



Guide to University Registration

The registration process at Leeds will differ from that at your home university, so please read the following carefully. Please note that **registration** is a different process to **module enrolment**.

There are two stages to the registration process; the first stage can be completed before you arrive in Leeds.








If you have any problems with the online registration process, please contact our registration helpline:

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


STAGE ONE: Before you arrive in Leeds

COMPLETE YOUR ONLINE REGISTRATION AND PRINT YOUR REGISTRATION CERTIFICATE

1. Open the University of Leeds student Portal website at <https://leedsportal.leeds.ac.uk/uollogin/login.html>
2. When you log on to the Portal for the first time, you will need to obtain your student Portal username and password. Click on 'Get your Username and Password', and follow the instructions. You will need your University of Leeds Student ID Number (please see your acceptance letter or email).
3. Click 'Proceed to Registration', or log into the Portal from the above link.
4. Click on the 'Academic Admin' tab along the top of the page and then select 'Log me into Student Services' from the left hand side. This takes you to the Student Services website. Then click on 'Registration'.
5. The online registration system has seven steps that you must complete in order to become a University of Leeds student. You will see a checklist that looks like this:

- | | |
|--|--|
|  Personal Details 1 |  Programme of Study Details |
|  Personal Details 2 |  Fee Payment Arrangements |
|  Addresses, Telephone Numbers and Emergency Contacts |  Student Declaration |
|  Sports Membership | |

6. You must click on each section, and check that any details the University holds about you are correct. You should also provide any information that you are asked for. When you have completed a section, it will change to look like this on the checklist:

 Personal Details 1

7. Below you can find advice specific to each section:

1, **2**, **3** Check and confirm your Personal Details, Addresses, Telephone Numbers and Emergency Contacts. Add your term time address if known. If you have applied for University accommodation, this address should appear here.

If you cannot enter a UK telephone number at this point please don't forget to update this later.

4 At this step you can choose a membership plan for the University's new sports facilities. If you decide not to join during registration, you will still be able to join after registration, when you arrive in Leeds.

If you are staying in a university hall of residence, you automatically have the lowest level of membership: <http://sport.leeds.ac.uk/the-edge/membership/student-membership/>

5 **All Study Abroad & Exchange students enter at level one** – this refers to your first year of study at Leeds and is not a reflection of your level at your home university.

We have allocated you a Parent School for your time at Leeds. This is usually based on where you are taking most modules, and this School will be confirmed as part of the title of your programme. This is for administrative purposes and can be changed easily on arrival if necessary.

- Study Abroad & Exchange students from outside of Europe will be on 'JYA' programmes.
- Exchange students from Europe will be on 'ERASMUS' programmes.

At this stage you can view the modules that you are enrolled in. If you have any questions about your modules, **please refer to the document 'Module Enrolment – Frequently Asked Questions'**.

6 If you are taking part in an exchange, you should have no fee to pay, and this should be clearly stated at the top of the page. You will still need to confirm that these fee details are correct in order to progress to the next stage of registration.

If your university does not have an exchange with Leeds, your tuition fee will be stated on this page. You must pay your tuition fee before you can complete online registration. You have two options:

- 1) Pay your tuition fee in full during registration.
- 2) Delay online registration until you have arrived in Leeds. Open a UK bank account, and pay your tuition fees in instalments, from your UK bank account. On arrival in Leeds you should speak to our Student Finance (Fees) Office about this option.

7 Read and confirm your student declaration. When you have fully completed all sections, a 'Registration Certificate' will appear on your screen, **which you should print and keep safe. You will need this Certificate to complete stage two of registration.**

STAGE TWO: When you arrive at the University of Leeds

COLLECT YOUR STUDENT ID CARD

You will need to complete this stage of your registration on arrival in Leeds. Your Student ID Card will give you access to computing services, the library and, if you have paid, sports facilities. Your registration is not complete until you collect your Student ID Card.

If you have already completed online registration then please collect your Student ID Card from the following location:

- For students arriving in September before teaching starts – Please see the Registration [website](#) for details of where to collect your student ID card
- For students arriving at all other times – Student Services Centre, Level 9, Marjorie & Arnold Ziff Building

You will need to take the following documents with you:

- Printed Registration Certificate
- Passport/ ID Card used to travel
- Visa if applicable

Immigration Checks

During the registration process, students who are here with a visa may be asked to see one of our immigration advisers before their Student ID Card can be issued. This is nothing to worry about but is an essential check to ensure the University complies with Home Office regulations and that you receive immigration advice early if required.

Please note: If you travelled to the UK without applying for a visa in advance you need to check that you received a 'Short-term study' stamp in your passport upon your arrival in the UK, to ensure that you are recognised as a Short-term student. If you do not have this stamp, then it is essential you see one of our immigration advisers.

Please visit the International Student Office on Level 11 of the Marjorie and Arnold Ziff Building to speak to an immigration adviser.