

Guide to Registering for Leeds International Summer School


The registration process at Leeds will differ from that at your home university, so please read the following carefully.








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

If you have any problems with the online registration process, please contact registration@leeds.ac.uk and include your University of Leeds Student ID Number.


STAGE ONE – Before You Arrive in Leeds

COMPLETE ONLINE REGISTRATION AND PRINT YOUR REGISTRATION CERTIFICATE

1. Log into the University of Leeds Minerva website at <https://minerva.leeds.ac.uk>
2. Click on the Student Services icon on the top bar: 
This will take you to the Student Services website where you will need to log in again using your username and password. Then click on 'Registration'.
3. You will see you are registered on one programme, and eligible on Leeds International Summer School. Please select 'Leeds International Summer School' and then 'Continue'
4. The online registration system has seven steps that you must complete in order to register on Leeds International Summer School. You will see a checklist that looks like this:

- | | |
|--|--|
|  1 Personal Details 1 |  5 Programme of Study Details |
|  2 Personal Details 2 |  6 Fee Payment Arrangements |
|  3 Addresses, Telephone Numbers and Emergency Contacts |  7 Student Declaration |
|  4 Sports Membership | |

5. 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

6. On the following page you can find advice specific to each section.



Check and confirm your Personal Details, Addresses, Telephone Numbers and Emergency Contacts.

You will not have the details of your term time address in Leeds yet so you should update this later. If you cannot enter a UK telephone number at this point you can also update this later, so please just enter your current phone number to proceed. Please return to Student Services to update your term time address and telephone details as soon as you know these details.



Since premium sports membership is included for you as part of the LISS programme please select **'I do not wish to buy or upgrade an Edge membership and wish to continue with online registration'**.



All LISS students enter at level one – this refers to your first year of study at Leeds and is not a reflection of your level on your degree programme.

Your programme will display as 'Non degree Leeds International Summer School'.



The full balance for your LISS fees should already have been paid via our online store. Please click continue at the bottom of this page.



Read and confirm your student declaration. When you have fully completed all sections, a 'Registration Certificate' will appear on your screen. Click the 'Print your Registration Certificate' button to retrieve a version which you can save or print; keep this safe. **You will need this Certificate to complete stage two of registration.**

STAGE TWO – When You Arrive in Leeds

COMPLETE YOUR IDENTITY CHECK

During the first week of the programme you will complete your registration in person on campus at the Student Services Centre. You will be advised of the location on your schedule (provided in your welcome pack). You will need to carry the following documents with you:

- **Registration Certificate (either printed out or on an electronic device)**
- **Passport or (for EEA/Swiss nationals only) your National Identification Card**
- **Visa sticker or entry stamp stating 'short term student'**
- **University of Leeds student ID card**

Identity Check

We need to verify your identity in person before your registration is complete. Please take the above documents to the Student Services Centre to complete your identity check.

Immigration Checks

During the registration process, students subject to visa regulations (i.e. non EEA/Swiss nationals) may be asked to see one of our immigration advisers. 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.

If you obtained an entry stamp on arrival in the UK and it does **not** state 'short term student', please come to the International Student Office on Level 11 of the Marjorie and Arnold Ziff Building to speak to an immigration adviser.

Please don't travel via the Republic of Ireland as you won't pass through UK immigration control and this can cause complications with your visa.

Please ensure that you enter the UK via passport control to ensure you obtain the correct immigration permission stamp. Please do not use the electronic ePassport gates as you will not receive the correct immigration permission stamp if you enter the UK via this method.