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.
- Print your registration certificate.

Stage 2 – Identity Check and Student ID Card collection (when at the University)

Completes 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 21 for further information.
BEFORE YOU TRAVEL

Stage 1 – Online Registration

- Getting Started: 04
- The Portal: 05
- Online Registration System: 06
What you need

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

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

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 by Monday 22nd April 2019.

If you do not register online by Monday 22nd April 2019, you will be withdrawn from the University of Leeds.

Help

Please see page 22 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 22 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 23 for further information.

Click ‘Continue’ when complete.
Home Address

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.
**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 22](#) 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](mailto: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’.

Contact details summary page

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

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

Summary Page

Please check below all the current contact details we now have for you. If you want to make any changes, please click on the ‘Change’ button next to the details you want to change. If you entered an address with a start date in the future, the information will not be displayed here. The system can only alter current information - you should see an expiry date on the current address, after which point your new address will be valid.

Home Address
123 House
ST12 3RT
Town
West Yorkshire
LS2 9RT
United Kingdom

Emergency Contact Address
An Person [Mother]
University of Leeds
LEEDS
West Yorkshire
LS2 9RT
United Kingdom

Permanent Home: 01123426923
Term Time Address: 01123452390
Emergency Contact 1: 01123452390

I confirm the above contact details are correct
□ Continue □ Checklist □ Cancel

Change Home Address
Change Term Time Address
Change Contact Details
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 3.

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

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 information below is correct, please tick the box to confirm your programme of study details and choose ‘Continue’ to move to the next step or ‘Checklist’ to return to the checklist page.

If you are an exchange 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.

If the information below is incorrect, please do not tick the box as this information has implications on the fees you are charged. Instead, you must contact your Parent School, or visit them if you are on campus. You will need to complete a Change of Programme Form. 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 and you should choose the ‘Cancel’ button on this screen before leaving the system via the ‘Finish Later’ button on the menu page. This will ensure all items completed so far will be saved within the system.

You are an Undergraduate
Your Degree Objective is Non Degree
Your Parent School is English Language Unit
Your Programme of Study is English Language Programme
Your Year of Study is First Year
Your Registration Status is Eligible to Register
Your Expected Completion date is 14/06/2019

Box to confirm the programme of study details shown above are correct.

Continue  Checklist  Cancel
Fee Payment Arrangements

You must ensure you have paid your tuition fees or provided a valid Financial Guarantee. See page 21 for details.

DO NOT ENTER ANY INFORMATION ON THIS PAGE

If you have not paid your invoice or provided a valid Financial Guarantee, see page 21.

Your tuition fee information will not be displayed on this page. Do not enter any financial details.

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’.
Print your Registration Certificate

You should now save and print your Registration Certificate. Use the ‘Print your Registration Certificate’ button to view your certificate.

If the ‘Print your Registration Certificate’ button is not available, click ‘File’ > ‘Print’ or hit Ctrl + P.

Save a copy of the PDF for your records before printing the certificate.

If you do not have a printer, you can print your certificate when you arrive. Follow the link to the IT guide for help with using the printers on campus.

Keep your Registration Certificate safe and bring it to Leeds. You will need your certificate to collect your Student ID card to fully complete the registration process (see Stage 2 – page 19).

When you have your Registration Certificate, you have completed Stage 1 of registration.
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.

You need to perform your identity check by Monday 22nd April 2019.

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.

Please note – if you are studying for more than six months, you will need to have collected your Biometric Residency Permit (BRP) before you can collect your Student ID Card. You can collect your BRP at the same time that you collect your Student ID card.

What you need to complete your Identity Check and collect your Student ID Card

- Printed Registration Certificate
- Passport/ ID Card used to travel
- BRP (if applicable)
- Any other visa/ immigration documents
- Offer letter

Take these items to the Student Services Centre, Level 9, Marjorie & Arnold Ziff Building to collect your Student ID Card.

Please see their website for their opening hours.

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
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 (artsfin@leeds.ac.uk) as soon as you receive it.

Self-funded students:
You will be sent an invoice by email at least 1 week prior to the beginning of your course. Do not try to pay your fees before you have received your invoice.

How to pay your invoice

Credit Card
- You can pay online, using a debit or credit card. Go to http://store.leeds.ac.uk/ and select 'General Debtors' in the Product Catalogue. Remember to quote your invoice number and Student ID number.
- 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 invoice, offer letter and identification to the cashier’s desk.

Important
Please be aware that you are responsible for paying ALL bank charge fees in addition to the course fee.
Quote your invoice number with the payment and send a copy of the bank transfer slip to artsfin@leeds.ac.uk.

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.
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)

Username & Password

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

**Answer:** Please ensure that you have sent back your Acceptance of Place form. This was sent with your offer letter - check your emails. If you have sent your Acceptance of Place form and paid your tuition fees/provided a valid Financial Guarantee, please wait 3 days before trying to complete online registration.

You should wait until 30 days before your course start date before attempting to retrieve your username and password.

If you have further problems with retrieving your username and password, contact the Registration Helpline (registration@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 21 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/provided a valid Financial Guarantee, contact artsfin@leeds.ac.uk.

Support

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).

Addresses

**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.
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.

Printing your registration certificate on campus

Information in the IT service guide includes how to set up a MyPrint PIN before you arrive so that you can use the university printers to print your registration certificate.

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
Fax: 0113 343 3932
internationalstudents@leeds.ac.uk

The Language Centre

The Language Centre website has lots of relevant information for incoming students. For further information on Language Centre ‘Frequently Asked Questions’, see this link. 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.

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