Overview

Registration is the formal process of becoming a student at the University of Leeds. It enables you to attend lectures and seminars, receive tuition, sit examinations, and register with the Library and other services. Registration also ensures that the University holds accurate and up-to-date information for you.

This guide will help you through the registration process at the University of Leeds.

You must only complete registration if you know you will be attending your course.

Registration

There are two stages to registration; both stages are detailed in this guidance. The first stage should be completed before you arrive in Leeds.

Stage 1 - Online Registration (from home)
Involves using web pages to:
- Check (and amend if necessary) the personal details we hold for you.
- Confirm your programme of study.
- Confirm your agreement to abide by the rules, regulations, procedures, and codes governing your studies.

Stage 2 – Identity Check and Student ID Card collection (when at the University)
Complete your registration process at the University. More detail is provided at the end of this guide.

Paying your Tuition Fees

The Language Centre welcomes both self-funded and sponsored students.

You cannot complete registration until you have paid the tuition fees for the term, or you have provided a valid Financial Guarantee.

Please see page 20 for further information.
BEFORE YOU TRAVEL

Stage 1 – Online Registration

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**GETTING STARTED**

**What you need**

You can register online before you arrive using the University Minerva.

To register you will need:

- Your offer letter (for your Student ID number, programme of study and dates of study)
- Details of your home address, term time address (in Leeds), and emergency address. You will need to enter at least one phone number for each address

**Your username and password**

You need to retrieve your University of Leeds username and password.

We strongly recommend storing this information securely.

Go to: [www.mypassword.leeds.ac.uk](http://www.mypassword.leeds.ac.uk)

Enter your Student ID number and date of birth. Click ‘Submit’, then ‘I Accept’.

Your username and password should be displayed.

**Take a photo of your university username and password!**

**Deadline**

All students must complete online registration ASAP

**Help**

Please see page 21 for help with retrieving your username and password.
Minerva

Minerva is the online gateway to all university systems. It is also the primary access route to your university student email account.

1. Go to Minerva (https://minerva.leeds.ac.uk/) and log in using your University email address (username@leeds.ac.uk) and password (see page 04)

2. Click the Student Card icon (highlighted in yellow on the right)

3. When the new page opens, log in with your username@leeds.ac.uk and password

4. Click the “Registration” link.
The Seven Steps of Online Registration

The online registration system has seven steps that you must complete in order to complete Stage 1 of registration.

The Registration Checklist shows your progress. When you have completed a step, it will change to a green tick on the checklist.

Your progress is saved automatically each time you progress to another step. All steps must be completed in order to complete online registration.

Please ensure that you read the information at the top of every screen. This will help you to understand what you need to do for each step.

The following pages will give details on each step of online registration. We have highlighted some important parts in yellow.

IF YOU CANNOT ACCESS THIS PAGE, SEE PAGE 21 FOR HELP
Personal Details 1

To begin registration, click the link for Personal Details 1. This information should already be completed for you.

Check to make sure the details are correct.

- If the details are correct, you do not need to type anything.
- If the details are not correct, please enter the correct details in the appropriate box on the right before continuing.

Please check that your ‘Legal Name’ is the same name as in your passport.

If you are a Parent or Carer, please tick the relevant box.

Click ‘Continue’ at the bottom of the page.
Personal Details 2

All headings marked with a red * must be completed in order to progress.

Use the arrows on the boxes on the right of the screen to select the correct information for you.

Click these links for further information on Disability, Disabled Students Allowances, sexual orientation or gender identity.

We recommend that you join the Leeds University Students' Union by selecting the option in the drop-down list. This will allow you to join their trips, events and societies. See page 22 for further information.

Click 'Continue' when complete.
Home Address

Please note if Home and Term-Time addresses are not entered correctly, you will not be issued a bank letter

Enter Home Address Details

All headings marked with * must be completed. Do not use the ‘Search for a UK Address’ fields.

Enter the current date (today) in the ‘Valid From This Date: DD/MM/YYYY’ field.

Enter the details of your permanent home address (in your home country). Please enter all address details.

Phone Numbers for this address

Please only enter one telephone number (with area code) in the Phone Numbers section. Do not change the ‘Please Select’ option.

Click ‘Continue’ when complete.
ONLINE REGISTRATION SYSTEM – Step 3b

Term-Time Address

Enter Term Time Address Details

All headings marked with * must be completed. Do not use the ‘Search for a UK Address’ fields.

Enter the current date (today) in the ‘Valid From This Date: DD/MM/YYYY’ field.

Enter the details of your address in the UK (where you will be living when you are studying at the Language Centre). You will need to provide the accommodation type.

If you do not know this information, please update this as soon as possible. You will not be able to complete registration until this step is complete. Please see page 21 for further information.

Phone Numbers for this address

Please enter your personal telephone number in the Phone Numbers section. Do not change the ‘Please Select’ option.

Click ‘Continue’ when complete.

If you get a UK mobile telephone number after arriving in Leeds, please update this information.

You can update any of your Personal Information after registration by logging in to Student Services (repeat the steps on page 5). Alternatively, you can email registration@leeds.ac.uk with any changes to your Personal Information.
Emergency Contact
Address

Enter Emergency Contact Details

All headings marked with * must be completed. Do not use the ‘Search for a UK Address’ fields.

Enter the current date (today) in the ‘Valid From This Date: DD/MM/YYYY’ field.

Enter the details of your emergency contact. Your emergency contact is the person you would like us to contact in an emergency situation, e.g. if you are seriously ill or hurt. This is usually a parent, guardian or other relative but can be any person you choose. This can be an address in the UK or abroad.

Phone Numbers for this address

Please enter a telephone number for your emergency contact in the Phone Numbers section. Do not change the ‘Please Select’ option, unless entering more than one contact number.

Click ‘Continue’ when complete.
Address Summary Page

You must check your address information carefully.

This page should include as much detail as possible.

If you need to change any information, do this now.

If all information is correct, please tick the box to confirm and click 'Continue'.
Sports Membership

This step gives the option of paying for membership at the University’s sports facilities – The Edge.

You must select one of the two options to continue.

If you have already paid for membership, select the first option.

If you do not wish to join The Edge, select the second option. You can join The Edge at any time after arriving in Leeds if you change your mind.

Click ‘Continue’ once you have selected one option.
Programme of Study Details

Please check these details carefully.

‘You are an’
This should be ‘Undergraduate’, ‘Language Centre Student’, or ‘Languages Student’. All options are correct, even if you will be studying at postgraduate level after your pre-sessional.

‘Your Degree Objective is’
This should be ‘Non Degree’.

‘Your Expected Completion date is’
This should be the end-date of Term 4.

Tick the box to confirm the details are correct, then click ‘Continue’.
Fee Payment Arrangements

You must ensure you have paid your tuition fees or provided a valid Financial Guarantee. See page 20 for details.

Self-fee paying students:

- Click ‘View Account Summary’ for further information.
- Click ‘Make Online Payment’ to pay your tuition fees.

Sponsored students:

- Enter your Sponsorship details
- Send your Financial Guarantee to Sponsors@leeds.ac.uk

When you have paid your tuition fees or provided a valid Financial Guarantee and entered your Sponsorship details, go to the bottom of the page to confirm you have completed your Fee Payment Arrangements.

Click ‘Continue’.
Declaration Statement

You must complete the Declaration Statement page before you can complete registration.

Please note - you will not be allowed to complete this step until all other steps are completed.

You must check ALL details carefully.

If you need to make any changes you should do this now. Go back to the previous step and click ‘Checklist’ to access the registration checklist.

If all details are correct, read the Student’s Declaration – Rules and Data Protection.

Tick the checkbox to agree, then click ‘Save and Continue to the next step’.
AFTER YOU ARRIVE

Stage 2 – Identity Check and Student ID Card collection
Complete your Identity Check
Before you become a fully registered student at the University of Leeds, you need to perform an identity check.

If you fail to do so, you may be withdrawn.

You can complete your identity check at the same time that you collect your Student ID card. You will be allocated a time in your timetable during which you can collect your Student ID card, and complete your Identity Check.

Collecting your Student ID Card
Your timetable will indicate a time during which you can collect your ID card – you can also complete your identity check at the same time. Your Student ID Card will give you access to computing services, the library and, if you have paid, sports facilities.

If you have a Tier 4 (General) student visa or a Short-term study visa and are attending a course for six months or longer, you’ll need to collect your Biometric Residence Permit (BRP) when you arrive in Leeds. This is the visa that covers the full duration of your course.

Collect your Biometric Residence Permit
If you provided the University of Leeds Alternative Collection Location (ACL) code in your immigration application, you'll collect your BRP from the University. When your BRP is ready to collect, we'll send you an email to explain what you need to do and where you need to go. You should wait for this email before coming to collect your BRP.

If you provided a Leeds postcode in your immigration application instead of the ACL code, you'll need to collect your BRP from a selected Post Office in Leeds. For more details, check your UKVI decision letter you received when your visa was issued. You should collect your BRP within ten days of your arrival in the UK. If it is not available when you arrive in the UK, you should collect it within ten days of your BRP being ready for collection.

Once you have accessed this guide, you will be able to access your University of Leeds email account. Please check this regularly from now until your course starts. You will receive details of the first day of your course and the timetable for the first week at this email address.
FEES, HELP AND USEFUL LINKS

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Help and Questions…………… 21
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Paying your Tuition Fees

You are not eligible to complete registration until you have paid the invoice for the term if you are self-funded, or you have provided a valid Financial Guarantee if sponsored.

Sponsored students:
Send a copy of your Financial Guarantee to the Language Centre Finance team (Sponsors@leeds.ac.uk) as soon as you receive it.

Self-funded students:
Check the Applicant Portal to see how you can pay your fees.

How to pay your tuition fees

Credit Card
You can pay online using a debit or credit card. Remember to give your Student ID number. You are responsible for paying ALL bank charge fees in addition to the tuition fee.

- If you are in Leeds you can pay by credit card or debit card at the University Cashier’s Desk in the Marjorie and Arnold Ziff Building (level 9). Take your offer letter and identification to the cashier’s desk.

Flywire
You can make a payment in your local currency via Flywire. Remember to give your Student ID number.

Payments via Flywire can take 3–5 days to appear on your account.

You cannot pay for Content-Based Pre-Sessional courses via bank transfer.

Further information
If you need any further information about paying your fees, see the 'How to Pay' page on the English Language section of the Language Centre website.
USERNAME & PASSWORD

**Question:** “I can’t get my username and password! What’s wrong?”

**Answer:**
Please ensure that you have accepted your offer within the Applicant Portal. If you have already accepted your offer and paid your tuition fees/provided a valid Financial Guarantee, please wait 3 days before trying to complete online registration.

If you have further problems with retrieving your username and password, contact the Language Centre (langc@leeds.ac.uk).

**Question:** “Can I change my username and/or password?”

**Answer:** You cannot change your username. You can change your password to a more memorable one at this website. Store any changes to your password securely.

REGISTRATION

**Question:** “Why can’t I continue past Step 6?”

**Answer:** Please ensure that you have paid your tuition fees/provided a valid Financial Guarantee (see page 20 for further guidance) - you will be unable to continue past Step 6 until you have paid your invoice/provided a valid Financial Guarantee. If you have already paid, contact pgfees@leeds.ac.uk. If you have provided a valid Financial Guarantee, contact sponsors@leeds.ac.uk.

**Question:** “I don’t know my Term Time Address (address in Leeds) yet. Can I complete Registration?”

**Answer:** Please continue with the other steps of registration by clicking ‘Return to checklist’. You must complete Step 3 as soon as possible. Please enter the address that you have when you arrive in Leeds, and update this to your permanent address in Leeds when possible. You cannot complete registration until all steps are complete.

SUPPORT

The Welcome team and Language Centre staff will be available to help new students with online registration after the Welcome Talk. The details of this Welcome Talk will be sent out to you before your course begins.

If you have any further questions about registration, contact the Registration Helpline (details above).

EMAIL: registration@leeds.ac.uk, Tel: +44 113 343 7000 (outside the UK) / 0800 915 0402 (free within the UK)

The Registration Helpline is open Monday to Friday, 9am to 5pm (GMT)
IT and Computers at the University of Leeds

The IT service have put together a guide so that you can familiarise yourself with the IT systems and benefits that you can take advantage of as a student at the University of Leeds.

International Student Office

The International Student Office provides specialist immigration advice. They can assist you with the process of applying for entry clearance and extending your visa. They also help you make the most of being part of our Global Community.

Address:
International Student Office
Level 11, Marjorie and Arnold Ziff Building
University of Leeds
Leeds
LS2 9JT

Tel: 0113 343 3930
internationalstudents@leeds.ac.uk

The Language Centre

The Language Centre website has lots of relevant information for incoming students. This includes information on courses, visas, fees and dates, late arrival and accommodation.

Leeds University Union

Every student at Leeds is part of Leeds University Union — a registered charity with over 30,000 members. They are there to help students learn new skills, make friends, have fun, solve problems and love their time at Leeds.

If you have any problems with the online registration process, please contact the Registration Helpline:

Email: registration@leeds.ac.uk, Tel: +44 113 343 7000 (outside the UK) / 0800 915 0402 (free within the UK)

The Registration Helpline is open Monday to Friday, 9am to 5pm (GMT)