**Registration guidance 2022/23
Programmes and Assessment
Year-Round Taught Student Registration Timeline/Deadlines (including identity checks)**

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| **STEPS** | **1. START OF REGISTRATION***Month before start month* | **2. EARLY WARNING DATE***~Week 2 of teaching* | ***3. FIVE DAY WARNING****5 days prior to deadline* | **4. REGISTRATION DEADLINE (5PM)***~Week 5 of teaching* | ***5. FINAL DEADLINE FOR REINSTATEMENTS*** | **6. REPORT TO HOME OFFICE** |
| **Details / OPS ACTION** | Records created, holds lifted for eligible students with given start month.Email sent to Schools informing registration is now open for students with start date in relevant month. Schools to run Argos report\*\* to identify ‘EL’ students and contact them directly. | **Not yet registered:**Email reminder sent to schools – schools to run separate Argos report(s)\*\* to identify and contact students directly. | *Ops email students5 day warning about incomplete registration or identity check, detailing possibility of withdrawal from studies at given deadline.* | All EL students and/or students who have not yet completed the identity-check are made permanently withdrawn due to failure to register (new students to NS, returning students to WD). Email sent to schools listing the above students.\*\*\* | ***5PM*** *on date below in ~week 7 of teaching* *The deadline by which Schools should contact us in order to reinstate any students.*  | Deadline for PBS team to inform UKVI of international students made permanently withdrawn due to failure to register online/failure to complete identity check. |
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| **SCHOOL ACTION Best practice example** | **Inform Operations of no-shows/ deferrals/ withdrawals ASAP.****Contact returning students twice (e.g. Template 1 on registration opening and Template 2 part way into start month) and new students once (e.g. Template 2 when arrive/mid-start month).** | **Inform Operations of no-shows/deferrals/withdrawal.****Contact all students with warning reminding them to register (Template 3a or Template 3b).** | **Inform Operations of no-shows/withdrawals ASAP** | **Check to ensure this is the correct course of action for these students.****Where required, fill in reinstatement forms for these students and submit to Operations.** | **Request reinstatement if appropriate** (download reinstatement form from ses.leeds.ac.uk/registration). |
| **START MONTH** |  |  |  |  |  |  |
| September\* | 01 Aug 2022 (taught returners/new TP)01 Sep 2022 (taught new UG) | 17 Oct 2022 | 24 Oct 2022 | 31 Oct 2022 | *14 Nov 2022* | 18 Nov 2022 |
| October\* | Sep 2022 (Wk 1) | 17 Oct 2022 | 24 Oct 2022 | 31 Oct 2022 | *14 Nov 2022* | 18 Nov 2022 |
| November | Oct 2022 (Wk 1) | 14 Nov 2022 | 21 Nov 2022 | 28 Nov 2022 | *12 Dec 2022* | 19 Dec 2022 |
| December | Nov 2022 (Wk 1) | 19 Dec 2022 | 9 Jan 2023 | 16 Jan 2023 | *30 Jan 2023* | 03 Feb 2023 |
| January | Dec 2022 (Wk 1) | 13 Feb 2023 | 20 Feb 2023 | 27 Feb 2023 | *13 Mar 2023* | 20 Mar 2023 |
| February | Jan 2023 (Wk 1) | 20 Feb 2023 | 27 Feb 2023 | 6 Mar 2023 | *20 Mar 2023* | 27 Mar 2023 |
| March | Feb 2023 (Wk 1) | 13 Mar 2023 | 20 Mar 2023 | 27 Mar 2023 | *17 Apr 2023 (avoiding holiday)* | 21 April 2023 |
| April | Mar 2023 (Wk 1) | 17 April 2023  | 24 April 2023 | 2 May 2023 *(avoiding holiday)* | *15 May 2023* | 19 May 2023 |
| May | Apr 2023 (Wk 1) | 15 May 2023 | 22 May 2023 | 5 June 2023 | *19 Jun 2023* | 23 Jun 2023 |
| June | May 2023 (Wk 1) | 19 Jun 2023 | 26 Jun 2023 | 03 Jul 2023 | *17 Jul 2023* | 21 Jul 2023 |
| July | Jun 2023 (Wk 1) | 17 Jul 2023 | 24 Jul 2023 | 31 Jul 2023 | *07 Aug 2023* |  11 Aug 2023 |
| August | Jul 2023 (Wk 1) | 14 Aug 2023 | 21 Aug 2023 | 4 Sep 2023 *(avoiding holiday)* | *18 Sep 2023* | 22 Sep 2023 |

**Use this document with "Registration timeline schools example contact emails". See ses.leeds.ac.uk/registration for more resources.**\* Records for September and October returners are created in April to allow schools to make changes for next session and students to choose modules.
\*\* Argos reports available to identify students not yet registered online (*Argos General > Registration > Monthly Registration Chase Up),* or students registered online but not yet completed identity check (*Argos General > Registration > RE students with no ID Checks*)
\*\*\* Where relevant, a report will be made to the UKVI, sponsors etc. following a final audit procedure including checks with Schools