Registration Guidance 2017/18
Programmes and Assessment

Online Registration (on Minerva)

Last update: 04/08/17

This is a step-by-step guide of the online registration process. Further student guidance is at:

Website: students.leeds.ac.uk/registration
Email: registration@leeds.ac.uk
Telephone: 0800 9150402 or +44 113 343 7000

Staff guidance on registration can be found at ses.leeds.ac.uk/registration and the above details.

NB: please ignore variation in the dummy student details as the screenshots have been taken from multiple test instances.

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How to access the online registration steps

Log in to Minerva (http://minerva.leeds.ac.uk). New students will need to follow the link to collect their username and password from the homepage.

<table>
<thead>
<tr>
<th>Troubleshooting login page</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Retrieving username and password</td>
<td>Are they trying to log in before they have accepted their unconditional offer/before their cohort’s account-live date (listed on the mypassword.leeds.ac.uk page)?</td>
</tr>
<tr>
<td>Username</td>
<td>Are they using the correct username (i.e. not their Student ID number or UCAS number)? If not, help them locate their student ID on letter and go to retrieve username again (above).</td>
</tr>
<tr>
<td>Password</td>
<td>Have they been blocked on a time-out (i.e. it asks them to wait 30 minutes)? If so, wait and try again.</td>
</tr>
<tr>
<td></td>
<td>Is the issue password related? If so, refer to registration helpline (see first page).</td>
</tr>
</tbody>
</table>

Once logged in, click the Student Services icon on the top bar:

NOTE: Minerva is expected to be developed over time and so the number/order of the top bar buttons may have changed since time of screenshot. For this reason we have covered the other buttons on the top bar.
The student Services icon will take you to the Student Services pages. Choose Registration from the list of options.

<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Registration &amp; Student Records</th>
<th>Payments &amp; Financial Support</th>
<th>Modules/Timetable</th>
<th>Examinations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registration</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Register with the University</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Once registered, print your Registration Certificate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If on entering “Registration” you are presented with a message regarding “Registration Mode” please click on the help text or follow the instructions in the message displayed.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>We welcome your comments on our new system. After having used the system, please return to this menu and send us your feedback.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Student Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View student academic records, module enrolment, timetable, absence notification</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Personal Information</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View information about your address(es), phone number(s), e-mail address(es) &amp; emergency contact information</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Payments and Financial Support</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide bank details for financial support payment; check your Leeds financial support and choose how you would like to receive it; make a payment; complete instalment plan; request accommodation deposit return.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Change your security question</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opportunity to change your Faculty Services Security question</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

RELEASE: 4.3.1
Start page
You are required to register for each year of every programme of study you take. If you are starting more than one programme of study you will be given a choice of which programme to register for.

Welcome to Online Registration

Please select the Programme of Study for which you wish to register from the list below. You must ensure that registration is fully complete before the start date of your programme of study.

If you have any queries during online registration, please contact the relevant section of Student Operations as detailed below:

**Taught Students:**
- You can email us at registration@leeds.ac.uk or contact us by phone:
  - Telephone: 0800 9150402 (from within the UK)
  - Telephone: +44 (0) 113 3437000 (from outside the UK)

**Research Students:**
- You can email us at rs_student@admin.leeds.ac.uk or contact us by phone:
  - Telephone: 0113 3435057 (from within the UK)
  - Telephone: +44 (0) 113 343 5057 (from outside the UK)

Please quote your Student ID Number.
Opening hours are 0900 - 1700 hours Monday to Friday

<table>
<thead>
<tr>
<th>Programme of Study</th>
<th>Year of Study</th>
<th>Status</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language</td>
<td>First Year</td>
<td>Eligible to Register</td>
<td></td>
</tr>
<tr>
<td>and Literature</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Language</td>
<td>Second Year</td>
<td>Registered</td>
<td></td>
</tr>
<tr>
<td>and Literature</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

RELEASE: 8.6

If you have only one programme of study you will skip this step and be taken straight to the registration checklist (see below).

Notes on navigation of each step
With the exception of the checklist page, all pages will have navigation buttons at the bottom of each page:

- 'Continue' - save any changes and take you on to the next step
- 'Checklist' - save any changes and take you back to the Checklist page,
- 'Cancel' - back to the Checklist page without saving any changes.

The help pages can be accessed by clicking on HELP in the top right hand corner of each screen.
The process is split into seven steps with help pages at each step. Most of these steps can be completed in any order but step 5 must be completed before step 6. This is because the tuition fee is calculated based on the current programme of study. Similarly, step 7 cannot be completed until all previous steps are complete. All steps must be completed to finish the online part of registration.

Click on a checklist item to confirm/update information. Once you have entered a page of the checklist, use the navigation buttons to go through each step in sequence.

HELP text as seen by students: the Registration Checklist page

What is registration?
Every student at the University of Leeds is required to register at the start of each academic year. Registration is the formal process of becoming a student of the University. It enables you to attend lectures and seminars, receive tuition or supervision, sit examinations, register with the Library and other services and become a member of Leeds University Union. It is mainly a financial process of paying fees as well as ensuring that the University holds accurate and up-to-date information about you. It is not about choosing and confirming the modules you wish to study - this is a separate exercise (that does not apply to research students).

What happens when I complete these steps?
On successful completion of the online registration process your student status will be updated on the University Student Record System. If you are a returning student, this will allow you to continue using University facilities such as computing, library and sports facilities (if paid for). Those who are new students should also complete an identity check on campus before they are fully registered.

Deadlines
The final date for registration is four weeks after your programme of study commences. After this date your student record will be updated and you will be prevented from registering online and advised to contact your Parent School (or Graduate School in the case of research students). Students failing to re-register within four weeks of the start of teaching (or after the relevant
registration date in the case of research students) will have their access to University computing and library facilities removed.

**What do I need for these steps?**
In order to complete registration you will need your address details including emergency contacts and telephone numbers along with your fee payment information; this may include bank account details, sponsor letter, scholarship information, credit/debit card details.

**Need further help?**
More information on registration and related events can be found on the [Student Education Service registration pages](#).

**You can also contact the Registration Helpline:**
(Opening hours 09:00 – 17:00 GMT Monday to Friday)
Email: registration@leeds.ac.uk
Telephone (from within the UK): 0800 9150402
Telephone (from outside the UK): +44 (0) 113 3437000
Please quote your Student ID Number.

**Research Students** can also contact Postgraduate Research and Operations by:
email: rp_student@adm.leeds.ac.uk or
Telephone (from within the UK): 0113 343 5057
Telephone (from outside the UK): +44(0) 113 34 35057
(Opening hours 09:00 -17:00 Monday to Friday).
Please quote your Student ID Number.
HELP text as seen by students: Personal Details 1

Name(s)
Your name details should:
- Match your name as it appears on your passport, National Photo ID Card or your birth certificate
- NOT use informal names or nicknames

If you change your name and evidence is required, the University will contact you via email. Students who have made name corrections MUST take their supporting documentation to the Student Services Centre, Marjorie and Arnold Ziff Building in order that their name details can be updated.

Birth Date
If you want to correct the date of birth shown for you, select the correct date using the drop down
lists for day, month and year. Your date of birth should match the information on your birth certificate/passport.

**Gender**
If you want to change the gender shown for you, select the alternative value from the drop down list. For information on why we collect this data please click [here](#).

**Nationality**
If you want to correct the nationality shown for you, select the required value from the drop down list.
Please note: we can only hold one nationality on your student record. The nationality values are standard coding structures supplied to the University by the Higher Education Statistics Agency (HESA).

**Legal Name**
If you make any updates to your name, either in the legal name or individual name fields, this MUST also be updated in the other name field(s). If you do not, the differing name fields may be manually updated to match your changes by University administration. Please check your legal name carefully as it will be used on official documentation such as University graduation certificates.
If your name is incorrect, type your correct name details in the box provided (do not include your title e.g. Mr, Dr etc.).

If you change your name and evidence is required, the University will contact you via email.
*If proof is required:*
New Students MUST state their full legal name in this first registration process. If the legal name is not correct when printed on the student ID card and needs to be changed, evidence must be given and the student will be charged the replacement ID card fee.
Returning Students who have made name corrections must take their supporting documentation with them to the Student Services Counter in the Marjorie and Arnold Ziff Building, from 18 September 2017 in order that their name details can be updated and they can obtain a Student ID Card in their correct name.

**Registering to vote**
Please see the [gov.uk website](#) for more information.

**Need further help?**
More information on registration and related events can be found on the [Student Education Service registration pages](#).

**You can also contact the Registration Helpline:**
(Opening hours 09:00 – 17:00 GMT Monday to Friday)
Email: [registration@leeds.ac.uk](mailto:registration@leeds.ac.uk)
Telephone (from within the UK): 0800 9150402
Telephone (from outside the UK): +44 (0) 113 3437000
Please quote your Student ID Number.

**Research Students** can also contact Postgraduate Research and Operations by:
email: [rp_student@adm.leeds.ac.uk](mailto:rp_student@adm.leeds.ac.uk) or
Telephone (from within the UK): 0113 343 5057
Telephone (from outside the UK): +44(0) 113 34 35057
(Opening hours 09:00 -17:00 Monday to Friday).
Please quote your Student ID Number.
### Personal Details 2

**Step 2 - Personal Details 2**

Please check your information carefully: If any details are incorrect or blank, please select the correct information from the drop down lists on the right.

**IMPORTANT:** headings marked with * must be completed in order to complete registration. Other headings are optional.

**Click HELP at the top of this page for extra help, and details on why we collect this data and what it will be used for***

#### Ethnicity (UK Nationals Only):
- White
- No known disability
- Other

#### Disability:
- No
- Other disability
- Other

#### In receipt of Disabled Students Allowances (DSA):
- No

#### Term-time Accommodation:
- Other rented accommodation
- No

#### Religion:
- No religion
- Other

#### Are you employed by the organisation who is paying your tuition fees? *
- No

#### How would you describe your sexual orientation? *
- Heterosexual/staight
- No

Please select which statement best represents your current careers position:

- **Medical, Dental and Healthcare students should choose one of the statements with a * prefix**

#### Work Experience

I have already gained work experience through:
- (select all that apply) *
  - a placement year during my degree
  - a summer internship with an organisation
  - a vacation internship (not summer) with an organisation
  - work shadowing
  - a short placement as part of a University module (e.g. 10 or 20 credit module)
  - part time work alongside my studies
  - a holiday job
  - volunteering
  - a position of responsibility in a club or society
  - full time work prior to my course (two years or less)
  - full time work prior to my course (more than two years)
  - self-employment / running my own business
  - I have no work experience to date
  - No Comment

#### Students’ Union - Membership and Data Protection

Leeds University Union (the Union) is one of the top students’ unions in the UK and as a student of this University you are automatically entitled to join for free. Last year over 99% of Leeds students chose to join. If you agree to become a member of the union, the University will share a limited amount of your personal information such as your name, university email address, telephone number, programme details, nationality and fee status with the Union. The full list is available here. Please see HELP if you have any concerns about this sharing. Please see the Union’s website for the Union’s policy on the use of students personal data. The Union will email you, but you may unsubscribe at any time. Please see HELP to find out more about the benefits of joining and information about the conduct and running of the Union.

The Union is a charitable company. As a member of the Union you will also technically become a member in the company law sense. In the extremely unlikely event that the Union were to become insolvent and close down, your maximum liability would be £1.

Remember, if you opt out you will have limited access to the Union’s clubs and societies, you will not be able to stand for any elected post, including to run a club or society or become a school representative, and you will not be eligible to play or compete for a University of Leeds sports team run by the Union.

- I wish to become a member of the Union, and agree to my personal data being shared with the Union by the University. (Only delete the tick in the box if you DO NOT wish to be a member of the Union)

[Continue] [Checklist] [Cancel]
Ethnicity
If you are a UK National and we do not currently hold your ethnicity on your student record, you MUST choose an option from the drop down list. For information on why we collect this data, and why it is not mandatory for everyone please click here.

Disability
If you do not have a disability, or would prefer not to disclose your disability please select 'No Known Disability' from the drop down list. We would encourage disabled students to disclose their disability to ensure that they have full access to the support which is available to them. We would also recommend that you contact Disabled Students Assessment and Support (disability@leeds.ac.uk) as soon as possible to enable them to arrange your support.
If you have more than one disability please choose the ‘Multiple Disabilities’ option. If we do not currently hold your disability information on your student record, you MUST choose an option from the drop down list. For information on why we collect this data please click here.

Disabled Students Allowances (DSA)
Disabled Students Allowances (DSA) are funds made available through UK government student finance organisations (Student Finance England, Student Finance Wales, Student Awards Agency Scotland, Student Finance Northern Ireland) which help disabled students to pay for the extra support they need for their studies.
Further information, including information on how to apply for DSA, can be found here. Alternatively you can contact University of Leeds Disabled Students’ Support and Assessment in the following ways; email disability@leeds.ac.uk, tel +44(0) 113 3433927, text phone +44 (0) 113 3433616. For information on why we collect this data please click here.

Term-Time Accommodation Details
You MUST select an option from the drop down list which best describes your term time accommodation for the next academic year. Completion of this section is compulsory and failure to complete this section may result in you experiencing difficulties with Council Tax exemption. For information on why we collect this data please click here.

Religion
If we do not currently hold your religion on your student record, and you would like this to be recorded, please choose an option from the drop down list. This information will also be used to ensure that religious constraints are taken into consideration when timetabling the University examinations. For information on why we collect this data please click here.

Are you employed by the organisation who is paying your tuition fees?
You MUST choose an option from the drop down list. If your employer is paying your tuition fees, please select Yes. If they are not, please select No. For information on why we collect this data please click here.

Sexual Orientation
If we do not currently hold your sexual orientation on your student record, and you would like this to be recorded, please choose an option from the drop down list. The options are defined below.
Bisexual - a man or woman romantically/sexually attracted to men and women
Gay Man - a man romantically/sexually attracted to men..
Gay Woman/Lesbian - a woman romantically/sexually attracted to women.
Heterosexual/Straight Man or Woman - romantically/sexually attracted to the opposite sex.
Other - a person who does not define their romantic/sexual attraction in any of the ways listed above.
No Comment - select this option if you would rather not disclose the information.
For information on why we collect this data please click here.

Gender Identity
If we do not currently hold your gender identity on your student record and you would like this to
be recorded, please choose an option from the drop down list. If you have changed gender, or are in the process of changing gender, please select No. If you do not intend to change your gender, please select Yes. If you would prefer not to say, you can select No Comment. For information on why we collect this data please click here.

**Current Careers Position**
You MUST choose an option from the drop down list. You will be provided with some Careers advice upon completion of the Registration process based on the option you choose.

**Work Experience**
Please select all options that apply to you.

**Research Council Identifier**
For Research Students only - this may be found on your Scholarship award letter and is often known as the "reference number".

**Students' Union Membership**
As a registered student of the University you are automatically entitled to membership of Leeds University Union. The Union is a focal point of student life on campus, combining student social and sporting activities together with access to welfare support and advice. Union Representatives, including School Reps, are consulted on all aspects of the student experience at Leeds and are involved in decision making at all levels, from programme approval to the cost of study. If you decide to opt out of membership of the Union you will have limited access to the Union's clubs and societies, you will not be able to stand for any elected post, including to run a club or society or become a school representative, and you will not be eligible to play or compete for a University of Leeds sports team run by the Union. The University shares the limited personal data described to ensure you can fully enjoy all the things the Union has to offer. However if you have concerns about this sharing please contact a.j.slater@leeds.ac.uk. If you decide you do not want the University to share limited personal data with the Union, you will not be able to become a member.

Your attention is drawn to the following Codes and Procedures relating to Leeds University Union published on the University's website at http://campus.leeds.ac.uk/luu_code.htm
Students' Union Code of Practice (including information on your right to opt out of Union membership);
Code of Practice on Freedom of Speech;
Students' Union Complaints Procedure;
Restrictions imposed on Leeds Students' Union by Charity Law;
Data Protection policy.

**Need further help?**
More information on registration and related events can be found on the Student Education Service registration pages.

**You can also contact the Registration Helpline:**
(Opening hours 09:00 – 17:00 GMT Monday to Friday)
Email: registration@leeds.ac.uk
Telephone (from within the UK): 0800 9150402
Telephone (from outside the UK): +44 (0) 113 3437000
Please quote your Student ID Number.

**Research Students** can also contact Postgraduate Research and Operations by:
email: rp_student@adm.leeds.ac.uk or
Telephone (from within the UK): 0113 343 5057
Telephone (from outside the UK): +44(0) 113 34 35057
(Opening hours 09:00 -17:00 Monday to Friday).
Please quote your Student ID Number.
Addresses, telephone numbers and emergency contact details

There are three address types that require checking: Home, Term Time and Emergency Contact.

Each address type is displayed on separate pages with the requirement to update (if necessary) and confirm the address.

Notes on adding a UK address:
The search facility (see screenshot below) can be used to find UK addresses using postcode, city or address line 1. Postcode is the most accurate piece of information and it is recommended that if this is known then it is used on its own.

Once the search criteria have been entered, click the 'Find UK Address' button. This will present you with a list of matching addresses. Choose the correct address from the drop down menu and click 'Accept Address' to populate the address fields below with the new address.

Contact details screenshots
Update Term Time Address

Please confirm your term time address details as instructed below. Your term time address is where you will normally live during term time.

If you are an official University accommodation or a new student who does not yet know their term-time address: please only enter a telephone number (leave the address BLANK or as stated) and click “next”. Non-university addresses must be provided as soon as they are known. University addresses will be automatically entered.

If you are a returning student who does not yet know their term-time address: you must have a new term-time address to overwrite an old term time address – contact the Registration HelpLine if this causes any problems.

If you know your term time address: please enter your address here.

Please check the start date, first line, country and postcode (where applicable) are correct.

IMPORTANT: You must tell the University of any update to your contact details (addresses, telephone numbers and emergency contacts) via the Minerva Student Services icon. Failure to check or provide address information may affect Council Tax payments and you may miss important communications from the University.

INTERNATIONAL STUDENTS who are registered with the West Yorkshire Police Overseas Registration Department must also keep that office informed of any changes to their term time address.

***Click HELP at the top of this page for extra help***

Search for a UK Address
Post Code:  
City:  
Line1:  

Find UK Address

Enter Term Time Address Details
Valid From This Date: DDMMYYYY: 28/07/2017
Term-Time Address Line 1: Residence 1
Term-Time Address Line 2: Test Street
City: LEEDS
Post Code/Zip Code: LS2 9IT
County: West Yorkshire
Nation: United Kingdom
Accommodation Type: Other

Phone Numbers for this address (Landline, mobile etc.)

Phone Type:  
Telephone Number incl. area code: 01133432007
Main Contact Number: 01133432007
Please tick here if your Emergency Contact Address is the same  
Continue  Cancel

WARNING: Click the “continue” button once only.

Update Emergency Contact Details

Please confirm your emergency details below – this is essential for registration. Your emergency contact should be someone you would want us to contact in case of emergency (NOT you). The contact number MUST directly relate to the specified emergency contact. Please check the start date, first line, country and postcode (where applicable) are correct.

IMPORTANT: You must tell the University of any update to your contact details (addresses, telephone numbers and emergency contacts) via the Minerva Student Services icon. Failure to check or provide address information may affect Council Tax payments and you may miss important communications from the University.

***Click HELP at the top of this page for extra help***

Search for a UK Address
Post Code:  
City:  
Line1:  

Find UK Address

Enter Emergency Contact Details
Valid From This Date: DDMMYYYY: 28/07/2017
First Name: An
Last Name: Person
Relationship: Mother
Address Line 1: University of Leeds
Address Line 2:  
Address Line 3:  
City: LEEDS
Post Code/Zip Code: LS2 9IT
County: West Yorkshire
Nation: United Kingdom

Phone Numbers for this address (Landline, mobile etc.)

Phone Type:  
Telephone Number incl. area code: 01133432007
Main Contact Number: 01133432007
Please Select  
Continue  Cancel

WARNING: Click the “continue” button once only.
HELP text as seen by students: all contact details pages

If we already have address data for you, this will be displayed along with any telephone numbers. If we do not hold a current address for a category, the fields will be blank. Please check this information and update if needed.

**Required fields:**

*Address type*: home address and emergency contact details are required - you will NOT be able to continue if you do not provide this information. Other addresses can be left blank until known.  
*Address fields*: Address Line 1, City, Nation, “Valid from this date” (cannot be before today’s date).

You can check and update your addresses throughout the year using the Student Services icon in Minerva.

**TIP**: you can search for UK addresses. Enter your Postcode OR City and Address Line1, and click on ‘Find UK Address’. Select your address and click “Accept address”.

**IMPORTANT**: You must tell the University of any update to your contact details (addresses, telephone numbers and emergency contacts) via the Minerva Student Services icon. Failure to check or provide address information may affect Council Tax payments and you may miss important communications from the University.

INTERNATIONAL STUDENTS who are registered with the West Yorkshire Police Overseas Registration Department must also keep that office informed of any changes to their term time address.

**Home address**: within the “home address” and “term time address” pages. You can copy addresses by ticking the box(es) at the end of the page.  
*International Students* - your home address is the address in your own country.

**Emergency Contact Details**: you will need to provide the name of your emergency contact(s) and their relationship to you, as well as the address and telephone number. If you wish to provide details for a second emergency contact, you need to do this outside of this process, via the Minerva Student Services icon.

**Term time address**: Within the home address and term time address pages you can copy addresses by ticking the box(es) at the end of the page.

*If you are a new student and cannot provide your term time address at this time*: leave all address fields BLANK, but do add your contact telephone number(s). You MUST update your address as soon as you know your address using the Academic Admin tab on Minerva Student Services icon.

*If you are a returning student and cannot provide your term time address at this time*: you must have a new term time address to overwrite your old address – contact the Registration Helpline if this causes any problems.

*If you have applied for University accommodation*: leave all address fields BLANK, but do add your contact telephone number(s). Your address will be entered by the University accommodation team once your accommodation is confirmed.

**Need further help?**
More information on registration and related events can be found on the [Student Education Service registration pages](#).
You can also contact the Registration Helpline:
(Opening hours 09:00 – 17:00 GMT Monday to Friday)
Email: registration@leeds.ac.uk
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Research Students can also contact Postgraduate Research and Operations by:
email: rp_student@adm.leeds.ac.uk or
Telephone (from within the UK): 0113 343 5057
Telephone (from outside the UK): +44(0) 113 34 35057
(Opening hours 09:00 -17:00 Monday to Friday).
Please quote your Student ID Number.

Contact details summary page
After all three address types have been confirmed you will be presented with a summary of the information and required to confirm that all the addresses held are correct. If you return to step 3 again you will be presented with this page.

The system can only display one address of each type on the summary page. If the address displayed has an end date, this indicates that we may also be holding a future address for you. However, we cannot display it as it is not currently your active address. If we have been provided with a future address we will be holding it but if you want to be sure you can log back into the Portal and go to Student Services (via the Academic Admin tab) to check all your address data.

Summary Page

<table>
<thead>
<tr>
<th>Home Address</th>
<th>123 House</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street</td>
<td>West Yorkshire</td>
</tr>
<tr>
<td>TOWN</td>
<td>LS2 9JF</td>
</tr>
<tr>
<td>United Kingdom</td>
<td></td>
</tr>
</tbody>
</table>

Permanent Home: 0113 343 6523

<table>
<thead>
<tr>
<th>Tern Time Address</th>
<th>University of Leeds</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEE05</td>
<td>LS2 9JF</td>
</tr>
<tr>
<td>United Kingdom</td>
<td></td>
</tr>
</tbody>
</table>

Tern Time: 0113 343 2007

<table>
<thead>
<tr>
<th>Emergency Contact Address</th>
<th>An Person (Mother)</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Leeds</td>
<td>LEE05</td>
</tr>
<tr>
<td>West Yorkshire</td>
<td>LS2 9JF</td>
</tr>
<tr>
<td>United Kingdom</td>
<td></td>
</tr>
</tbody>
</table>

Emergency Contact 1. Nxt of Kin: 0113 343 2007

If you want to make any changes, please click on the 'Change' button next to the details you want to change. If you entered an address with a start date in the future, the information will NOT yet be displayed here. The system can only show current information - you should see an expiry date on the current address, after which point your new address will be valid.

Please check below all the current contact details we now have for you.
Please confirm the above contact details are correct.

[Change Home Address] [Change Tern Time Address] [Change Contact Details]
[Continue] [Checklist] [Cancel]
Sports membership
Step 4 - Edge/Sports Membership

Sports Membership (Step 4 of 7)

Health and Fitness membership

Kick start the new term by giving your health and fitness a boost with an Edge membership.

This all-inclusive membership gives you access to our world-class facilities, located on your doorstep on campus, right here in the city centre! There are two types of membership available to students:

1. Edge Membership - our most popular, giving full access to all our facilities including: 250 station Fitness Suite, 25m swimming pool, 200+ exercise classes per week, climbing wall, courts, outdoor playing fields, brand new Cycle Circuit and so much more. Edge memberships start from £20 per month or from only £100.50 for the year.

2. Sports Pass - ideal if you just want to use our sports halls, badminton and squash courts, playing fields and climbing wall. Best for those with less interest in the gym, pool or classes. Only £60 for the whole year.

Buying online now is the simplest and cheapest way to start your all-inclusive membership for 2017/2018.

Join now and enjoy the benefits

Not only do you get access to all our facilities, but as an Edge member you can enjoy free campus car parking at certain hours, a host of Member Benefit Discounts and access to other offers such as swimming lessons, climbing courses, personal training and a variety of ‘learn to’ courses, such as squash and self-defence.

Join now and enjoy the saving

Buy online before 31 August to save £10 on all annual Edge memberships.

University of Leeds Hall of Residence Students

If you are in University of Leeds Hall of Residence accommodation, an Edge Club membership is automatically included in your Hall fees. This gives you full facility access but only at certain times to the gym and swimming pool. You can upgrade your membership from as little as £65 for the rest of your stay to enjoy flexible access around your day on campus. Find out the full information on your halls membership.

More information

For full details on Edge or Sports Pass memberships, facilities on offer and all sporting opportunities whilst at the University, please click here.

I would like to get started and buy an Edge/Sports Pass membership

Click here for more details.

Make Online Payment

I am a student in a University of Leeds Hall of Residence and wish to upgrade my membership or buy a 2 or 3 year membership.

Click here for more details on the upgraded membership.

Make Online Payment

I have already paid for my membership/upgrade and I wish to continue with online registration

I do not wish to buy or upgrade an Edge/Sports Pass membership and wish to continue with online registration

Refresh – sign up, get the app & get the rewards across campus!

Refresh loyalty scheme is a mobile app or card that gets you special discounts, earns you 3% points cashback & gets you free hot drinks when you buy with Refresh.

Sign up here today.

Sign up & set to Auto-top up before 30th September and be in with a chance of winning one of five - £100 Trinity Leeds Shopping Cards!

HELP text as seen by students: the Sports membership page

More information about The Edge is available via the University’s Sport & Physical Activity website at [http://sport.leeds.ac.uk/](http://sport.leeds.ac.uk/). If you wish to join the Edge/Sports Pass membership (or wish to upgrade if you are a student living in University of Leeds Halls of Residence), choose the relevant [Make Online Payment link](http://sport.leeds.ac.uk/) to buy your membership. At the payment stage, you must read and understand the terms and conditions of membership before making your payment.

If you purchase Edge/Sports Pass membership as part of the registration process, your Student ID Card will be updated with the membership and then can be used to gain access to our facilities. Monthly memberships will need to be activated at the main Edge reception and annual memberships/halls upgrades will be activated by the team automatically.

Students who decide not to join The Edge/Sports Pass membership scheme via online registration can always join at a later date [online](http://sport.leeds.ac.uk/).
Need further help?
More information on registration and related events can be found on the Student Education Service website.

You can also contact the Registration Helpline:
Opening hours are 0900 - 1700 hours GMT Monday to Friday
You can email us at registration@leeds.ac.uk or contact us by phone:
Telephone: 0800 9150402 (from within the UK)
Telephone: +44 (0) 113 3437000 (from outside the UK)
Please quote your Student ID Number.

Research Students can also contact Postgraduate Research and Operations by:
email: rp_student@adm.leeds.ac.uk or
Telephone: 0113 343 5057 (from within the UK)
Telephone: +44(0) 113 34 35057 (from outside the UK)
(opening hours are 0900-1700 hours Monday to Friday).
Please quote your Student ID Number.
HELP text as seen by students: the Programme of Study page

**Your Registration Status** will be displayed as Eligible to Register until you have successfully completed the full registration process, at which point this will be updated to Registered on your student record.

If you have been given deferred registration, your Registration Status will be shown as Eligible to Register Subject to Fees (New Students) or Eligible to Register Subject to Fees (Returning Students). Once you have successfully completed the full registration process this status will be updated to Registered on your student record.

If your Expected Completion Date is NOT displaying the correct date, you should contact your Parent School to query this.

**Need further help?**
More information on registration and related events can be found on the Student Education Service registration pages.

You can also contact the Registration Helpline:
(Opening hours 09:00 – 17:00 GMT Monday to Friday)
Email: registration@leeds.ac.uk
Telephone (from within the UK): 0800 9150402
Telephone (from outside the UK): +44 (0) 113 3437000
Please quote your Student ID Number.

Research Students can also contact Postgraduate Research and Operations by:
email: rp_student@adm.leeds.ac.uk or
Telephone (from within the UK): 0113 343 5057
Telephone (from outside the UK): +44(0) 113 34 35057
(Opening hours 09:00 -17:00 Monday to Friday).
Please quote your Student ID Number.
Fee Payment Arrangements

Fee Payment Arrangements (Step 6 of 7)

How you pay your fees will vary depending on your circumstances. You can find out the specific payment options available to you on the Fees website.

The tuition fee amount below is your programme fee for this year. No pre-payment or scholarship has been deducted. If you have made a pre-payment towards your tuition fees you must select ‘View Account Summary’ to see how much the University has received.

Your tuition fee for this session is £ 9000.00

Overdue tuition fees from previous session £ 0.00

If you have made full payment tick the box and select ‘Continue’ at the bottom of the page. Otherwise you must make arrangements to pay by choosing from the payment options below.

Student Finance England/EU (UK/EU Undergraduates only)

If you have applied for a full tuition fee loan through Student Finance please tick the box and select ‘Continue’ at the bottom of the page.

If Student Finance are only paying part of your tuition fee you must also make arrangements to pay the balance. Select either ‘Complete Installment Plan’ or ‘Make Online Payment’ below.

Lead Financial Support

If you have selected Leeds Financial Support and you intend to take this as a tuition fee discount, follow the link at the end of the registration process. This discount is not reflected in any fee quoted above.

How to Pay Tuition Fees Immediately

Pay Now By Credit / Debit Card: this is the quickest way to complete your registration. Payment will show on your student record immediately.

To use our secure online payment facility please select the ‘Make Online Payment’ button below.

Pay using Flywire (International students only) Make payment in your local currency using Flywire. https://www.flywire.com/pay/fees

Flywire payments will show on your student record in 3-5 working days, you can track your payment from start to finish.

Instalments

If you want to pay your tuition fees in two instalments you must complete this section. You must set up a new instalment plan each year.

You may need to make an immediate payment as well as setting up an instalment plan. Information about instalment plans is on the Fees website.

Sponsorship

This section should contain the information of your sponsor (an external organisation paying some or all of your fee direct to the University). If this section is blank and you are sponsored you must email your sponsor letter to Fees.aid@leeds.ac.uk. Your sponsor letter must be processed by Student Fees before you will be able to complete registration. You will be notified by email when your sponsor letter has been processed.

Scholarship

If you have been granted a Scholarship from within the University, details should be displayed below. If there are no details, please contact your School or the department providing the scholarship.

The fee displayed is the full fee payable in your name, this does not take into account any previous payments or payments being made on your behalf (e.g., loans, grants, sponsorships or scholarships).
HELP text as seen by students: the Fee payment arrangements page

**Tuition Fees**
The fee shown is for this academic session, based on your current programme of study. You must make arrangements to pay your tuition fees as part of registration, unless they are paid in full by Student Finance (UK/EU Undergraduates only).

**Please Note**: the tuition fee shown will not include any costs invoiced directly by your department, for example field trips and bench fees. Contact your department directly if you think this may be relevant to you.

If your fee has been manually amended, it will display as an overdue balance rather than a fee.

**If you think the fee shown is incorrect please contact the Registration Helpline (details at the bottom of the page)**

**Overdue Balance**
Overdue tuition fees from a previous session must be paid in full before you can register for a further session.

If you cannot make payment of your outstanding balance immediately you may be eligible for deferred registration. See the relevant section below for further details.

**Student Finance (UK/EU Undergraduates only)**
If we have been notified that you have made an application for student support to Student Finance England/EU your Student Support Number (SSN) will be shown. If you have made an application but your Student Support Number was not shown this may be because your application is still being assessed. If you wish to enquire about your application please contact the Student Support Helpline on 0300 100 0607.

If Student Finance England/EU are only paying part of your fee you must make arrangements to pay the balance by instalments or in full by selecting the relevant option.

**Student Finance Postgraduate loans**
**Student Finance (UK/EU Postgraduates only)**
If you are receiving a postgraduate student loan we must receive confirmation from Student Finance that your loan has been approved before the PG LOAN instalment plan will display. While you wait for this confirmation to come through you can request deferred registration. See the “Deferred registration” guidance below for further details.

**Instalments**
You can pay your tuition fee by instalments; we offer a two-part scheme with each instalment being 50% of the fee due. You can complete an instalment plan as part of registration by selecting the ‘Complete Instalment Plan’ button. Postgraduate and International students must make a manual payment for the first instalment.

If you are an international student and you have not yet got a UK bank account you can set up an instalment plan now and provide Direct Debit details later in your first term.

**Postgraduate loan students** - if you are receiving a postgraduate loan from Student Finance England/EU you are entitled to an exceptional three part instalment plan. This will only display after Student Finance have informed us your loan has been approved.

**Research Students** - overtime fees must be paid in full at registration.

**Sponsorship**
If an external organisation (i.e. not a friend, relative or Student Finance England/EU) is responsible for payment of all or part of your tuition fee please send a sponsor letter to fees@leeds.ac.uk.
All sponsors must pay within 30 days of being invoiced, no instalment option is available.

**Scholarship**
If you have a scholarship from your School for all or part of your tuition fee which is not shown on Step 6 of Registration, contact your School. They will arrange for this to be updated.

**Research Students:** If you are in receipt of a scholarship administered by Postgraduate Research and Operations, you can commence online registration but will not be able to complete it. Once you have received your Scholarship Renewal Letter you can complete registration.

**Payment Options Available:**
For further information about the different ways to pay, please visit the [Fees](#) website.

**Deferred Registration**
If you are unable to complete your registration immediately for financial reasons you may be eligible for deferred registration. This is valid for a period of one month or until the registration deadline (whichever is sooner). This allows you temporary access to University facilities such as the library and computers whilst you make the necessary arrangements to complete your registration.

You will need to visit Student Fees in the Student Services Centre, Marjorie & Arnold Ziff Building in order to be granted deferred registration.

**Please note:** Maintenance Loans from Student Finance England/EU will not be paid whilst you have deferred registration, it will only be released when you have completed your registration.

**Need further help?**
More information on registration and related events can be found on the [Student Education Service registration pages](#).

**You can also contact the Registration Helpline:**
(Opening hours 09:00 – 17:00 GMT Monday to Friday)
Email: registration@leeds.ac.uk
Telephone (from within the UK): 0800 9150402
Telephone (from outside the UK): +44 (0) 113 3437000
Please quote your Student ID Number.

**Research Students** can also contact Postgraduate Research and Operations by:
email: rp_student@adm.leeds.ac.uk or
Telephone (from within the UK): 0113 343 5057
Telephone (from outside the UK): +44(0) 113 34 35057
(Opening hours 09:00 - 17:00 Monday to Friday).
Please quote your Student ID Number.
Declaration Statement

Step 7 - Declaration Statement

Declaration Statement (Step 7 of 7)

Personal Details

<table>
<thead>
<tr>
<th>Title (Dr, Mr, Mrs, Miss, Ms)</th>
<th>Miss</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Name</td>
<td>Student</td>
</tr>
<tr>
<td>First Name</td>
<td>Ann</td>
</tr>
<tr>
<td>Middle Name</td>
<td>Other</td>
</tr>
<tr>
<td>Legal Name</td>
<td>Ann Other Student</td>
</tr>
<tr>
<td>Birth Date</td>
<td>01 November 1990</td>
</tr>
<tr>
<td>Gender</td>
<td>Female</td>
</tr>
<tr>
<td>Nationality</td>
<td>United Kingdom (excluding the Channel Islands and the Isle of Man)</td>
</tr>
<tr>
<td>Ethnicity (UK Nationals Only)</td>
<td>Arab</td>
</tr>
<tr>
<td>Disability</td>
<td>No known disability</td>
</tr>
<tr>
<td></td>
<td>Not Known</td>
</tr>
</tbody>
</table>

I agree to the sharing of my personal data with Leeds University Union

I wish to be a member of Leeds University Union

Your Term Time Accommodation is: Yes

Religion

Are you employed by the organisation who is paying your tuition fees? Yes

How would you describe your sexual orientation? Other

Please select which statement best represents your current careers position:

I have some ideas about my career and I am ready to start planning a vacation internship (not summer) with an organisation

Are you a Parent or Carer No

You are an Undergraduate

Your Degree Objective is Bachelor of Arts

Your Parent School is School of English

Your Programme of Study is English Language and Literature

Your Year of Study is First Year

Your Registration Status Is Eligible to Register

Your Expected Completion date is 01 July 2020

Student’s Declaration - Student Contract and Data Protection

Student Contract - I confirm that the information I have provided is accurate and correct. I have read and agree to abide by the Terms and Conditions of the Student Contract. I understand that I have a right to cancel my Student Contract with the University and further details concerning cancellation are described within the Student Contract.

Privacy Notice - the University will process my personal data for the administration of my position as a student, including the use of University services such as, residential services, lecture capture, attendance monitoring, the library, and sports facilities. It will on limited occasions share my personal data with third parties such as HESA and other relevant educational providers. More information can be found at the University’s Student Privacy Notice.

☐ By ticking this box I confirm that I have read and agree to the above.

Save and Continue to next step

The declaration statement displays information held on your student record that requires checking and updating as part of the registration process. If you are happy that the information held is correct and that you agree to the terms and conditions of the student contract you should tick the box and click the ‘Save and Continue to next step’ button to complete registration.

HELP text as seen by students: the Declaration page

If you have amended your name as part of the online registration process, you will see the changes displayed on the right of the screen.

The Student Declaration Statement is printed in full with a link to the Terms and Conditions of the Student Contract which you must read and agree.

By choosing the link above you can also read the University’s Code of Practice on data protection, which accords with the Data Protection Act and takes into account the codes of practice published periodically by the Office of the Information Commissioner.
You MUST read and agree the Student Declaration Statement before you can become a registered student of the University of Leeds.

**Need further help?**
More information on registration and related events can be found on the [Student Education Service website](#).

**You can also contact the Registration Helpline:**
Opening hours are 0900 - 1700 hours GMT Monday to Friday
You can email us at [registration@leeds.ac.uk](mailto:registration@leeds.ac.uk) or contact us by phone:
Telephone: 0800 9150402 (from within the UK)
Telephone: +44 (0) 113 3437000 (from outside the UK)
Please quote your Student ID Number.

**Research Students** can also contact Postgraduate Research and Operations by:
email: [rp_student@adm.leeds.ac.uk](mailto:rp_student@adm.leeds.ac.uk) or
Telephone: 0113 343 5057 (from within the UK)
Telephone: +44(0) 113 34 35057 (from outside the UK)
(opening hours are 0900-1700 hours Monday to Friday).
Please quote your Student ID Number.
Final confirmation (registration certificate) page

The “print registration certificate” button will open the standard print process:

Registration Certificate

Student ID: 201055742
Last Name: Student
First Name: Ann
Middle Name: Other
Legal Name: Ann Other Student
Nationality: United Kingdom (excluding the Channel Islands and the Isle of Man)
CAS Status: No CAS Status
Student Support No: SFU
Year of Study: First Year

[Print Your Registration Certificate]

Student ID Card Issued: 11-OCT-2016

New Students:
To finish you registration, you must now complete an identity check on campus, after which you will be given your student ID card. For your identity check you will need:

- UK or EEA: your Registration Certificate (electronic or printed format), your passport/national ID card

**International**: your Registration Certificate (electronic or printed format), your passport and visa, and (if you need a BRP) your BRP or BP collection email.

New UK/EU students with a student loan must have their identity checked before the Student Loans Company can be informed that you have registered for your course and are in attendance (to release your loan payment).

New UK students who do not have a passport **and** are not receiving support from the Student Loans Company must provide their birth/ adoption certificate and a completed copy of the **Identification Verification form**. The form requires your identity to be confirmed by a UK professional (e.g., a doctor or teacher).

If you are progressing from an undergraduate to a postgraduate degree: you will still need to complete an identity check. Please follow the instructions above.

Returning Students:
If your Student ID Card has expired, please bring it to the student services centre for a replacement. If your old card is lost or has been stolen you will be asked to pay a replacement fee of £10. For more information on how to apply, please visit their website.

Module Enrolments

<table>
<thead>
<tr>
<th>Teaching Period</th>
<th>Subject</th>
<th>Module Number</th>
<th>Credits</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td>ENGL</td>
<td>1000</td>
<td>5</td>
<td>Studying &amp; Researching English</td>
</tr>
<tr>
<td>Semester 1</td>
<td>ENGL</td>
<td>1021</td>
<td>20</td>
<td>Analysing English</td>
</tr>
<tr>
<td>Semester 1</td>
<td>ENGL</td>
<td>1250</td>
<td>20</td>
<td>Prose Reading &amp; Interpretation</td>
</tr>
<tr>
<td>Semester 1</td>
<td>LLLC</td>
<td>1040</td>
<td>20</td>
<td>Creative Writing Workshop</td>
</tr>
<tr>
<td>Semester 2</td>
<td>ENGL</td>
<td>1022</td>
<td>20</td>
<td>English: Crit., Cult., Style</td>
</tr>
<tr>
<td>Semester 2</td>
<td>ENGL</td>
<td>1282</td>
<td>20</td>
<td>Drama: Reading &amp; Interpret</td>
</tr>
<tr>
<td>Semesters 1 &amp; 2</td>
<td>FLTU</td>
<td>1345</td>
<td>20</td>
<td>Advanced French</td>
</tr>
</tbody>
</table>

Total Credits for Year of Study: 125

Information as at: 31 JUL 2017

Outlined above are the modules for which you are currently enrolled. If your programme of study requires you to choose Optional and/or Discovery Modules and you have not yet completed module enrolment, please refer to the Student Educational Services website on choosing additional modules.

Leeds Financial Support

Leeds Financial Support is available to most students with a household income of £42,875 or less. To check your eligibility and find out what to do next, follow this link: [Leeds Financial Support](#)

UCAS Tariff Information

If you have registered for your first or second year and applied through UCAS, please read this section.

The Higher Education Statistics Agency (HESA) requires information on any qualifications you may hold which are included in the UCAS Tariff framework. This includes graded qualifications in dance, music, drama, and other recognised awards and certificates.

Please record any additional qualifications using our online form.

Register with a Doctor

If you have not already registered with a doctor in Leeds it is essential that you register with one and do not leave it until you need medical treatment. You can find a local doctor using the following link: [Find A GP Service](#). You may prefer to register with Leeds Student Medical Practice which is a modern practice very close to the University campus. You can view the registration options at the following link: [Leeds Student Medical Practice](#). All students living in university accommodation in Leeds are eligible to join the practice. For those students living in private accommodation see the register page on their website for more information.

Career Statement and Advice

You have not chosen a career statement.
HELP text as seen by students: the Final confirmation page

You will need to take an electronic or paper copy of the Registration Certificate to your identity check – please either print, save or ensure you will have an internet connected phone or tablet to present this page.

New students are required to have their identity check documents scanned and a copy will be held by the University. New international students will see displayed on their Registration Certificate details of their Confirmation of Acceptance of Studies (CAS).

Once you have registered, if you revisit the Online Registration web pages, your Registration Certificate will continue to be displayed until the point when you are required to register again for your next academic year of study.

Need further help?
More information on registration and related events can be found on the Student Education Service website.
You can also contact the Registration Helpline:
Opening hours are 09:00 – 17:00 GMT Monday to Friday
You can email us at registration@leeds.ac.uk or contact us by phone:
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