

# Registration 2019/20

## Fire exits and toilets

Teams to present:

- Operations
- Taught Admissions & Doctoral College Admissions
- Fees
- Funding
- Counter Services
- Events



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# Operations Team



# What we do

## Operations:

- Deal with all aspects of registration
- Communication to new UK students
- Communicating with Schools
- The online registration system
- Leavers
- Progression exercise
- Extensions to study
- Programme and Module Catalogue



# Impact of Non-Registration



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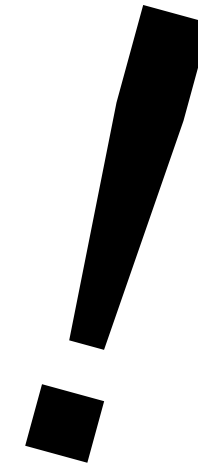
## ...for us as an HEI

- University's funding model
- Inaccurate student records
- Legal issues
- No agreement to Student Contract
- UKVI sponsor requirement

## ...for students

**All of the above** and in particular...

- **Withdrawal from the University**
- IT/Library accounts access removed
- Funding implications
- International student visa issues



# Schools preparation



## New students:

### Conditional offer student checks:

- met all conditions
- accepted their place
- admissions notified/create the record



## Returning students:

- Progression codes (June and September)
- Confirm returners from temporary leave (Medical notes for return)
- Change of programme (correct term!)



## Registration Communication

### New students (British & EU)

- Congratulations email to British UG students once A-levels confirmed
- Welcome packs to British UG students from mid August
- Welcome letter to British TP students from early August
- Welcome email to EU & International (UG & TP) students from mid August

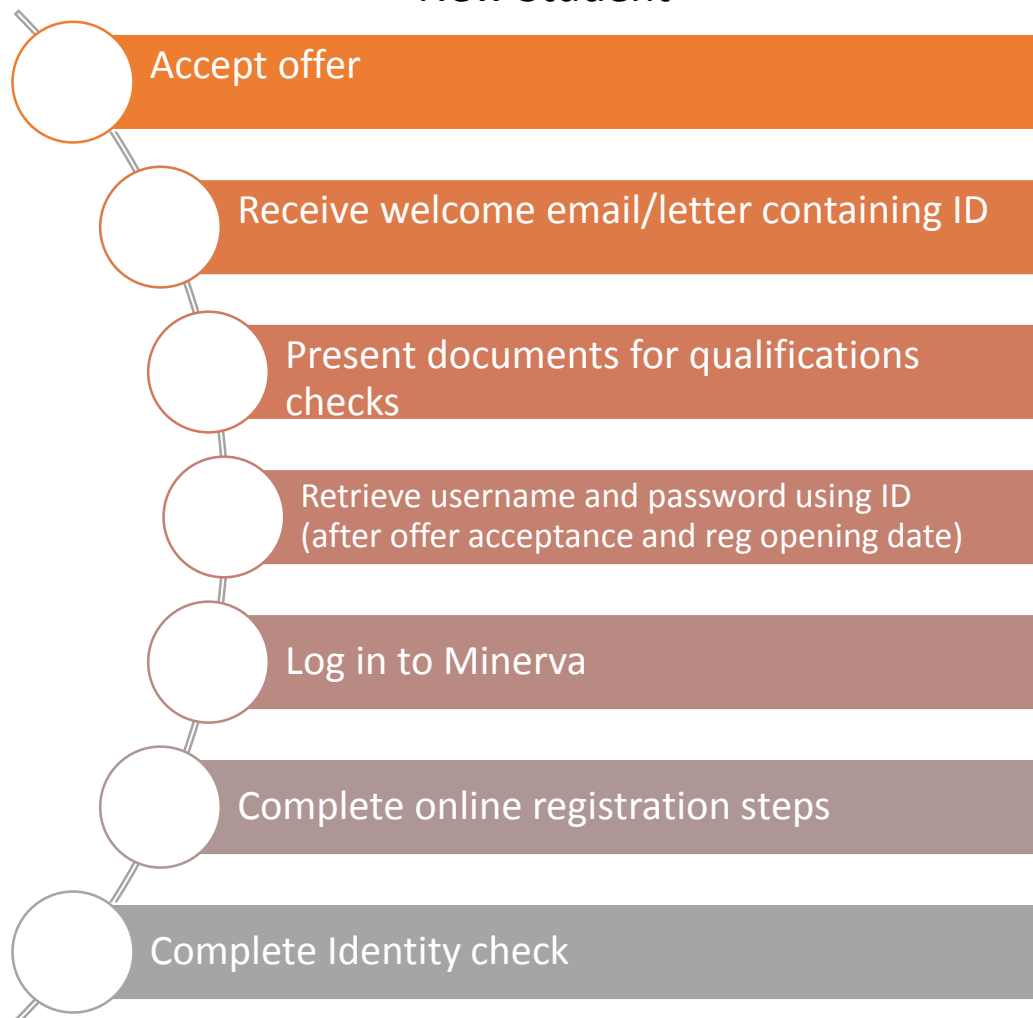
### New students (Int)

- 'Your Place' guide sent via email after offer acceptance
- International Student Information Point in the Michael Sadler Building  
Every day (including weekends) from **12 - 27 September**
- Collect an international welcome pack upon arrival from the welcome team

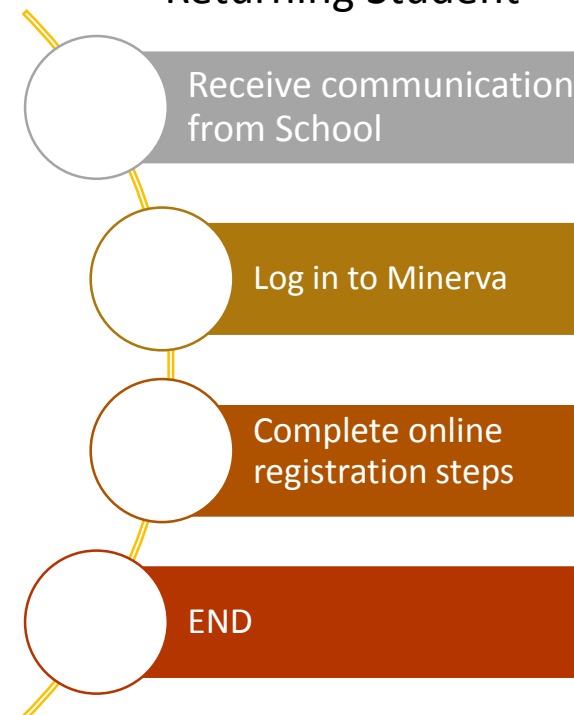




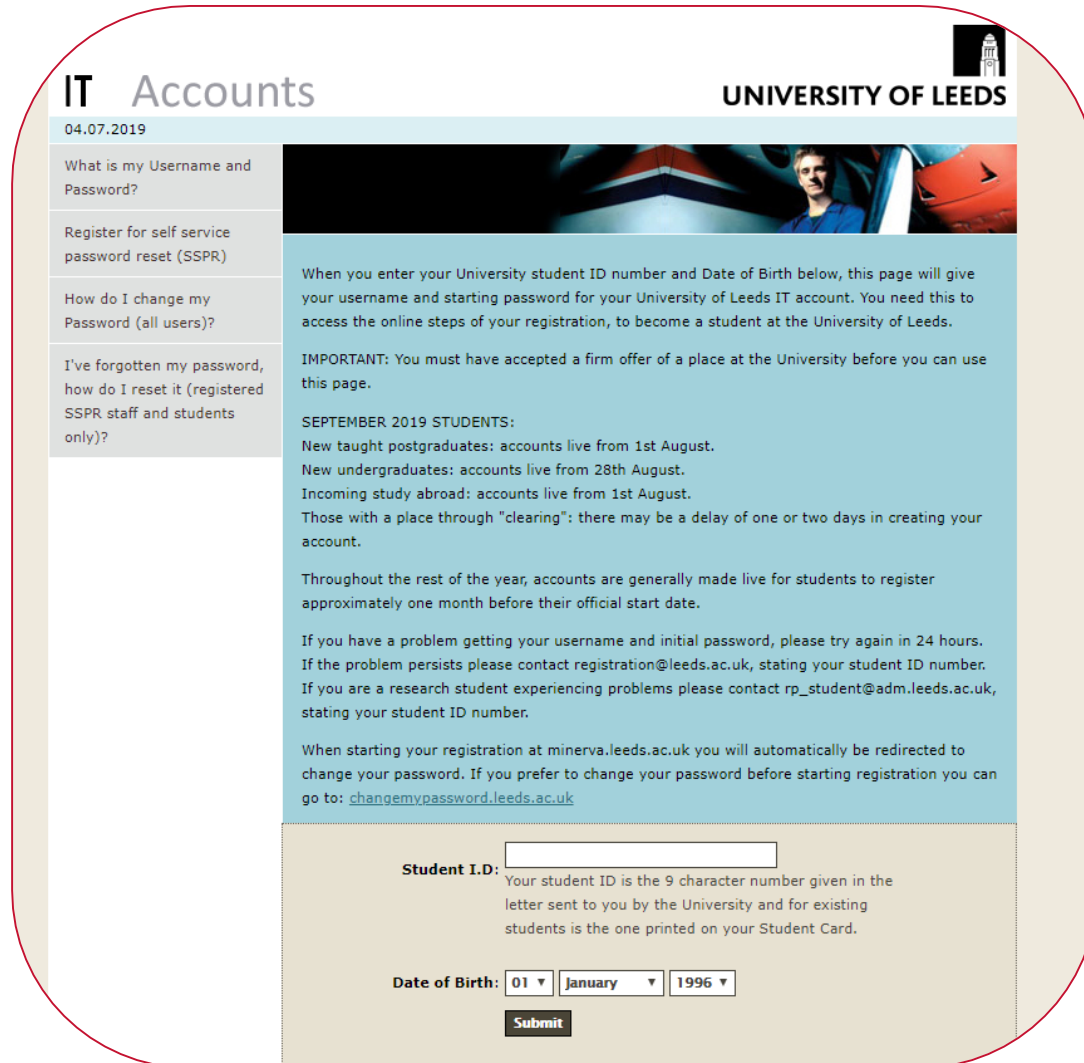
## New Student



## Returning Student







The screenshot shows the 'IT Accounts' page of the University of Leeds. The page has a header with the 'IT Accounts' title and the University of Leeds logo. Below the header, there is a date '04.07.2019' and a navigation menu with links: 'What is my Username and Password?', 'Register for self service password reset (SSPR)', 'How do I change my Password (all users)?', and 'I've forgotten my password, how do I reset it (registered SSPR staff and students only)?'. The main content area features a large image of a student and a text box explaining the registration process. The text states that users need to enter their University student ID number and Date of Birth to receive their username and starting password. It also includes important information for September 2019 students, such as when accounts become live for new taught postgraduates, undergraduates, and incoming study abroad students. A 'Submit' button is located at the bottom of the form.

**IT Accounts** UNIVERSITY OF LEEDS

04.07.2019

What is my Username and Password?

Register for self service password reset (SSPR)

How do I change my Password (all users)?

I've forgotten my password, how do I reset it (registered SSPR staff and students only)?

When you enter your University student ID number and Date of Birth below, this page will give your username and starting password for your University of Leeds IT account. You need this to access the online steps of your registration, to become a student at the University of Leeds.

**IMPORTANT:** You must have accepted a firm offer of a place at the University before you can use this page.

**SEPTEMBER 2019 STUDENTS:**  
New taught postgraduates: accounts live from 1st August.  
New undergraduates: accounts live from 28th August.  
Incoming study abroad: accounts live from 1st August.  
Those with a place through "clearing": there may be a delay of one or two days in creating your account.

Throughout the rest of the year, accounts are generally made live for students to register approximately one month before their official start date.

If you have a problem getting your username and initial password, please try again in 24 hours. If the problem persists please contact [registration@leeds.ac.uk](mailto:registration@leeds.ac.uk), stating your student ID number. If you are a research student experiencing problems please contact [rp\\_student@adm.leeds.ac.uk](mailto:rp_student@adm.leeds.ac.uk), stating your student ID number.

When starting your registration at [minerva.leeds.ac.uk](http://minerva.leeds.ac.uk) you will automatically be redirected to change your password. If you prefer to change your password before starting registration you can go to: [changemypassword.leeds.ac.uk](http://changemypassword.leeds.ac.uk)

**Student I.D.:**

Your student ID is the 9 character number given in the letter sent to you by the University and for existing students is the one printed on your Student Card.

**Date of Birth:**  01  January  1996

**Submit**

## Retrieve username & password

Common problems:

- Are they entering their university student ID number (not UCAS/CRM number)?
- Have they got a “current student” record yet/accepted an unconditional offer?
- Are they trying before their registration opening date?
- Do they have a hold?

**If none of the above, refer to the Registration Helpline.**



## Registration Checklist

There are seven steps in this process, listed at the bottom of this page. You will find:

- A tick will appear on the checklist next to each step that you complete
- Each page has a HELP button in the top right hand corner
- You can exit and return at any time to complete these steps by clicking the Finish Later button (this saves the information in each section when you exit the system)

**You should complete these steps before you begin your programme of study if possible, and within the first four weeks of your programme if you cannot complete it beforehand. If you are a new student you must also complete an identity check (after which you can collect your student ID card).**

When you have completed the online registration steps, an email will be sent to your University email account (as shown on screen). **New students will need to take an electronic or paper copy of the Registration Certificate to their connected phone or tablet to present this page.** See the [Student Registration pages](#) for information.

It is important that the information the University holds on you is accurate. New students are required to have their details stored in the central student record system in accordance with the Data Protection Act 2018.

For further information on registration and starting your course at the university please refer to the [Student Handbook](#).

If you have any queries during online registration, please 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:

(Opening hours 09:00 – 17:00 Monday to Friday)  
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

Please quote your Student ID Number.

Your Programme of Study is **Mathematics**

Your Year of Study is **First Year**

- |   |  |
|---|--|
| <a href="#">1 Personal Details 1</a>                                  | <a href="#">5 Programme of Study Details</a> |
| <a href="#">2 Personal Details 2</a>                                  | <a href="#">6 Fee Payment Arrangements</a>   |
| <a href="#">3 Addresses, Telephone Numbers and Emergency Contacts</a> | <a href="#">7 Declaration Statement</a>      |
| <a href="#">4 Sports Membership</a>                                   |  |

[Finish Later](#)

Your Programme of Study is **Mathematics**

Your Year of Study is **First Year**

- |   |  |
|---|--|
| <a href="#">1 Personal Details 1</a>                                  | <a href="#">5 Programme of Study Details</a> |
| <a href="#">2 Personal Details 2</a>                                  | <a href="#">6 Fee Payment Arrangements</a>   |
| <a href="#">3 Addresses, Telephone Numbers and Emergency Contacts</a> | <a href="#">7 Declaration Statement</a>      |
| <a href="#">4 Sports Membership</a>                                   |  |

Registration Certificate

***“Registration Walkthrough” at [ses.leeds.ac.uk/registration](https://ses.leeds.ac.uk/registration) from late July***



Step 2 - Personal Details 2

Personal Details 2 (Step 2 of 7)

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):

Disability: \*

In receipt of Disabled Students Allowances (DSA): \*

Term-time Accommodation: \*

Religion: \*

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

How would you describe your sexual orientation?

Is your gender identity the same as the gender you were assigned at birth?

Please select which statement best represents your current careers position: (Medicine, Dentistry and Healthcare students should choose one of the statements with a \* prefix) \*

White

No known disability

No

No religion

Heterosexual/straight

White

No known disability

No

Please Select

No religion

Heterosexual/straight

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

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Join the students' union that makes sure you love your time at Leeds

There's so much more to student life than study. Here at Leeds University Union we take care of your whole experience. Join us to make friends and boost your social life at one of our 340+ clubs and societies or our sell-out gigs and events. Get free expert advice from our Help and Support team, bag a job through Joblink and raise your student voice with our democratic student leadership. At the Union we're here to support, enable and represent all our students.

I would like to join Leeds University Union (FREE to Join) \*

By clicking Yes, the University will share basic information with LUU. You will also receive one email (plus a reminder) that offers you the opportunity to sign up for further communications that may interest you - Job alerts, union events like the annual Leeds Ball, new services, initiatives and offers in Union bars/restaurants.

If you decide not to join, you will not be able to lead a club or society; have your say in how they are run; stand for any elected post; 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 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 extreme unlikely event that the Union were to become insolvent and close down, your maximum liability would be £1.

(You can also view LUU's Data & Privacy Policy if you'd like to find out more).

Continue

Checklist

Cancel

## Personal Details 2

Confirming:

- Disability status
- Religion
- Careers position
- Work experience
- LUU membership opt-in or opt-out

Registration step by step

# Online registration – Step 3



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## Addresses, Telephone Numbers and Emergency Contacts

Confirm details of each address

### Update Home Address

**Please confirm your home address details below.** Your home address is where you normally live when you are not studying on your course (NOTE: If you are an International Student, your home address is in your home country). *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:

Address Line1:

[Find UK Address](#)

**Enter Home Address Details**

**Valid From This Date: DD/MM/YYYY:**

**Home Address Line 1:**

Home Address Line 2:

Home Address Line 3:

**City:**

**Post Code\Zip Code :**

County:

**Nation:**

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

Phone Type:  Telephone Number incl. area code:

**Main Contact Number:**

Please Select

Please tick here if your Term Time Address is the same ☐

Please tick here if your Emergency Contact Address is the same ☐

[Continue](#) [Cancel](#)

**WARNING:** Click the "continue" button once only.

Home address  
(in permanent home country)

### 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 in 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 and are NOT in University accommodation: 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:

Address Line1:

[Find UK Address](#)

**Enter Term Time Address Details**

**Valid From This Date: DD/MM/YYYY:**

**Term-Time Address Line 1:**

Term-Time Address Line 2:

Term-Time Address Line 3:

**City:**

**Post Code\Zip Code :**

County:

**Nation:**

Accommodation Type:

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

Phone Type:  Telephone Number incl. area code:

**Main Contact Number:**

Please Select

Please tick here if your Emergency Contact Address is the same ☐

[Continue](#) [Cancel](#)

**WARNING:** Click the "continue" button once only.

Term Time address

### 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:

Address Line1:

[Find UK Address](#)

**Enter Emergency Contact Details**

**Valid From This Date: DD/MM/YYYY:**

**First Name:**

**Last Name:**

**Relationship:**

**Address Line 1:**

Address Line 2:

Address Line 3:

**City:**

**Post Code\Zip Code :**

County:

**Nation:**

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

Phone Type:  Telephone Number incl. area code:

**Main Contact Number:**

Please Select

[Continue](#) [Cancel](#)

**WARNING:** Click the "continue" button once only.

Emergency Contact address



## Step 4 - Edge/Sports Membership

### Sports Membership (Step 4 of 7)

#### The Edge - Your Gym, Your Move!

Kick start the University year by making a commitment to stay fit and healthy with an Edge membership.

This all-inclusive membership gives you access to our world-class facilities, located on campus, right here in the city centre!

**Edge Membership** gives full access to [ALL our facilities](#) including: a 250 station gym, 25m swimming pool, 220+ exercise classes per week, climbing wall, squash courts, sports halls, outdoor playing fields, cycle circuit and so much more.

The best thing is that Edge memberships starts from as little £20 per month! Buying [online now](#) is the easiest and cheapest way to start your membership; feel and look great for the 2018/2019 year.

#### In University of Leeds Halls of Residence? Fit in your fitness!

If you live University of Leeds Halls of Residence an Edge Club membership is automatically included in your accommodation contract. This gives you full activity access, but only at certain access times to the gym and swimming pool. You can upgrade your membership from as little as £80 for the rest of your contract to enjoy flexible access around your day on campus. Find out the [full information](#) on your halls membership and how to fit in your fitness.

#### Join/upgrade now and enjoy the extra benefits

As an Edge member not only do you get access to all our facilities, but you can enjoy:

- Free campus car parking at certain hours
- A host of exclusive [Member Benefit Discounts](#) across city wide retail partners
- Discounted rates to our Coach Education Courses
- Premium access to [other University gyms](#) for when you return home in your holidays
- Access to other opportunities such as swimming lessons, climbing courses, personal training and a variety of 'learn to' courses, such as squash, weight training and self-defence.

#### More information

For full details on all membership options and to see the full list of all University sports, health and fitness opportunities, or to book a tour, please [click here](#).

I would like to get started and buy an Edge membership. Click <a href="#">here</a> for more details.	<a href="#">Make Online Payment</a>
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 <a href="#">here</a> for more details on the upgraded membership.	<a href="#">Make Online Payment</a>

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 membership and wish to continue with online registration

☒

### Join the Refresh Loyalty Scheme

Refresh is the name of The University's catering service loyalty scheme. It's free and available for you to download before you get here! Simply download the Refresh app to save 10% on selected products and to earn loyalty points and free hot drinks. The Refresh app can be used in any of the Great Food at Leeds cafés and is a great way to help you budget for meals and save money. Download the 'Refresh Loyalty UniLeeds' app from the [App Store](#) or [Google Play](#).

#### WIN FREE LUNCH FOR A YEAR!

Download the app and spend £5 between 1st September – 31st October 2018 and you will be entered into the free prize draw worth £700! For more information visit the [Refresh website](#).

[Continue](#) [Checklist](#) [Cancel](#)

## Edge/Sports Membership

- Purchase Edge membership

- Refresh Loyalty Scheme sign-up information



Step 5 - Programme of Study Details

Please confirm your Programme of Study details as shown below:

Please note that until you have completed registration, your registration status will be 'Eligible to Register' **If the programme of study details below are CORRECT:** please tick the box, then choose 'Continue' to move to the next step or 'Checklist' to return to the checklist page.

**If the programme of study details below are INCORRECT:** please do NOT tick the box (this information affects your fees). You will need to contact or visit your Parent School for a Change of Programme Form. When this is submitted and approved, the School will update your student record and notify you when the change has been made. Until the system is updated you will not be able to complete registration. Please choose the 'Cancel' button on this screen, then the 'Finish Later' button on the menu page (to save all steps completed so far).

**If you are an exchange student, pre-sessional student or on the Access to Leeds programme:** your degree objective will be **Non-Degree** and your year of study will be **First year**. This is correct for your time at Leeds/current registration and will not impact on any records at your home institution or future courses you may progress onto here at Leeds.

You are an	Undergraduate
Your Degree Objective is	Bachelor of Science
Your Parent School is	School of Mathematics
Your Programme of Study is	Mathematics
Your Year of Study is	First Year
Your Registration Status is	Eligible to Register
Your Expected Completion date is	01/07/2021

☐ I confirm the programme of study details shown above are correct.

[Continue](#) [Checklist](#) [Cancel](#)

## Programme of Study Details

Confirming current programme details are correct





Step 6 - 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 £ 9250.00**

**Overdue tuition fees from previous session £ 0.00**

[View Account Summary](#)

Overdue tuition fees **must** be paid in full before you can complete registration. You may also have overdue accommodation or exam resit fees from a previous session. To see a full breakdown of overdue fees and to make payment please select 'View Account Summary' above.

**If you have made full payment, select 'Continue' at the bottom of the page. Otherwise you must make arrangements to pay by choosing from the payment options below.**

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

If you have applied for a **full** tuition fee loan through Student Finance please 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 Instalment Plan' or 'Make Online Payment' below.

**Student Support Number:** SFDU12345678T

If your Student Support Number is not shown above, please log out and try again after 31st August. If this date has passed and your Student Support Number is still not shown above, call the Registration Helpline (see HELP button for contact details).

**Leeds Financial Support**  
If you think you are entitled to 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.

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**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/leeds>

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

[Make Online Payment](#)   [Update Payment](#)  
\*Click here to update your account if you have just made an online payment

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**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](#).

**Instalment Plan:**   No instalment arrangement made

[Complete Instalment Plan](#)   [Update Instalment Plan](#)  
\*Click here to update this page if you have just completed an instalment plan online

Do NOT set up an instalment plan, if you are undergraduate student taking a **full tuition fee loan** from Student Finance England/EU (see above instead).

---

**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.sponsors@leeds.ac.uk](mailto:Fees.sponsors@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.

Sponsor Name	Amount (£)	Status
No Sponsorship information		

If your sponsor is not paying your full tuition fee you must make arrangements to pay the balance either in instalments (select 'Complete Instalment Plan' above) or immediate payment (select 'Make Online Payment' below).

If your fees are being paid by Student Finance, a friend, or a family member this does not qualify as a sponsor.

---

**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.

If a scholarship is showing below and you were not expecting to receive one please contact your School for more information.

Scholarship	Amount (£)
No Scholarship information	

If your scholarship does not cover your full tuition fee you must make arrangements to pay the balance. Select either 'Complete Instalment Plan' or 'Make Immediate Payment' above.

[Continue](#)   [Checklist](#)   [Cancel](#)

## Fee Payment Arrangements

- Displays tuition fees, overdue debts and Student Support Numbers
- Online payment facility
- Instalment plan set-up
- Sponsorship information
- Scholarship information





Step 7 - Declaration Statement

Declaration Statement (Step 7 of 7)

Personal Details

Title (Dr,Mr,Mrs,Miss,Ms)	Miss
Family Name	Student
First Name	Anne
Middle Name	Other
Legal Name	Anne Other Student
Birth Date	28 September 1999
Gender	Female
Nationality	United Kingdom (excluding the Channel Islands and the Isle of Man)
Ethnicity (UK Nationals Only)	White
Disability	No known disability
In receipt of Disabled Students Allowances (DSA)	No
I wish to be a member of Leeds University Union	Yes
Your Term-Time Accommodation is:	Other rented accommodation
Religion	No religion
Are you employed by the organisation who is paying your tuition fees?	No
How would you describe your sexual orientation?	Heterosexual/straight
Is your gender identity the same as the gender you were assigned at birth?	
Please select which statement best represents your current careers position:	I have some ideas about my career and I am ready to start planning
I have already gained work experience through: (select all that apply)	self-employment / running my own business
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	Second Year
Your Registration Status is	Eligible to Register
Your Expected Completion date is	01 July 2021

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 will make payment and comply with University rules as specified under 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](#)

## Declaration Statement

Confirm all details

Read and agree to  
Student Contract and  
Privacy Notice

Registration step by step

# Online registration – Certificate



UNIVERSITY OF LEEDS

## Registration Certificate

Confirms online registration complete.

### Registration Certificate

**Student ID :** 200000000  
**Last Name :** Student  
**First Name :** Anne  
**Middle Name :** Other  
**Legal Name :** Anne Other Student  
**Nationality :** United Kingdom (excluding the Channel Islands and the Isle of Man)  
**CAS Status :** No CAS Status  
**Student Support No :** SFDU12345678T  
**Year of Study :** Second Year

[Print your Registration Certificate](#)

#### Your Next Steps

**New Students** (including those progressing from an undergraduate to a postgraduate degree):  
You should now complete an identity check on campus to finish your registration\*. Find out more [here](#).  
*Student Loans Company note: 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).*

**Returning Students:**  
You have now completed your registration for this academic year. 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 our [website](#).

*\*A very small minority of courses, namely courses with minimal campus contact such as distance learning courses, will not be required to complete the identity check for the University - you will likely have been told by your school if this is the case. Students requiring a UK government Student Loan confirmation are still required to complete an identity check even within this group.*

#### Module Enrolments

Teaching Period	Subject	Module Number	Credits	Title
Semester 1	MATH	1010	25	Mathematics 1
Semester 1	MATH	1025	15	Number Systems
Semester 1	MATH	1710	10	Probability and Statistics I
Semester 1	MATH	1225	10	Introduction to Geometry
Semester 2	MATH	1012	25	Mathematics 2
Semester 2	MATH	1026	15	Sets, Sequences and Series
Semester 2	MATH	1712	10	Probability and Statistics II
Semester 2	MATH	1510	15	Financial Mathematics 1

**Total Credits for Year of Study :** 125  
**Information as at:** 04-JUL-2019

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 Education Service website](#) on choosing additional modules.

#### Leeds Financial Support

**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 NHS Services](#). 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 web site for more information).

#### Career Statement and Advice

Your most recent career statement is:

# SWATRAC – Eligible to register



Online Registration Tracking Form SWATRAC 8.0 (PROD)

ID: 200000000 Example Student Term: 201920

Status  Level  Programme  Class  Start

Registration Holds  Residency  Fee  Overdue Debt

Registration Progress

Personal Details 1

Personal Details 2

Address Details

Sports Membership

Programme Details

Fee Payment Declaration

Bench Fee  Fieldwork Fees

Current Period Expiry

Overtime Start Date

Identity Checked

Confirmed Sponsors		Unconfirmed/Rejected Sponsors		
Name	Amount	Name	Amount	Rejected Reason
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Scholarship Amounts

Instalment Plan

Student Support Number

## Holds timeframes

- Records created from Admissions - students can access the system around 12 the next day
- RG/ QUAL / SO / ATAS hold removal - immediate
- All other hold(s) removal - wait 3 hours

Y – Identity checked

N – Identity not checked

E – Exempt from identity check

Registration step by step

# SWATRAC – Halfway there!



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Online Registration Tracking Form SWATRAC 8.0 (PROD)

ID: 200000000 Example Student Term: 201819

---

**Status** RE **Level** UG **Programme** ND-ELU **Class** 01 **Start** 08-JUL-2019

**Registration Holds**  **Residency** Overseas Rated Student **Fee** .00 **Overdue Debt** .00

**Registration Progress** **Bench Fee**  **Fieldwork Fees**

**Personal Details 1** Confirmed on: 27-Jun-2019 16:33 **Current Period Expiry** 07-JUL-2020

**Personal Details 2** Confirmed on: 27-Jun-2019 16:35 **Overtime Start Date**

**Address Details** Confirmed on: 27-Jun-2019 16:39 **Identity Checked** N

**Sports Membership** Confirmed on: 27-Jun-2019 16:40

**Programme Details** Confirmed on: 27-Jun-2019 16:40

**Fee Payment Declaration** Confirmed on: 27-Jun-2019 16:56

Confirmed on: 27-Jun-2019 16:56

Confirmed Sponsors Name	Amount	Unconfirmed/Rejected Sponsors Name	Amount	Rejected Reason
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Scholarship Amounts**

**Instalment Plan** No instalment arrangement made

**Student Support Number**

Y – Identity checked

N – Identity not checked

E – Exempt from identity check

Further info: Registration and Associated Processes - Staff Guide 201920

Registration step by step

# SWATRAC – Fully registered



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Online Registration Tracking Form SWATRAC 8.0 (PROD)

ID: 200000000 Example Student Term: 201819

Status RE Level UG Programme BS-MATH Class 01 Start 26-SEP-2018

Registration Holds Residency G GB Home Rated Student Fee 9250.00 Overdue Debt .00

Registration Progress Bench Fee Fieldwork Fees

Personal Details 1 Confirmed on: 02-Sep-2018 18:54  
Personal Details 2 Confirmed on: 02-Sep-2018 19:02  
Address Details Confirmed on: 02-Sep-2018 19:08  
Sports Membership Confirmed on: 02-Sep-2018 19:30  
Programme Details Confirmed on: 02-Sep-2018 19:30  
Fee Payment Declaration Confirmed on: 02-Sep-2018 19:31  
Declaration Confirmed on: 02-Sep-2018 19:36

Current Period Expiry 25-SEP-2019  
Overtime Start Date  
Identity Checked Y

Confirmed Sponsors Name	Amount	Unconfirmed/Rejected Sponsors Name	Amount	Rejected Reason

Scholarship Amounts

Instalment Plan No instalment arrangement made

Student Support Number SFDU12345678T

Y – Identity checked

N – Identity not checked

E – Exempt from identity check

Further info: Registration and Associated Processes - Staff Guide 201920

# Registration completion



Online registration

**EL** → **RE**

Identity check

**N** → **Y**  
**E** → **E**

Registered



Completed identity check in previous year(s)  
or is exempt from identity check

Online registration

**EL** → **RE**

Registered

# Argos – Online registration



## ARGOS “Monthly Registration Chase Up”

- in General/Registration folders
- who has/has not registered **online** once registration is open

Argos - University of Leeds

File Edit View Tools Help

Log Out Back Forward Cut Copy Paste Delete Import Export Publish Security Library CO-OP Share Support Argos H

Explorer Shortcuts Search

General.Registration

{ UAT }

API Reports

General

Access to Leeds

Admissions

AIT

Attendance Monitoring

Equality Unit

Exams

Faculty Assignments

Funding

Graduation Ceremonies

International Deposits

International Office

Language Centre

Leeds University Business School

Module Enrolment

Operations

Operations statistics

Programme and Module Catalogue

Prospects

Registration

Monthly Registration Chase Up

RE Students with no ID Checks

Research Students

Student Fees

Registration

< click here to set the description >

Name	Author	Date
Monthly Registration Chase Up	stucpy	14/04
RE Students with no ID Checks	sturf	18/04

Monthly Registration Chase Up

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Term \*

School \*

Programme: (Leave blank for All) (Clear)

Student Level: (Leave blank for All) (Clear)

Class: (Leave blank for All) (Clear)

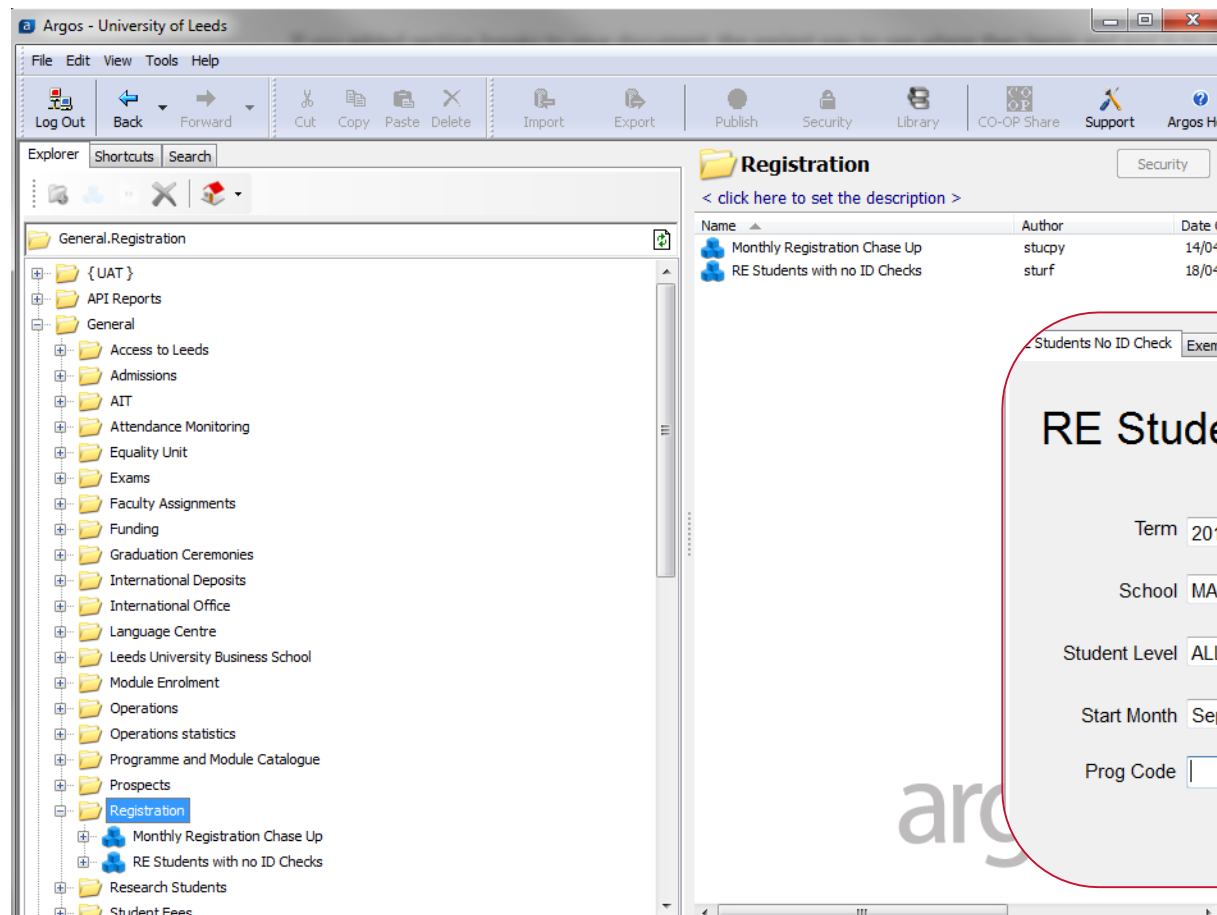
Start Month: \*

Registration Status: \*

# Argos – Identity checks



- ARGOS “RE Students with no ID Checks”
- in General/Registration folders
  - who has registered **online** but **not completed ID check**



Students No ID Check

Exempted Programmes

### RE Students with no ID Checks

Programmes Exempt from Registration ID Check

Enter Banner Programme Code (or leave blank for all)

ProgCode	ProgDesc
BA-THEO/P58	Theology and Pastoral Studies
BEN-CIVE-XJ	Civil Engineering with Transport
BEN-ELEC-XJ	Electronic and Electrical Engineering
BEN-MECH-XJ	Mechanical Engineering
BS-PT/CPSP	Printing, Packaging and Graphics
BSC-COMP-XJ	Computer Science
CET-PT/ALA	Arabic Language
MA-ASPE-FT	Applied and Professional Ethics
MA-ASPE-PT	Applied and Professional Ethics
MA-APS-PT	Asia Pacific Studies
MA-APS-VWWW	Asia Pacific Studies
MA-BHCE-FT	Biomedical and Healthcare Ethics
MA-BHCE-PT	Biomedical and Healthcare Ethics
MA-BS/CPWBL	Civil Protection by Work-Based Learning
MA-BS/LCC	Leading in a Clinical Context
MA-DES/DFS	Design Future Society
MA-DISA/DL	Disability Studies
MA-ED/CHINA	Teaching English to Speakers of Other Languages
MA-ED/DE-INT	Deaf Education International
MA-ED/DE-PT	Deaf Education
MA-ED/DET-PT	Deaf Education (Teacher of the Deaf Qualification)
MA-ED/DCTL/P	Digital Education
MA-ED/ESPE	Education and Professional Enquiry
MA-ED/EALE	English as an Additional Language and Education

Students on some programmes are exempt from undertaking the ID check. You review all of these programmes here.

If you think there is a programme missing please click the "Notify Us" button below and send us the programme code and reasons why it should be excluded.

Students No ID Check

Exempted Programmes

### RE Students with no ID Checks

Term

201920 - 2019/2020 Academic Year

School

MATH - Mathematics

Student Level

ALL - All Levels

Start Month

September

Prog Code



- in General/Registration folders
- who has registered **online** but **not completed ID check**

**Check the final 'Action Required' column – if 'School', then School responsibility to prompt the student to complete identity check**

Students No ID Check

Exempted Programmes

## RE Students with no ID Checks

Term

201920 - 2019/2020 Academic Year

School

MATH - Mathematics

Student Level

ALL - All Levels

Start Month

September

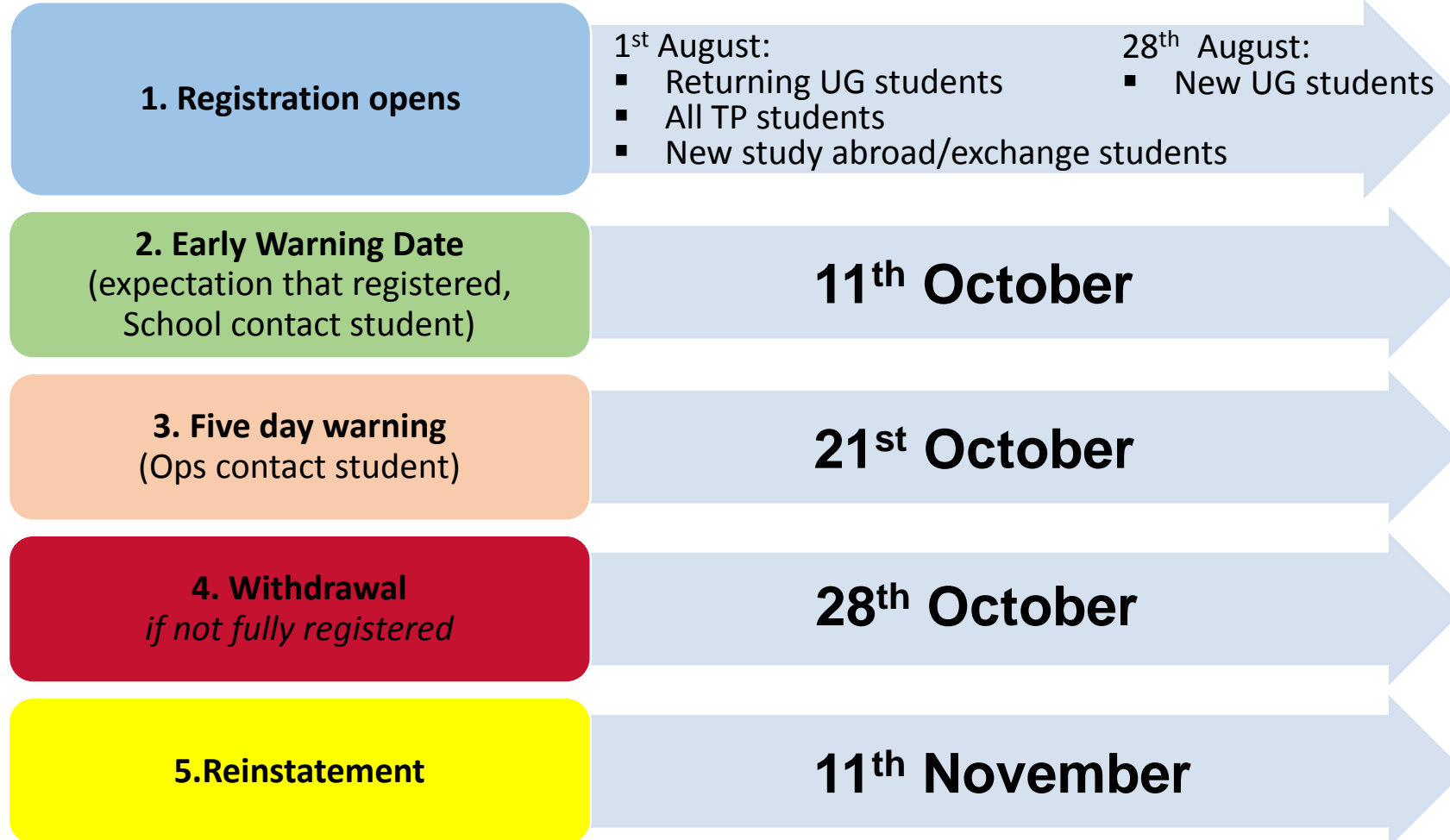
Prog Code

[illegible]

# Registration timeline - deadlines



**WITHDRAWN**



See “September-start taught student registration timeline”

See “**School example contact emails**” *handout for suggested templates*

## Best practice Schools:

- at least **three** contacts with returning students (summer, step 1 & 2)
- at least **two** contacts with new students (step 1 & 2)

## Best practice Operations:

- at least **one** contact with all students year-round (five day warning)
- September: UK “welcome” contact, two **extra** contacts with returning students, one **extra** contact with new students

## Interested in welcome communications?

“September-start taught student registration timeline” handout for more detailed timeline and  
“School example contact emails” handout for suggested templates

## Registration Helpline

[registration@leeds.ac.uk](mailto:registration@leeds.ac.uk)

Telephone: 0800 9150402 (within UK) or  
+44 113 343 7000 (outside UK)  
Ext 37000 (within the University)

Mon to Fri  
9am – 5pm

Student pages: <http://students.leeds.ac.uk/registration>

Staff pages: <http://ses.leeds.ac.uk/registration>

If you are having difficulty understanding something yourself, or would like further advice contact Programmes and Assessment (Operations)

[studentrecords@adm.leeds.ac.uk](mailto:studentrecords@adm.leeds.ac.uk)

Neil Cockshaw ([n.cockshaw@adm.leeds.ac.uk](mailto:n.cockshaw@adm.leeds.ac.uk))

Alice Hargreaves Jones ([a.hargreavesjones@leeds.ac.uk](mailto:a.hargreavesjones@leeds.ac.uk))

Jo Nassor (PGR) ([j.m.nassor@leeds.ac.uk](mailto:j.m.nassor@leeds.ac.uk))



# **Taught Admissions Team**

**Representatives from the Taught Admissions Team will be based in the Michael Sadler Building (Room LG16)**



- 12<sup>th</sup> September -  
27<sup>th</sup> September 2019.

## Undergraduate Students

- All Undergraduate students have their documents checked by their own School or Faculty and therefore **do not** need to visit the Taught Admissions Team in the Michael Sadler building.
- If a UG student does visit the TA team, we will check the documents on behalf of the School / Faculty and remove the hold.

## Masters Students

- Masters students should come to the Michael Sadler Building to have their documents checked by the Taught Admissions Team (the exception being LUBS students who report directly to the Business School).
- However, if a Masters student goes directly to their School or Faculty then a member of the local admissions team should check the document and remove the hold, rather than sending the student away.

## Verifying qualification documentation – What do we check?

- Do the documents match what is on the applicant's record?
  - Date awarded / qualification level / subject studied / grade achieved / institution.
- Does the qualification look genuine?
  - Are we being presented original certificates, or certified copies (not photocopies)?
  - Does the format, alignment, language used, and spelling on the document look official?
- Do we need to see translations?
  - If the original documents is not in English we need to see a certified translation that contains a declaration of accuracy, date of translation, translator's details and credentials.

**Please note:** The Taught Admissions Team can provide you with a detailed document verification checklist.

To request this please email [ug\\_enquiry@leeds.ac.uk](mailto:ug_enquiry@leeds.ac.uk) / [tp\\_enquiry@leeds.ac.uk](mailto:tp_enquiry@leeds.ac.uk)



## Removing Qualification Holds

Once we are satisfied that a student's qualification is genuine we can remove the qualification hold.

### Undergraduate students:

- Holds removed in Banner by the Taught Admissions Team.
- Schools / faculties should email [ug\\_enquiry@leeds.ac.uk](mailto:ug_enquiry@leeds.ac.uk) to request hold removal once document has been seen & verified.
- TA team will aim to remove hold within an hour of receiving the request. However, the student should be advised to wait 24 hours before following up, in case of delay.

### Masters students:

- Holds removed in CRM.
- Schools / Faculties do have permissions to remove holds themselves.
- Guide to removing qualification holds can be found on the CRM training section of the [SES website](#).
- The hold will be removed instantly from CRM but it may take up to 30 mins before the student can register.

## Under 18's holds

- If the student will be under 18 on the 1<sup>st</sup> October 2019, they will automatically have an under 18's hold put on their admissions record.
- This hold will prevent the student from registering.
- Under 18 holds can only be removed once the School / Faculty has received the consent form from the student's parent or guardian.
- Only the Taught Admissions Team can remove the under 18 hold. Once the consent form is received in School/Faculty, notification should be sent to [ug\\_enquiry@leeds.ac.uk](mailto:ug_enquiry@leeds.ac.uk) or [tp\\_enquiry@leeds.ac.uk](mailto:tp_enquiry@leeds.ac.uk) asking for the hold to be removed.
- We will aim to remove the hold within 1 hour of receiving the request but the student should be advised that it could take up to 24 hours before they can register, in case of delay.

## Qualification holds removed but student still can not register

There are various scenarios in which a student will have had the qualification holds removed from their record but still won't be able to register:

- Student has not accepted their offer (PGT only)
  - To resolve this the student should be advised to accept their offer through the portal. Once the offer has been accepted the student record will be generated by an automatic job which runs overnight. The student should therefore be advised that it can take up to 24 hours after accepting before they are able to register.
- Student has multiple applications (PGT only)
  - Some students will have multiple application records in the CRM. To ensure the student is able to register qualification holds will need to be removed from each application where the student has received an offer.
- Offer still conditional (PGT and UG)
  - To resolve this the student should be advised to take their original documents to their School / Faculty so that their offer can be updated to unconditional.

If you are unsure as to why a student isn't able to register please contact the Taught Admissions Team

**Tel:** 33920    **Email:** [ug\\_enquiry@leeds.ac.uk](mailto:ug_enquiry@leeds.ac.uk) / [tp\\_enquiry@leeds.ac.uk](mailto:tp_enquiry@leeds.ac.uk)

## Verifying qualification information and removing qualification Holds

### Postgraduate researchers:

- Relevant to any PGR with a conditional offer or an offer subject to final verification of documents
- Verification of qualification(s) takes place at Student Services Counter by Doctoral College Admissions staff throughout the year
- Holds removed in Banner by the Doctoral College Admissions
- Graduate Schools can verify qualification(s) and request hold removal by email to [rp\\_student@adm.leeds.ac.uk](mailto:rp_student@adm.leeds.ac.uk)



# Fees Team

## Who are we?

Based in the Student Services Centre, Telephone: 0113 343 6700

**Student Fees Manager** – Sarah Fabron

**Deputy Student Fees Manager** – Alison Gant

**Undergraduate & Residence** – Amanda Purchon (Team leader),

Debbie Amos, Robbie Tooth, Michelle Milner

[UGfees@leeds.ac.uk](mailto:UGfees@leeds.ac.uk) & [Residencefees@leeds.ac.uk](mailto:Residencefees@leeds.ac.uk)

**Postgraduate & Sponsors** – Debra Stocks (Team leader),

Susan Williams, Hafsa Begum, Rebecca Smolinski

[PGfees@leeds.ac.uk](mailto:PGfees@leeds.ac.uk) & [Sponsors@leeds.ac.uk](mailto:Sponsors@leeds.ac.uk)

# Prior to Registration



- Set up tuition fee “rate table” to charge tuition fees through Banner.
- Process tuition fee scholarships and discounts via Form 21s (Form 10s or Form 22s are for maintenance payments).
- Make adjustments via Form R (to reduce fees) or Form Zs (to zero rate fees).
- Confirm sponsorship on receipt of valid sponsor letter.
- Confirm “fees paid” information to the UKVI for international student visa applications.

# Step 6 at Registration



Fee issues	
Problem at step 6 (fee payment)	Action
Wrong fee	Check don't need reduction/contact Student Fees
Sponsor not visible	Send original sponsor letter to Student Fees (email as pdf/image or present in person)
SLC Tuition Fee Loan not visible	Is loan approved? Contact Funding.
Bank transfer not visible	Can take up to 10 working days.
Cannot pay fees	Ask if can pay prior to withdrawal deadline? If not visit Fees.
Scholarship not showing	Has Form 21 been submitted? Must be completed correctly and authorised. Two working days turnaround to process.

**Once resolved: complete online registration!**

Staff: [http://ses.leeds.ac.uk/info/21720/fees\\_and\\_charges](http://ses.leeds.ac.uk/info/21720/fees_and_charges)

Students: [http://students.leeds.ac.uk/info/10210/paying\\_fees\\_and\\_charges/619/how\\_to\\_pay](http://students.leeds.ac.uk/info/10210/paying_fees_and_charges/619/how_to_pay)



# Step 6 at Registration

- For self-funding students, payment options available vary depending on level of study and residency.
- Full details of the payment options and methods are on our webpages:  
[http://students.leeds.ac.uk/info/10210/paying\\_fees\\_and\\_charges](http://students.leeds.ac.uk/info/10210/paying_fees_and_charges)
- Returning students MUST clear any outstanding tuition fee balance from the previous session before they are able re-register.

# Step 6 at Registration



Payment method	Which students
<b>In full (by 31<sup>st</sup> October)</b>	Any
<b>In 2 equal instalments</b>	Any (PG: 50% immediate, 50% Feb) (UG: 50% November, 50% Feb)
<b>In 3 instalments</b>	Postgraduates with an approved student loan from the Student Loans Company (SLC)
<b>By sponsor</b>	Those with a sponsor funding their studies
<b>By university scholarship</b>	Those with a scholarship from within the university
<b>By Student Loans Company</b>	Undergraduates with an approved student loan from the Student Loans Company (SLC)

## Student Fees

[UGFees@leeds.ac.uk](mailto:UGFees@leeds.ac.uk) – Undergraduates

[PGFees@leeds.ac.uk](mailto:PGFees@leeds.ac.uk) – Postgraduates

[Sponsors@leeds.ac.uk](mailto:Sponsors@leeds.ac.uk) – Sponsored students

[Form21@leeds.ac.uk](mailto:Form21@leeds.ac.uk) – all Form 21s and related queries

**Tel: 0113 343 6700**



# Funding Team



# Student Funding and Registration

## Who Are We?

### Managers

- Alison Jackson (Manager)
- Antony Back (Deputy Manager)

### Support Team

- Sarah Metcalf
- Gail Friskney
- Tom Guilfoyle

### Assessors

- Ray Macdonald
- Claire Handley
- Max Maddison
- Sue Allen

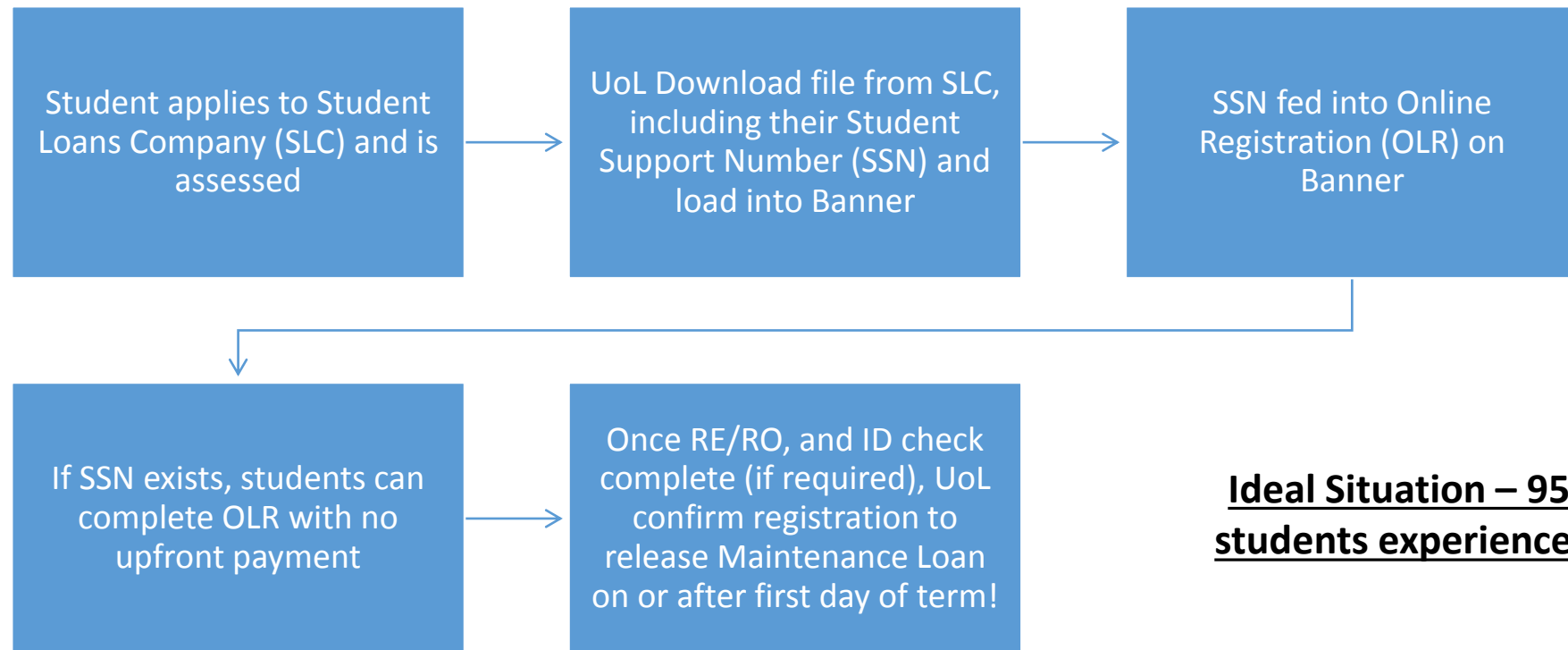
Leeds Hardship Fund	International Hardship Fund	Leeds Financial Support	Undergraduate Scholarship	Registration Confirmation with the Student Loans Company	Study Abroad	SFE Course Database	PG Maintenance Payments	SFE Change of Circumstance Forms	US Loans	NHS Bursary for Medics and Dentists
---------------------	-----------------------------	-------------------------	---------------------------	--	--------------	---------------------	-------------------------	----------------------------------	----------	-------------------------------------



# Student Funding and Registration

## Daily Process

### What do we do during Registration?



**Ideal Situation – 95% of students experience this!**

# Common Funding Problems at Registration Undergraduates



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SSN not visible in Step 6 of Registration Screen?

- Therefore cannot complete registration



Visit or phone Funding

- 0113 343 2007
- SES – Ziff building level 9



We can manually match records

- Must bring official ID such as passport or driving licence



Student: Still No Money?!



Have they completed all 7 steps for registration? (every year)



Have they had their ID Check? (1<sup>st</sup> years only)



Still no money?! Have students signed the online SLC declaration of consent and returned? (every year)



Have students waited 3-5 working days since their assessment to be processed?



SFE may not have completed their assessment.



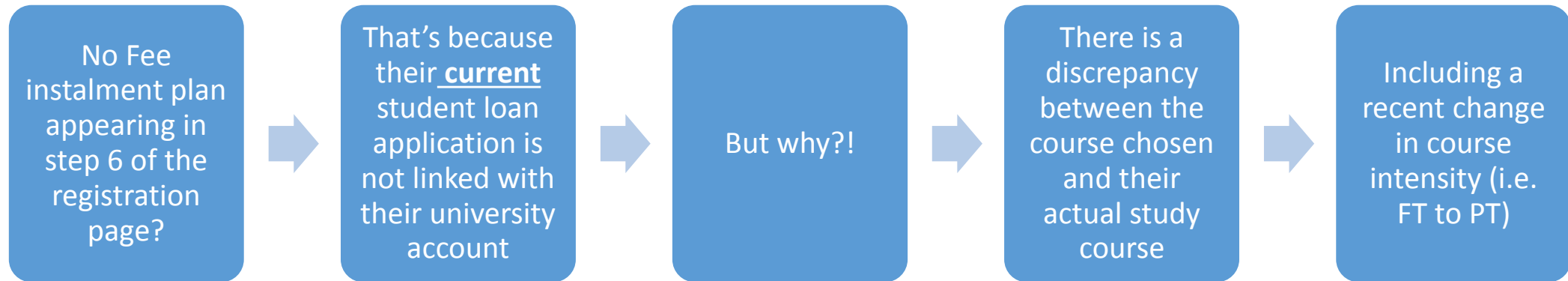
Some Courses are early starters – no need for registration to be confirmed! (Study abroad courses)

# Common Funding Problems at Registration Postgraduates

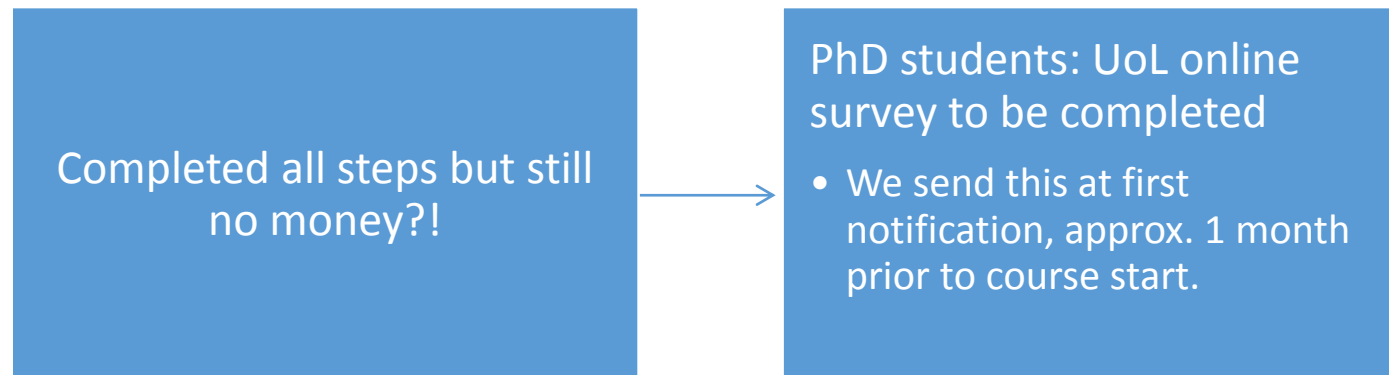


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## Postgraduate Loan



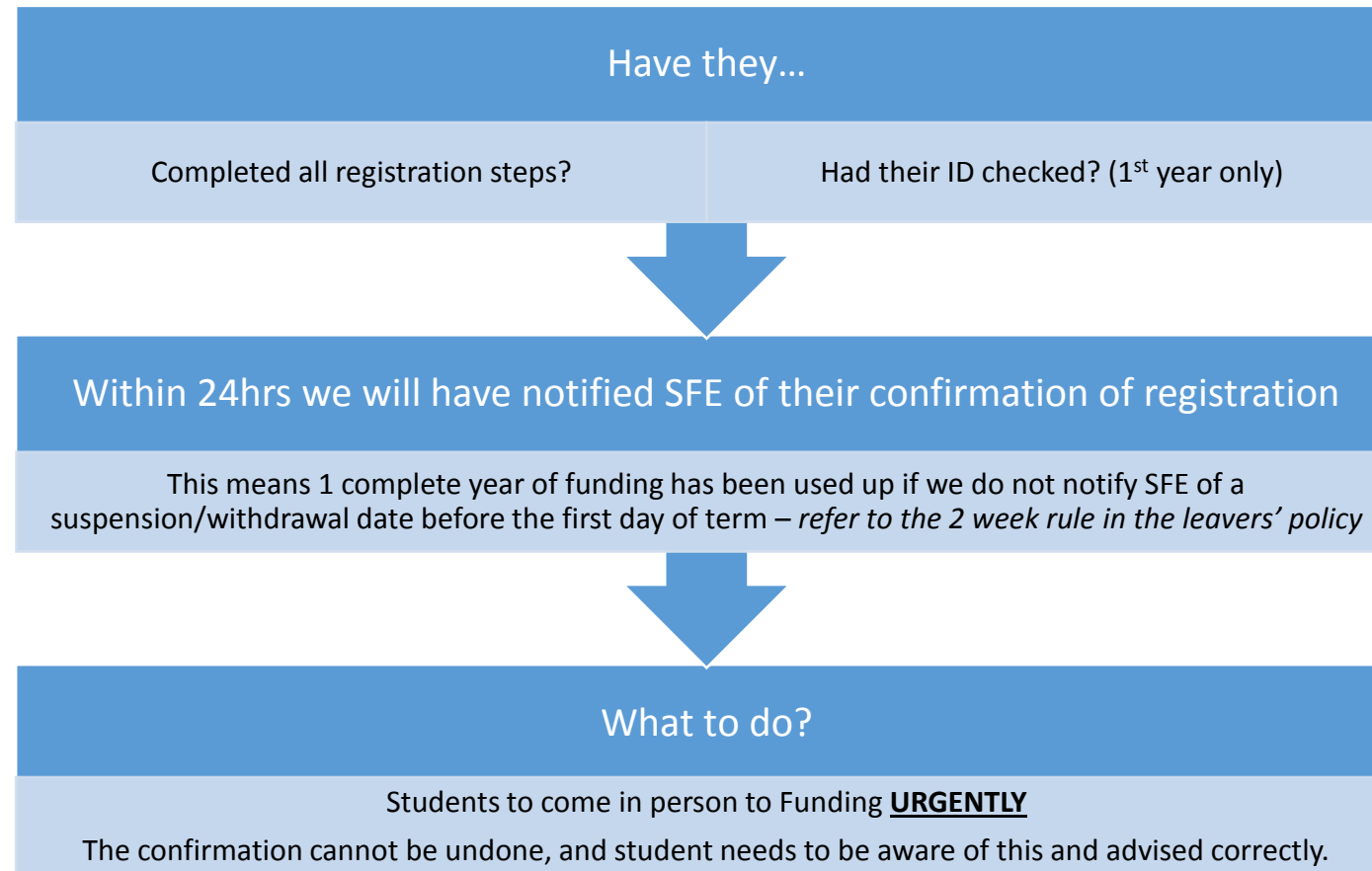
## Doctoral Loan







# Suspending or withdrawing students

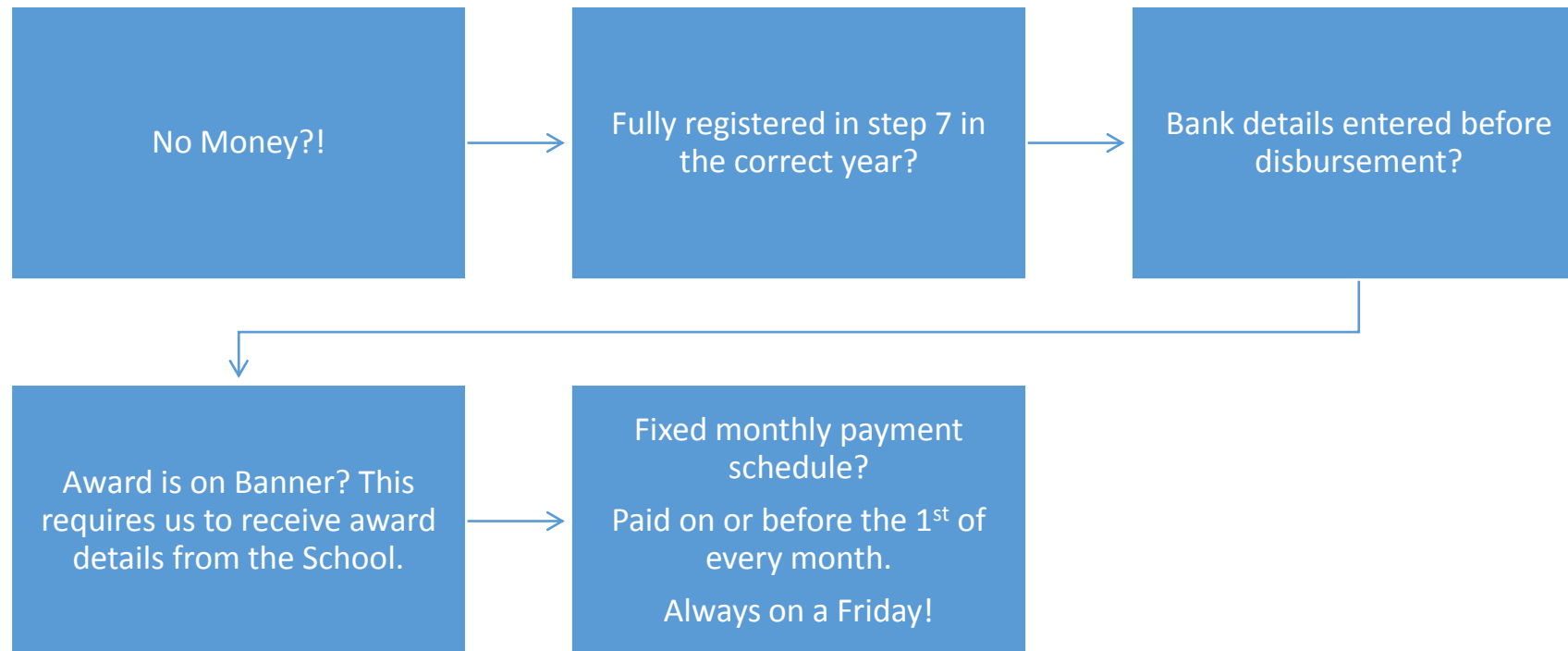


# Common Funding Problems at Registration

## University Maintenance Awards



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# Other Support

## Leeds Hardship Fund

- Paper application requiring evidence
- All non SLC and NHS funded students will need to demonstrate a change to their planned financial circumstances.
- Can apply at the beginning of the year
  - But must have 1<sup>st</sup> SLC instalment before applications are considered.

## International Leeds Hardship Fund

- Expected to demonstrate that students had sufficient funds to complete the course at the start of their study, that sufficient funding remained in place at the start of the current academic year, and that they now face an unexpected financial crisis that could not have been reasonably foreseen.
- Where students are impacted by extreme world events, such as natural disaster, invasion or civil war a separate process will be considered by the University of Leeds.
- The Fund cannot be used to meet the cost of tuition fees.
- Apply by contacting LUUA on 0113 380 1290 or [advice@luu.leeds.ac.uk](mailto:advice@luu.leeds.ac.uk)

## Leeds Financial Support

- Students will be emailed their notification of eligibility for an award. Mostly between September-October.
- FT – Fully automated providing Household Income data is shared with us from SFE.
- PT – Paper application required. Download on our website or collect from SSC.



# **Student Funding and Registration**

**Please direct all queries to  
the Funding Team**

**Tel: 0113 343 2007**

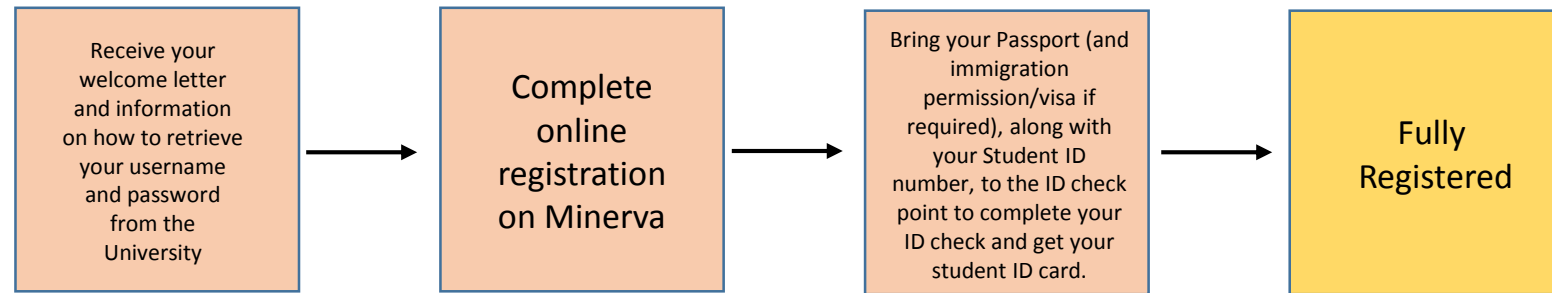
**Email: [funding@leeds.ac.uk](mailto:funding@leeds.ac.uk)**



# Counter Services Team

ID Checks  
BRP Collection  
Bank letters  
Police registration

# Ideal Registration Steps



If a student is unable to complete online registration they can come to complete an ID check and obtain a student ID card before completing online registration. However, they will also need to complete online registration to be fully registered and avoid being withdrawn.

More information:

[http://students.leeds.ac.uk/info/10102/registration/1055/what\\_you\\_will\\_need\\_to\\_register](http://students.leeds.ac.uk/info/10102/registration/1055/what_you_will_need_to_register)



# Student ID check: What is required

- British students – Passport
- EEA students – Passport or National ID Card
- International students – Passport and immigration permission (visa)

More information:

[http://students.leeds.ac.uk/info/10102/registration/1055/what\\_you\\_will\\_need\\_to\\_register](http://students.leeds.ac.uk/info/10102/registration/1055/what_you_will_need_to_register)

# Leave to enter BRP



- The student will receive a decision letter from UKVI that has the location of collection printed on it (UoL or Post Office).
- If students are collecting their BRP from a post office they will need to collect this before coming to the ID check.
- If students are collecting their BRP from UoL then they need to wait for an email from [brp@leeds.ac.uk](mailto:brp@leeds.ac.uk) and follow the instructions in the email
- Any questions regarding immigration permissions should be directed to the International Student Advice Team (Ziff level 11).
- More information: <http://students.leeds.ac.uk/brpcollection>



- Bank letters are now emailed to international students in bulk
- HSBC, Santander, Lloyds, Barclays
- Permanent home address outside the UK
- Term time address inside the UK
- Whenever a student changes their name or address they will have a new, updated bank letter emailed to them
- If a student requires a letter for a different bank they will need to collect this at the Student Services Counter

- Students from the following countries with immigration permission (a visa) in any category for a duration of **6 months or over**, are required to register with the police.
- Afghanistan, Algeria, Argentina, Armenia, Azerbaijan, Bahrain, Belarus, Bolivia, Brazil, China, Colombia, Cuba, Egypt, Georgia, Hong Kong, Iran, Iraq, Israel, Jordan, Kazakhstan, Kuwait, Kyrgyzstan, Lebanon, Libya, Moldova, Morocco, North Korea, Oman, Palestine, Peru, Qatar, Russia, Saudi Arabia, Sudan, Syria, Tajikistan, Tunisia, Turkey, Turkmenistan, United Arab Emirates, Ukraine, Uzbekistan, Yemen.

- Students need to have created an account online, uploaded their information and attempted to create an appointment within 7 days of arriving in the UK. <https://foreignnationals.westyorkshire.police.uk/>
- Students should only seek to register with the police after they have collected their Biometric Residence Permit (BRP), the visa which covers the full duration of their studies.
- Police registration costs **£34** which can only be paid by card at the appointment.
- Students need to take their: Passport; BRP; UoL offer letter or CAS; Proof of Address; A card to make the payment.
- More information: <https://students.leeds.ac.uk/policeregistration>

Any of the following changes during study must be reported to the police, for the certificate to be updated.

- Change of address
- Change of course, college, university or occupation
- Change of marital status
- The issuing of a new visa
- The issuing with a new passport
- Having a child born in the UK.

Further information: <https://students.leeds.ac.uk/policeregistration>

Please e-mail: [internationalstudents@leeds.ac.uk](mailto:internationalstudents@leeds.ac.uk) with any further queries.



The Events team is responsible for the logistics of the main Registration events on campus. We provide the space needed, the equipment needed and the staff needed to ensure that the events run as smoothly as possible and that the students have the best experience when they arrive.

We work closely with the International Student Office to recruit a team of temporary staff to help the students when they arrive on campus.

This year we are using the **Great Hall** as our main event space for the **ID checking and ID card** processes - **12 September - 1 October (weekdays only)**



## ID CHECKS

To have their ID checked students must bring their Passport. They must also book an appointment slot.

All British/EEA students will be able to book a slot using Eventbrite. Slots will be available from 9<sup>th</sup> September so the students will be able to pick a slot that is suitable for them and their timetable.

It is a bit more difficult for International Students as they have to wait until their BRP arrives so they cannot just book slots. International students will go to the marquee area outside the Great Hall, to collect a timeslot once they receive the email to confirm that their BRP is ready for collection. This area is available from 16 – 27 September (including the weekend). Before and after these dates time slots will be available in the foyer of the Ziff Building.





## ID CARDS

A student must either have Registered online or had their ID checked (or both) to be able to collect their student ID card.

A photo will be taken of the student when they go to collect their student ID card.

The card is produced while they wait.

Once they have signed the card they can then leave the Great Hall.



## WELCOME TEAM

Student staff are recruited in April / May each year

The staff we use for the event can be identified easily as they wear green T-shirts.

The staff are available to support all students with getting started and navigating the Registration processes.

They are available to direct students, help with general enquiries, deal with any problems and to ensure that they have everything they need before joining a queue.



- They are available at these locations during September:
  - **International Student Information Point, Michael Sadler Building.** Every day (including weekends) from 12 - 27 September
  - **The Great Hall.** 12 September - 1 October (weekdays only). Also available outside Great Hall for general enquiries over the weekends during this time
  - **Level 9, Marjorie and Arnold Ziff Building.** From 9 September
  - **International Student appointments Marquee outside the Great Hall.** From 16 - 27 September every day (including the weekend 21 & 22 September)

## Registration Helpline

[registration@leeds.ac.uk](mailto:registration@leeds.ac.uk)

Telephone: 0800 9150402 (within UK) or  
+44 113 343 7000 (outside UK)  
Ext 37000 (within the University)

Mon to Fri  
9am – 5pm

Student pages: <http://students.leeds.ac.uk/registration>

Staff pages: <http://ses.leeds.ac.uk/registration>

If you are having difficulty understanding something yourself, or would like further advice  
contact Programmes and Assessment (Operations)

[studentrecords@adm.leeds.ac.uk](mailto:studentrecords@adm.leeds.ac.uk)

Neil Cockshaw ([n.cockshaw@adm.leeds.ac.uk](mailto:n.cockshaw@adm.leeds.ac.uk))

Alice Hargreaves Jones ([a.hargreavesjones@leeds.ac.uk](mailto:a.hargreavesjones@leeds.ac.uk))

Jo Nassor (PGR) ([j.m.nassor@leeds.ac.uk](mailto:j.m.nassor@leeds.ac.uk))

# Faculty Registration Workshops Q&A

Questions & answers from 201819 and 201920 Faculty Registration Workshops

**PROGRAMMES & ASSESSMENT (OPERATIONS)** AUG 07, 2018 03:26PM

## Registration

### **Will new students be able to retrieve their username and password if there is a QUAL hold on their accepted unconditional offer?**

Yes, students can still retrieve a username and password with a QUAL hold on record. They can access Minerva and emails, but not complete online registration until the QUAL hold is removed.

### **In previous years qual holds needed to be removed from all records with the same entry year, is that still the case for 2019?**

Yes this remains in place for 2019/20. This is because a QUAL hold is recorded against the record, not the offer (regardless of where the hold is applied in admissions).

### **Which deadline for registration is communicated to the students?**

The only deadline for September starters is 28th Oct.

### **Would you like us to tell study abroad students to register on 1st August or on 2nd August? There was a bit of a problem last year regarding timing of holds removed.**

2nd August please.

### **Is the 2 week reinstatement period between 28 Oct and 11 Nov with applications submitted by a deadline of 11 Nov?**

Yes, the 2 week deadline (11 Nov) is when reinstatement request forms must be submitted by. After this date, students will also need to provide a statement to support their reinstatement.

### **How do ID checks work for Online Distance Learning students? (Home and International)**

ODL courses are usually ID check exempt. For a list of exempt courses, please contact us.

### **What does RW mean on Banner?**

RW is an RSTS code, which is related to modules - RW stands for web enrolled. Only ESTS statuses are related to registration, such as EL/RE. Other ESTS codes include NR, CS, SP, WD, WA.

### **Can we have a 'work in progress' category for part time students who have applied late and their loan application is sitting with the SLC? This would mean no withdrawals, re-enrolments etc., chances of the SSN hold not being a thing - perhaps if the LLC can confirm that a student has made an application to SFE / have checked personal eligibility for tuition fee / ID check has been done?**

We cannot provide blanket extension rules for particular cohorts on a fees basis. Ops suggest that the week before the deadline, you email any unregistered students to ask whether they will be able to register by the deadline or not. If they cannot, and this is due to delayed SLC funding, you can enquire with the Fees team as to whether any arrangements can be made for specific students - in previous years, LLC have taken on the onus of tuition fees in lieu of prompt loan payment to ensure students can register, then the fees have been repaid to the LLC when the SLC loan was received by the student.

## How long until students can register after holds being removed?

Records created from Admissions - students can access the system from 12 the next day.  
RG / QUAL / SO / ATAS - immediate.  
All other holds - wait 3 hours.

## Is a RG hold the only hold that will prevent students getting a username/password? Can they still access uni email with a qualifications hold?

QUAL hold students are able to log in, access email, module enrolment etc. - the QUAL only prevents registration

## If a student is returning from temp leave in semester 2, what is the process for registering? What is process for form R?

The student record can be rolled in the usual way in April to allow the student access to module enrolment in August - the student will remain 'NR' (Not Eligible to Register) until the School confirm to Operations that the student is intending on returning in Semester 2 - this is usually confirmed around six weeks to a month prior to return. Form Rs can be submitted anytime prior to the student returning - for further information on how leaver fee implications, please see the [Reduced Fees and Returners SES page](#)

# Admissions

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## Who sends out Parent/Guardian consent forms for under 18s students?

This is School responsibility. If unsure, please email faculty or central admissions.

## Is it just UG admissions staff member that can check docs?

Any admissions staff can check these. If unsure, contact central admissions.

## What happens if a conditional offer holder wants to be made unconditional late on, but the programme is full?

We would have no choice but to honour the offer given.

## If the admissions office is not in the School, can the school photocopy the students' qualification documents and send the documents to the admissions team, or do we need to send the student down to the School admissions office?

If the school are confident the documents are what the offer was made and are the originals (plus translations as required) they can scan and email the documents to the admissions office stating they have seen the originals. If they are in any doubt over the documents or are generally unsure, send the applicant to the admissions team

## Where are quals checks taking place?

[http://students.leeds.ac.uk/info/10102/registration/982/qualifications\\_checks-where\\_to\\_take\\_your\\_documents](http://students.leeds.ac.uk/info/10102/registration/982/qualifications_checks-where_to_take_your_documents)

# Fees

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## Will we need to complete Form 21 for students due to complete in October 2019?

No, for all students with a short extension until the end of October, they would not be required to re-register, therefore no Form 21s are required. Operations must be informed of the student's extension in order for the account to remain active for the extension period.

## Are international students required to have a UK bank account to complete tep 6 of registration?

No, overseas students who want to pay tuition fees in two instalments are no longer required to provide UK bank details for payment of the second instalment at registration. They can pay the first 50%, select to pay the second 50% later and agree to provide us with bank details once they have managed to open a bank account.

## If a student has already registered and the fees were showing incorrectly (e.g because they're going on a placement year but the record wasn't showing this) will fees be automatically adjusted once this is updated or does a form R need to be completed

Fees will be updated automatically with overnight processes

# Funding

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## Is it only completion of online registration that means the SLC loan is released? Is ID check not required?

For new students, an ID check is also required alongside online registration to prompt the Funding team to confirm registration to the SLC. Returning students do not need to complete another ID check for their registration to be confirmed to the SLC.

## What makes a course ineligible for SLC funding?

There are many reasons, including courses already funded by the NHS etc. The SLC decide which programmes are eligible for SLC funding, not the university.

## Why is there a 2 week delay in funding for part time students?

This goes back to when part-time students got tuition fees and course grants paid directly to them - there were many instances of these students applying for funding but not turning up for their course. The loan arrangements have been changed since then, but the delay is still in place for part time students by SLC regulation - the University can do nothing about this.

# Events

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## Do UK/EU students have to book on Eventbrite before going to complete an ID Check?

Yes, all UK/EEA students should book a slot on Eventbrite prior to queueing to complete an ID check.

## Will a student be turned away if they just drop in for their ID card at the event? Can we book a slot for our School?

If a student were to turn up at the event without a slot on Eventbrite, they would not be able to walk in but would be assisted in booking a slot via Eventbrite by the event staff. Schools cannot book slots on Eventbrite, the students must do this individually.

# PRGO

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## Are temporary staff made aware that PGRs have qualifications checks done at Student Services Centre (not at the School)?

Yes, we endeavour to ensure all temporary staff have the full range of information for signposting students to the correct place, including PGRs to SSC for qualifications checks.

## How long does the ATAS clearance generally take to be approved? I.e. if a student arrives with tier 4 but no ATAS, how long will they have to wait before starting studies?

ATAS takes up to 20 working days though at busy times up to 6 weeks.

# Misc

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## Are we allowed to email the students in their personal emails?

You are allowed, as the student will have had to provide this email address. However it's best to email the University account and then send a prompt to the personal address. See final template on "School example contact emails" handout for an example of what Ops send to personal email addresses

## Are new students provided with a link to the skills@library flying start page?

In the Your Arrival guide sent to new students, there is information on page 6 on 'Preparing to study' under 'Academic skills support' - it links off to [https://library.leeds.ac.uk/info/1401/academic\\_skills](https://library.leeds.ac.uk/info/1401/academic_skills) which provides information on lots of resources, including Skills@Library and Flying Start. The Your Arrival guides can be downloaded at the bottom of the page: <http://ses.leeds.ac.uk/registration>

**Last year we received lots of emails/calls from incoming UG students on the week of results asking why they hadn't heard anything from us yet (ie congratulations email and welcome pack). Why do we do it later than other institutions? We would stop a lot of emails and calls if these went out as soon as the student record is created (they are created from a-level results day)**

Records will be triggered on Thursday 15th/Friday 16th Aug and IT accounts created fully by the end of day Friday, all being well. We will be sending the “Congratulations” email to all new UG students after this, starting from Monday 19th August, to ensure they have a full IT account and can access all links etc. Welcome Pack distribution schedule has moved earlier in August, around a week earlier than in previous years.

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