Online Registration.

If you do not agree with the **Amount**, click **No** and you will be asked to complete a box to explain your discrepancy. Click on the **Ok** button. The Fees Team will get back to you in a few days and you will be able to complete this section when your fees have been adjusted.

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1b. **I am an international or postgraduate, or RUK student paying my own tuition fees, or the screen shows that I am paying my own fees:**

You are first being asked to provide information on **WHO** is to pay your tuition fees.

The **Fee Payer** column displays the current information held by the University of who is to pay your tuition fees. This will default to ‘**Self**’ if we do not have information on any other body/sponsor paying them for you. If you, or a friend or family member, will be paying your tuition fees the option should remain as ‘Self’. If the screen shows **Self** and you expect to pay your own tuition fees click on the **Yes** button.

If you are **not expecting to pay** your own tuition fees, ie if you have applied or are applying to a sponsor, or the Student Loan Company, click on the **No** box, (even if you have not yet heard back from that sponsor with confirmation that they will pay). If you expect a sponsor to pay your tuition fees for you please follow the relevant links in Section 2 of the Fees Section.
If you click on the Yes box you will be taken to the screen below.

Now that you have provided information on WHO is to pay your tuition fees, the next stage is to confirm if the AMOUNT of your tuition fees displayed is correct. If so, click Yes.

If you do not agree with the Amount, click No and you will be asked to complete a box to explain your discrepancy. Click on the Ok button. The Fees Team will get back to you in a few days and you will be able to complete this section when your fees have been adjusted.

If the Payer and Amount information is correct, click on the Agree button to accept the Statement.

If you have made a mistake you can click on the Undo Changes button. This will take you back to the start of the Finance Details section of Online Registration.

When you click on the Agree button you will then see the Fee Settlement screen, where you can make an electronic payment (50% minimum) and request to set up a Payment Plan so that you can arrange to pay the remaining balance by three equal and consecutive instalments. Do not make a payment if you think that your fees will be paid by a sponsor.
If you click on the Make Electronic Payment button you will be taken to a secure payment site. You are advised to make a payment in advance using this electronic payment facility as it considerably reduces the length of time you have to queue to make a payment by other means. You can use this facility on one occasion only in each academic year. If you wish to make additional payments after using this facility, go to ePayments (www.abdn.ac.uk/epayments/). If you do not wish to make a payment at this time, click on the Back button in the middle of the screen and you will be returned to the Online Registration overview page. Please note that if you are using older browser software e.g. firefox you may get a message when you click on the Make Electronic Payment button, saying there is an “error – contact the University”, however the action you should take first is to try using newer browser software.

If you make an electronic payment you will automatically receive email confirmation. You may be asked for proof of payment so keep your email confirmation safe.

If you wish a receipt for any amount paid by another method please contact the University’s Cash Office at payments@abdn.ac.uk. If you choose not to make a payment electronically through the ePayment facility it could take a week, or longer at busy times, for your payment to be processed on the Finance system. For alternative methods of payment and information on Payment Plans, see Making a Payment (https://www.abdn.ac.uk/students/finance/paying.php).

The following screen will confirm that you have now completed the Finance Details part of Online Registration. Click on Back to return to the Online Registration Overview page. You will notice that the Finance Details part of the shield is now displayed in colour.

2. A sponsor is paying all or part of my fees for me

You are first being asked to provide information on WHO is to pay your tuition fees.

The Fee Payer column displays the current information held by the University of who is to pay your tuition fees. This will default to ‘Self’ if we do not have information on any other body/sponsor paying them for you. If you, or a friend or family member, will be paying your tuition fees the option should remain as ‘Self’. If the screen shows Self and you expect to pay your own tuition fees click on the Yes button.

If you are not expecting to pay your own tuition fees, i.e. if you have applied or are applying to a sponsor, or the Student Loan Company, click on the No box, (even if you have not yet heard back from that sponsor with confirmation that they will pay). If you expect a sponsor to pay your tuition fees for you please follow the relevant links in Section 2 of the Fees Section.

In the line that says Paying Own Tuition Fees, delete the amount that has automatically been inserted. If you are not paying any of your own fees click on/or tab to the next line(s) and a zero(s) will automatically be inserted. You need to enter the corrected amount(s) in the appropriate box. An example is given below.
It might be that you are still paying some of the fees yourself but another sponsoring body is paying the balance. Please give details in the box provided and also remember to include your 8 digit student identity number, your name and return email address.

If you state that a sponsor is to pay your fees you must submit the official guarantee before we can confirm the sponsor in your student record.

When complete click on the OK button.

Once you click on the OK button you will see the following message to confirm that your changes have been sent to the Fees Team for consideration. Apart from SAAS or the Student Loan Company, no change can be made without hard copy proof being submitted.
We will not be able to make any change to your tuition fees until the Fees Team receives a copy of the letter of confirmation from your sponsor. Please scan a copy to tuitionfees@abdn.ac.uk. Write your student id number on the copy before you scan it to us.

When the necessary changes have been made to your tuition fees the message will disappear and you will be able to continue with this part of Online Registration. When you go into the Online Registration facility thereafter the fees will show that you now have a sponsor for all or part of your fees (subject to receipt of confirmation of your sponsor from you).

3. The Student Awards Agency for Scotland (SAAS) is paying my fees for me

3.1 Already told us that SAAS is paying?:

If you have already told us that SAAS is expected to pay your tuition fees the screen will look like the below (if you have not already told us, or the information we hold still displays ‘SELF’, scroll down to 3.2).

Please remember that you must apply to SAAS each and every year otherwise you will become personally liable to pay your own tuition fees.

If you agree it is SAAS click the Yes button.

You are then asked to confirm that the AMOUNT of tuition fees due to the University is correct.
If you agree with the AMOUNT, click on the Yes button.

To complete the Finance Details part of Online Registration, click on the Agree button to accept the Statement.

If you have made a mistake you can click on the Undo Changes button. This will take you back to the start of the Finance Details section of Online Registration.

The following screen will confirm that you have now completed the Finance Details part of Online Registration. Click on Back to return to the Online Registration Overview page. You will notice that the Finance Details part of the shield is now displayed in colour.

3.2 **You now want to advise us that SAAS is paying:**

(Follow the procedure in 3.1 above for students that we already know are expected to be SAAS funded.)
If you click on the *No* button you will be taken to the screen below.

In the line that says *Paying Own Tuition Fees*, copy the amount that has automatically been inserted and enter it into the line below for SAAS. Go back and delete the amount in the previous box as this no longer applies to you. A £0.00 figure will automatically be entered in the previous row. An example is shown in the screen below.
If you already know your SAAS reference number please enter it into the small box in the middle of the screen. Do not worry if you have not yet been notified by SAAS of your reference number.

Please give details (in the large box) of the status of your current application to SAAS eg I have applied but not heard back; I am about to apply; I am seeking repeat funding. Remember to include your 8 digit student identity number, your name and return email address.

Click on OK. You will see the following message to confirm that your changes will be processed.

When the necessary changes have been made to your tuition fees the message will disappear and you will be able to continue with this part of Online Registration. When you go into the Online Registration facility thereafter the fees will show that you expect your fees to be paid by SAAS (subject to receipt of confirmation of your sponsor from you).

If you have given the University a satisfactory explanation of who is going to pay your tuition fees your registration will not be delayed, but you may be asked a couple of questions about your fees when you go to collect your student identity card. Once SAAS is displayed as your fee payer, please complete the fees part of Online Registration so that the bottom left quadrant of the University Shield turns from black and white to colour.

4. The Student Loans Company (SLC) or Student Finance, is paying my fees for me

4.1 Already told us that the SLC or Student Finance is paying?: If you have already told us that the SLC or Local Authority is expected to pay your tuition fees the screen will look like the below (if you have not already told us, or the information we hold still displays ’SELF’, scroll down to 4.2).

Please remember that you must apply to the SLC each and every year otherwise you will become personally liable to pay your own tuition fees.

If you agree it is the SLC or Local Authority click the Yes button.

You are then asked to confirm that the AMOUNT of tuition fees due to the University is correct.
If you agree with the AMOUNT, click on the Yes button.

To complete the Finance Details part of Online Registration, click on the Agree button to accept the Statement.

If you have made a mistake you can click on the Undo Changes button. This will take you back to the start of the Finance Details section of Online Registration.

The following screen will confirm that you have now completed the Finance Details part of Online Registration. Click on Back to return to the Online Registration Overview page. You will notice that the Finance Details part of the shield is now displayed in colour.

4.2 If you have not already told the Registry that you are expecting the Student Loans Company or Local Authority to pay all or part of your tuition fees, click on the No button to disagree with WHO is to pay your tuition fees.

(Follow the procedure in 4.1 above if this screen already shows that we expect your tuition fees to be paid by the SLC.)
If you click on the No button you will be taken to the screen below.

In the line that says Paying Own Tuition Fees, copy the amount that has automatically been inserted and enter it into the line below that says An English, Welsh or Northern Irish Local Authority or the Student Loans Company. Go back and delete the amount in the previous box as this no longer applies to you. A £0.00 figure will automatically be entered in the previous row. An example is shown in the screen below.

Please give details (in the large box) of the status of your current application to the SLC/your Local Authority eg I have applied but not heard back; I am about to apply; I am seeking repeat funding. Remember to include your 8 digit student identity number, your name and return email address.
Click the OK button. You will see the following message to confirm that your request for changes has been sent to the Fees Team to be processed.

When the necessary changes have been made to your tuition fees the message will disappear and you will be able to continue with this part of Online Registration. When you go into the Online Registration facility thereafter the fees will show that you expect your fees to be paid by the SLC or Local Authority (subject to receipt of confirmation of your sponsor from you).

If you have given the University a satisfactory explanation of who is going to pay your tuition fees your registration will not be delayed, but you may be asked a couple of questions about your fees when you go to collect your student identity card. Once SLC or Local Authority is displayed as your fee payer, please complete the fees part of Online Registration so that the bottom left quadrant of the University Shield turns from black and white to colour.

When you receive your confirmation letter from the SLC/Local Authority please scan it to the Fees Team: tuitionfees@abdn.ac.uk. Write your student id number on the copy before you scan it to the team.

5. My fees are charged by the credit depending on the number of course modules that I take in the academic year

5.1 The ‘OnDemand’ department deals with online courses. See https://on.abdn.ac.uk/
6. I am an ERASMUS or International Exchange student so I don’t pay fees

If you are an incoming ERASMUS, or international exchange student, who is not expected to pay tuition fees, you will view a screen similar to the one below.

We should already know that you are an ERASMUS, or international exchange student who is not due to pay tuition fees. For University accounting and audit purposes the Fee Payer displays on the screen that the fees will be charged to the relevant School in this University. This is because the University needs to balance its books - in accounting terms - on incoming and outgoing ERASMUS and exchange students. You are not expected to pay your own tuition fees.

As long as the information resembles the above, please click on the Yes box to agree that the charge will go to the University of Aberdeen’s own internal accounts.

When you click on the Yes box a screen similar to the below will appear.

You are asked to confirm that the AMOUNT of tuition fees is correct. This is the total amount due, even though you are not paying them. Click on the Yes box.

Click on the Agree button to confirm.

The following screen will confirm that you have now completed the Fees part of Online Registration. Click on Back to return to the Online Registration Overview page. You will notice that the Finance Details part of the shield is now displayed in colour.
If the information on you being an ERASMUS or exchange student is not known to the Fees Team the default setting will show in the Fee Payer column as SELF. As you will not be paying your own tuition fees you need to select the No button and complete the next screen.

In the line that says Paying Own Tuition Fees, copy the amount that has automatically been inserted and enter it into the box alongside A University Source…. Go back and delete the amount in the previous box as this no longer applies to you. £0.00 will automatically be entered in this box. An example is shown below.
Please give details (in the large box) of the type of Exchange student that you are and that you are not expecting to pay your own fees. Include the name of any University staff member that has been your contact so that if there is a query the Fees Team can contact that person. Remember to include your 8 digit student identity number, your name and return email address.

When complete click on the OK button. You will see the following message to confirm that your changes have been sent to the Fees Team.

When the necessary changes have been made to your Fee Payer the bold message will disappear and you will be able to continue with this part of Online Registration. When you go into the Online Registration thereafter the fees will show that one of the University’s Schools is expected to pay your tuition fees.

When the correct fee payer is displayed, please complete the fees part of Online Registration so that the bottom left quadrant of the University Shield turns from black and white to colour.

7. **Alumni Discount**

A 20% loyalty discount is available to eligible NEW postgraduate degree students who have previously graduated with a degree from the University. It applies to the portion of tuition fees that you are liable to pay yourself and it is for the first year of study only. To see if you meet the criteria go to [www.abdn.ac.uk/postgraduate/funding](http://www.abdn.ac.uk/postgraduate/funding) or follow the instructions within the following screens.

When you click on the fees part of Online Registration the system should know that you have been a student before and will present the screen below to you.

Read the Guidance Notes and if you feel that you fit the criteria click on the Yes box.
The next screen asks you to complete and submit a simple Application Form.

As you have proposed changes to WHO is to pay your tuition fees you will note from the text box that the Fees Team will assess your application and amend as appropriate if you are eligible. The Team will email you if you are not eligible.

If your application has been successful, when you check back in a few days you will see that you now have 2 (or more) rows of information in the screens. For example, the screen below shows WHO is to pay the tuition fees and you will see that it clearly shows the 20% ALUMNI discount is to be charged separately instead of to the student. This coding displayed next to Alumni Discount on the screen is purely for the University’s accounting and audit purposes and nothing for you to worry about. If you agree with WHO is to pay your tuition fees click on the Yes box.
When you click on the Agree button you will then see the Fee Settlement screen, where you can make an electronic payment (50% minimum) and request to set up a Payment Plan so that you can arrange to pay the remaining balance by three equal and consecutive instalments. Do not make a payment if you think that your fees will be paid by a sponsor.

If you click on the Make Electronic Payment button you will be taken to a secure payment site. You are advised to make a payment in advance using this electronic payment facility as it considerably reduces the length of time you have to queue to make a payment by other means. You can use this facility on one occasion only in each academic year. If you wish to make additional payments after using this facility, go to ePayments (www.abdn.ac.uk/epayments/). If you do not wish to make a payment electronically through the ePayment facility it could take a week, or longer at busy times, for your payment to be processed on the Finance system. For alternative methods of payment see Making a Payment (https://www.abdn.ac.uk/students/finance/paying.php).

If you make an electronic payment you will automatically receive email confirmation. You may be asked for proof of payment so keep your email confirmation safe.

If you wish a receipt for any amount paid by another method please contact the University’s Cash Office at payments@abdn.ac.uk. If you choose not to make a payment electronically through the ePayment facility it could take a week, or longer at busy times, for your payment to be processed on the Finance system. For alternative methods of payment see Making a Payment (https://www.abdn.ac.uk/students/finance/paying.php).

The following screen will confirm that you have now completed the Fee Settlement part of Online Registration. Click on Back to return to the Online Registration Overview page. You will notice that the Finance Details part of the shield is now displayed in colour.