

STUDENT SERVICES ENQUIRY TEAM

**GOT A QUESTION?
WE'RE HERE TO HELP!**

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Academic Registration Student Guide

There are two main parts to completing your registration; academic and financial. This guide will focus on academic registration.

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Welcome to Registration

Login to your Student Homepage. You will be taken straight to the Registration section.

The Welcome to Registration page provides an overview of the registration process and advises what documents you may require. Click on the information icons to view more detailed instructions.

The table at the bottom of the page shows your progress for both Academic and Financial Registration. In this table, click the 'Academic Registration' button.

Welcome to Registration

To become a fully registered student, you must complete both Academic and Financial Registration. You may experience a short delay when launching Registration for the first time, so please be patient.





If you are not a national of the UK or Ireland you must complete an additional stage by presenting your passport and biometric identity card, if you have one, so that your identity and entitlement to study can be confirmed in person. Please note your Fully Registered status will not show as completed until you have completed Visa Registration.





[Visa Registration](#)

Please be aware that you will not be able to enrol in classes until you have completed Academic Registration. If you are a Part-Time student you may want to enrol in classes before completing Financial Registration; this will make sure that your tuition balance is as up to date as possible.

When completing Registration, you will need to confirm each step as complete before moving on. You can go back to edit any completed step before confirming your registration. You can leave Registration by clicking Exit or X on a mobile device – you can then return to the last completed step at another time. Please do not use the Back button on your web browser.

You may be asked for the following during Registration, so please be prepared:

- Photograph 
- Any SAAS or SLC Reference numbers 
- Any Financial Sponsor guarantee letter 
- Visa/Passport 

Career	Term	Academic Plan	Academic Registration Status	Academic Registration	Financial Registration Status	Financial Registration	Fully Registered?
PGT	2023	X100-5324 	Not Completed 	Academic Registration	Not Completed 	Financial Registration	Not Completed 

You will be taken to step 1 of registration. A navigation menu is to the left of the page, where you will see all the registration steps listed.

The number of steps to complete is dependent on the type of student you are, so you are unlikely to see all of the 14 steps illustrated in this guide.

Upon completion of each step, click on the Confirm button to save. Continue to the next step by clicking 'Next' at the top of the page or by using the navigation menu on the left.

[Next >](#)

1 My Academics
Complete

2 Demographic Data
Not Started

3 Addresses
Not Started

4 Phone Numbers
Not Started

5 Email Addresses
Not Started

6 Disability
Not Started

Step 1 of 14: My Academics

[Confirm](#)

Please review your academic details below. Do not continue to the next step until the information is correct. If any of the information is incorrect, please contact your Adviser of Studies before continuing with Registration.

You can contact your Adviser using this button: [My Adviser of Studies](#)

I accept these details Yes

Career: Postgraduate Taught
Program: PGDE w Sec Tchng Qualification
Plan : PGDE with Secondary Teaching Qualification (Physics)
Approved Academic Load: Full-Time

Step 1: My Academics

This page asks you to confirm the course details that you are about to register on to. These details should match what is on your offer letter. If they don't match then please get in touch with your Adviser of Studies, by clicking on the 'My Adviser of Studies' button. If you do not have an Adviser listed, please contact the Student Services Enquiry Team who will be able to advise you further.

Click on the toggle switch to agree that your course details are correct.

Click 'Confirm' to save. Continue to the next step by clicking 'Next' at the top of the page or by clicking step 2.

- 1 My Academics In Progress
- 2 Demographic Data Not Started
- 3 Addresses Not Started
- 4 Phone Numbers Not Started
- 5 Email Addresses Not Started
- 6 Disability Not Started
- 7 Emergency Contact Not Started
- 8 Statistical Information Not Started

Step 1 of 14: My Academics

Please review your academic details below. Do not continue to the next step until the information is correct. If any of the information is incorrect, please contact your Adviser of Studies before continuing with Registration.

You can contact your Adviser using this button: [My Adviser of Studies](#)

I accept these details Yes

Career: Postgraduate Taught
Program: PGDE w Sec Tchng Qualification
Plan : PGDE with Secondary Teaching Qualification (Physics)
Approved Academic Load: Full-Time
Level: Postgraduate Level
Form of Study: Class Enrollment
Tuition Residency: International

[Confirm](#)

Academic Program PGDE w Sec Tchng Qualification			
PGT Diploma Physics,PGDE(Sec)			
Notify	Adviser Name	Phone	Role
<input type="checkbox"/> No			Chief Adviser (UG)
Notify Selected Advisers		Notify All Advisers	

Step 2: Demographic Information

This page asks you to confirm your personal details. You can select your Ethnicity and Country of Permanent Residence. To update personal details such as your name, date of birth or gender you must submit a personal information update request. Please click the 'Update Personal Information' button for more information and a link to the request form.

Your country of citizenship is your nationality - the country that issues your passport.

Your country of permanent residence is where you live - it is the country where your home address is.

Click 'Confirm' to save. Continue to the next step by clicking 'Next' at the top of the page or by clicking step 3.

- 1 My Academics Complete
- 2 Demographic Data In Progress**
- 3 Addresses Complete
- 4 Phone Numbers Complete
- 5 Email Addresses Complete
- 6 Disability Complete
- 7 Emergency Contact Complete
- 8 Statistical Information Complete
- 9 Teacher Training Complete
- 10 Student Photo Upload Complete

Step 2 of 14: Demographic Data

[Confirm](#)

Personal Details

Please ensure the personal details below are correct. If any details are incorrect or need changed, please complete the Update Personal Information Request form using this button: [Update Personal Information](#)

Name
ID
Gender
Date of Birth

Ethnicity

Select the most appropriate ethnic origin description from the drop down list. The University takes its obligation under the Race Relations Amendment Act (RRAA) 2000 seriously to promote race equality and the information you provide will be used to form statistical reports to assess the impact of our race equality policy. It also has a statutory obligation (for statistical purposes) to collect this information.

*Ethnic Group: Information refused

Residency Information

*Country of Citizenship: CAN Canada

If your citizenship is incorrect or has changed, please complete the Visa/Passport Update Request form using this button: [Update Visa/Passport](#)

*Country of Permanent Residence: CAN Canada

STUDENT SERVICES ENQUIRY TEAM

Student Services Enquiry Team

- Appointments
- Certifying Letters
- Council Tax Exemption
- Degree Verification
- Forms
- UofG Helpdesk and MyCampus Guides
- Parchment Translations
- Personal Information Updates
- Student Campus Cards
- Student Finances
- Transcripts (HEAR)
- Latest News and Information
- Former Students

Students who need any of the following information updated are required to submit a personal information update request.

- Date of Birth
- Gender
- Photograph
- Primary Name
- Title Prefix

+ Address and Contact Details

- Date of Birth

If there is an error with the date of birth listed on your student record please be sure to check that your browser language settings are set to English (United Kingdom). MyCampus stores dates using a DD/MM/YYYY format, other language settings such as English (United States) display dates as MM/DD/YYYY which can lead students to think that their date of birth is recorded wrongly on their record.

If your date of birth is incorrect please submit a request on the UofG Helpdesk to have it updated.

- [Submit a Personal Information Update Request](#)

+ Gender

Step 3: Addresses

You can use this page to add or edit your address details. You can also choose to opt-in to the Glasgow City Council Tax Exemption at this point. Please see our separate Council Tax Guide for more information about this.

The University requires that you provide both a Home and a Term address, even if these are the same.

Click 'Confirm' to save. Continue to the next step by clicking 'Next' at the top of the page or by clicking step 4 in the left menu.

Step 3 of 14: Addresses Confirm

You can use this page to add or edit your address details.

You must have one 'Home' and one 'Term' address. If you are a new student and you do not yet know your Term address you will be able to continue but must give us an updated address as soon as you know it.

The two addresses can be the same if you are living at home during term time.

THE UNIVERSITY HAS A DUTY OF CARE TO ITS STUDENTS AND SO MUST HAVE A CORRECT TERM AND HOME ADDRESS FOR ALL STUDENTS.

You must provide the University with a Term address.

If this is the same as your Home Address please tick here:

Same Address No

If you do not know your Term Address please tick here:

Address not known Yes

Your Term Address will be set to be the same as your Home Address.

Your must Update this address via Student Homepage as soon as you know it.

Home Address

Address	From
	Current >

Direct Debit Address

No address defined

Add Direct Debit Address

Term Address

No address defined

Add Term Address

Glasgow City Council - Council Tax Exemption:

We offer an automated confirmation of student status for Council Tax Exemption purposes for eligible students staying in private accommodation in the Glasgow City Council area. More information on [eligibility criteria](#) is available.

If you are eligible and would like to opt into the automated confirmation of student status for Glasgow City Council, please follow all steps below:

1. Ensure your Term Address in MyCampus is the address for which you require exemption
2. Complete [Section 1 of the Glasgow City Council Exemption Form](#) and send it to Glasgow City Council
3. You agree to us sharing your information with Glasgow City Council by **selecting yes in the box below:**

[More information](#) on the Council Tax Exemption process for Glasgow City Council, including the information we share with the council, and how to apply for exemption from other local authorities.

Share your information with Glasgow City Council? Yes

Step 4: Phone Numbers

This screen will ask you to confirm your phone numbers and to set a preferred number.

When adding or editing a number, please include any required international dialling codes. Please note that as well as entering the number you should specify the type (e.g. home, mobile) and also select whether the number is your preferred contact number.

The University strongly recommends that you supply all relevant telephone numbers, as that allows us to maintain the most effective contact with you and also communicate with you or your family in the event of any emergency.

A mobile number is particularly useful as it allows SMS (text) messages to be sent.

Click 'Confirm' to save. Continue to the next step by clicking 'Next' at the top of the page or by clicking step 5.

Phone	Type	Preferred
[Blurred]	Mobile	<input checked="" type="checkbox"/>

Step 5: Email Address

Your university email address will be displayed here. Please note that once you are a fully registered student no official communications will be sent to your personal email address. You should use your student email address for correspondence with the University.

Your personal email address will be used:

1. In the event of an emergency
2. For national surveys such as the NSS in your final year of studies and the Graduate Outcomes after graduation. The University has a requirement to collect your contact details for these surveys on behalf of HESA.
3. It may be used in addition to your university email address, for internal surveys run annually by the University. This includes the Welcome Survey for new students, Student Life and the Post Graduate Taught Experience survey.

Click 'Confirm' to save. Continue to the next step by clicking 'Next' at the top of the page or by clicking step 6.

Email Address	Type
[Blurred]	University
[Blurred]	Personal

Step 6: Disability

This screen is used to confirm and record any disabilities that would have been included in your application to the University. It contains information about contacting the Disability Service should it be required.

The 'Confirm' button will remain greyed out until you have either selected 'No known impairment, health condition or learning difference' or until you have selected one of the other options.

Click 'Confirm' to save. Continue to the next step by clicking 'Next' at the top of the page or by clicking step 7.

- 1 My Academics Complete
- 2 Demographic Data Complete
- 3 Addresses Complete
- 4 Phone Numbers Complete
- 5 Email Addresses Complete
- 6 Disability In Progress
- 7 Emergency Contact Not Started
- 8 Statistical Information Not Started
- 9 Teacher Training Not Started
- 10 Student Photo Upload Not Started
- 11 Visa/Passport Upload Not Started
- 12 Financial Terms and Conditions Not Started
- 13 Your Future Not Started
- 14 Confirm Student Contract Not Started

Step 6 of 14: Disability Confirm

Do you have an impairment, health or mental health condition, or learning difference that has a substantial impact on your ability to carry out day-to-day activities and has lasted, or is expected to last, at least 12 months?

Under the Equality Act 2010 (England, Scotland, and Wales) and the Disability Discrimination Act 1995 (Northern Ireland), a person is disabled if they have a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. 'Substantial' is defined by as 'more than minor or trivial'. An impairment is considered to have a long-term effect if it:

- has lasted for at least 12 months
- is likely to last for at least 12 months, or
- is likely to last for the rest of the life of the person.

Please select all that apply from the drop-down list. You must select at least one before moving to the next step. If you are not disabled, choose the first option: 'No known impairment, health condition or learning difference'.
The University has a statutory obligation, for statistical purposes, to collect this information.

<input checked="" type="radio"/> Yes	No known impairment, health condition or learning difference
<input type="radio"/> No	Learning difference such as dyslexia, dyspraxia or AD(H)D
<input type="radio"/> No	Social/communication conditions such as a speech and language impairment or an autistic spectrum condition
<input type="radio"/> No	Long-term illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
<input type="radio"/> No	Mental health condition, challenge or disorder, such as depression, schizophrenia or anxiety
<input type="radio"/> No	Physical impairment (a condition that substantially limits one or more basic physical activities such as walking, climbing stairs, lifting or carrying).
<input type="radio"/> No	D/deaf or have a hearing impairment
<input type="radio"/> No	Blind or have a visual impairment uncorrected by glasses
<input type="radio"/> No	Development condition that you have had since childhood which affects motor, cognitive, social and emotional skills, and speech and language
<input type="radio"/> No	An impairment, health condition or learning difference not listed above
<input type="radio"/> No	Prefer not to say

To ensure that you receive disability-related study support, please register with the Disability Service [Arranging support](#)

For further information about disability-related study support, please check the Disability Service web pages: [Disability Service](#)

Step 7: Emergency Contacts

Students must provide an emergency contact who can be contacted in the event of an accident or emergency.

When entering your emergency contact information, you must specify the relationship of the contact to you – typical values will be parent, spouse, sibling etc. Please select the appropriate relationship type from the drop-down list.

You can enter more than one emergency contact but will be required to select a 'Preferred Contact'.

Please note that for students under 18 the emergency contact must be a parent or legal guardian.

Click 'Confirm' to save. Continue to the next step by clicking 'Next' at the top of the page or by clicking step 8.

The screenshot shows a web form titled "Step 7 of 14: Emergency Contact". On the left is a sidebar with a progress indicator showing steps 1 through 5 as "Complete" and step 8 as "In Progress". The main content area contains instructions: "Registered students are required to provide an emergency contact, normally your next of kin, whom you wish to be contacted in the event of an accident or emergency. Please note that for students under 18 the emergency contact must be a parent or legal guardian. You will not be able to move past this step until you have provided details of at least one emergency contact." Below this is a table with columns "Contact", "Phone", and "Preferred". A plus sign icon is in the top left of the table area. A "Confirm" button is in the top right corner.

Step 8: Statistical Information

This screen is used to gather information for the Higher Education Statistics Agency (HESA) to assist with statistical analysis for government departments including funding councils. Students can choose to withhold information if desired. Questions may vary slightly to those illustrated below as these are dependent on the type of student you are.

Click 'Confirm' to save. Continue to the next step by clicking 'Next' at the top of the page or by clicking step 9.

The screenshot shows a web form titled "Step 8 of 12: Statistical Information". The sidebar on the left shows steps 1 through 7 as "Complete", step 8 as "In Progress", and steps 9 through 12 as "Not Started". The main content area contains text: "Statistical data for all students. The University has a statutory requirement to collect the data captured on this page and report this information to the Higher Education Statistics Agency (HESA) in order to assist with statistical analysis for government departments, funding councils and other authorised users. Please note, it is a HESA requirement to collect data on the number of Scottish domiciled students who provide unpaid care for a friend or family member. There is no such HESA requirement for other students. However, the University offers additional support to all students who are carers, and this is why we are asking all students to answer this question. For more details please click on the information bubble." Below this are several questions with input fields: "Please select the type of accommodation you will be staying in during term-time:" (input: 05), "Do you have children or other dependants? If you do not have any dependants please select 'No Dependants'" (input: 03, "No dependants"), "Do you provide unpaid care, for a friend or family member, who due to illness, disability, a mental health problem, or an addiction cannot cope without your support?" (input: 02, "Carer"). There is a "Confirm" button in the top right corner.

Statistical Information continued

1 My Academics Complete	Would you consider yourself estranged from your family (i.e. not supported by your family)? (An estranged person is someone who no longer has the support of their family due to a breakdown in their relationship which has led to ceased contact. This might mean your biological, step or adoptive parents or wider family members who have been responsible for supporting you in the past)
2 Demographic Data Complete	<input type="text" value="01"/> <input type="button" value="Q"/> Yes
3 Addresses Complete	The University has a range of support and provision in place for young students (up to age 25) who are estranged and studying without the support of a family network.
4 Phone Numbers Complete	By choosing 'yes' to the question below you agree to share your information with the Care-experienced & Estranged Student Support Coordinators within the University's Widening Participation team. They will then email you (at your student email account) outlining their role, the support they can provide, and their own contact details. They will also add you to a mailing list so that they can contact you with further information on support and opportunities you may be interested in during your studies. N.B. If you answer yes to this question, you will also be asked for permission to share that you are an estranged student with your Adviser of Studies/ Advising Team and your Student Support Officer (s). These specific staff members can provide further support, advice and guidance during your studies. If you provide this permission, a flag will be added to your student record to indicate that you are estranged. Only your Advisor/Advising Team and your Student Support Officer(s) will be able to see this information.
5 Email Addresses Complete	FOR FURTHER INFORMATION ON HOW YOUR DATA WILL BE USED IN THIS REGARD, PLEASE READ THIS PRIVACY NOTICE .
6 Disability Complete	Would you like to be contacted by the Care-experienced & Estranged Student Support Coordinators with more information on the support available? Estranged Consent <input checked="" type="radio"/> Yes <input type="radio"/> No
7 Emergency Contact Complete	Do you give permission for the University to confirm your status as an estranged student with your Advisor/Advising Team and your Student Support Officer(s)? <input checked="" type="radio"/> Yes <input type="radio"/> No
8 Statistical Information In Progress	Equality Data - To be answered by all Students This information is purely for statistical purposes and will be kept anonymous. Academic and administrative staff within your subject areas will not have access to this information. For further information on statistical monitoring please visit the Equality and Diversity Unit webpage (weblink).
9 Student Photo Upload Not Started	Do you consider yourself to be trans or have a trans history? <input type="text" value="02"/> <input type="button" value="Q"/> No
10 Financial Terms and Conditions Not Started	What is your sexual orientation? <input type="text" value="12"/> <input type="button" value="Q"/> Heterosexual or straight
11 Your Future Not Started	What religion, religious body, or denomination do you belong to? <input type="text" value="20"/> <input type="button" value="Q"/> No religion
12 Confirm Student Contract Not Started	

6 Disability Complete	To be answered by Students who permanently reside in the UK only Please note, it is a HESA requirement to collect data on the number of UK new entrants to the University who have spent time in care. There is no such requirement for students in their second year of study or beyond. However, the University of Glasgow offers additional support to all students who are care-experienced, and this is why we are asking all UK students to answer this question. For more information, please see the information bubble.
7 Emergency Contact Complete	Have you been in care? <input type="text" value="02"/> <input type="button" value="Q"/> Looked after in Scotland
8 Statistical Information In Progress	If you have not spent time in care, please select 'Not a care leaver'. If you have spent any time in local authority care, even for one day, (this includes if you have been in public care and had lived in one or more of foster care, semi-independent living or residential care homes) please provide this information (see information bubble for additional guidance).
9 Student Photo Upload Not Started	The University has a range of support and provision in place for students who are care-experienced.
10 Financial Terms and Conditions Not Started	By choosing 'yes' to the question below you agree to share your information with the Care-experienced & Estranged Student Support Coordinators within the University's Widening Participation team. They will then email you (at your student email account) outlining their role, the support they can provide, and their own contact details. They will also add you to a mailing list so that they can contact you with further information on support and opportunities you may be interested in during your studies. N.B. If you answer yes to this question, you will also be asked for permission to share that you are care-experienced with your Adviser of Studies/Advising Team and your Student Support Officer(s). These specific staff members can provide further support, advice and guidance during your studies. If you provide this permission, a flag will be added to your student record to indicate that you are care-experienced. Only your Advisor/Advising Team and your Student Support Officer(s) will be able to see this information.
11 Your Future Not Started	FOR FURTHER INFORMATION ON HOW YOUR DATA WILL BE USED IN THIS REGARD, PLEASE READ THIS PRIVACY NOTICE .
12 Confirm Student Contract Not Started	Would you like to be contacted by the Care-experienced & Estranged Student Support Coordinators with more information on the support available? <input checked="" type="radio"/> Yes <input type="radio"/> No
	Do you give permission for the University to confirm your status as someone with care-experience with your Advisor/Advising Team and your Student Support Officer(s)? <input checked="" type="radio"/> Yes <input type="radio"/> No
	To be answered by New Students Only Do any of your parents have any higher education qualifications, such as a degree, diploma or certificate of higher education? <input type="text" value="97"/> <input type="button" value="Q"/> Not known

Step 9: Teacher Training Information

This step is only required for certain teacher training courses. Most students will not see this step.

If you don't know your Teacher Reference Number, you will be able to leave this field blank and proceed through Registration. This information may be gathered later by the School of Education.

If you are a PGDE student, you will be asked to provide information about your undergraduate degree. Please click on the magnifying glass in each field to reveal the list of choices and select the value which best represents your situation. If you cannot find an exact value please select the one that is closest.

You will not be able to proceed to the next step until you have entered all the required information.

Click 'Confirm' to save. Continue to the next step by clicking 'Next' at the top of the page or by clicking step 10.

- 1 My Academics Complete
- 2 Demographic Data Complete
- 3 Addresses Complete
- 4 Phone Numbers Complete
- 5 Email Addresses Complete
- 6 Disability Complete
- 7 Emergency Contact Complete
- 8 Statistical Information Complete
- 9 Teacher Training In Progress**
- 10 Student Photo Upload In Progress
- 11 Visa/Passport Upload Not Started
- 12 Financial Terms and Conditions Not Started
- 13 Your Future Not Started

Step 9 of 14: Teacher Training

The University is required to collect some additional information about students enrolled on initial teacher training courses.

Do you intend to teach at a Catholic School? No

Are you a practicing Catholic? No

Are you a native Gaelic speaker who has retained proficiency in the language? No

Are you the holder of a degree in Gaelic, or a degree which includes a substantial component of Gaelic language? No

Are you otherwise a proficient speaker of the Gaelic language? No

What is your Teacher Reference Number (if known)?

What is the class of your Undergraduate Degree?
 Upper second class honours

What is the subject of your Undergraduate Degree?
 history

What is the second subject (if any) of your Undergraduate Degree?

[Confirm](#)

Step 10: Photo

New students can upload a photograph to their record on this page. Please note that under most circumstances this cannot be changed at a later date.

Photographs should be passport style any unsuitable photos will be rejected. This means your photo should be:

- Clear and in focus
- In colour
- Unaltered by computer software
- At least 600 pixels wide and 750 pixels tall
- At least 50kb and no more than 5mb
- In .jpg format

Your photo must:

- Contain no other objects or people
- Be taken against a plain light-coloured background
- Be in clear contrast to the background
- Not have 'red-eye'

You must:

- Be facing forwards and looking straight at the camera
- Have a plain expression and your mouth closed
- Have your eyes open and visible
- Not have hair in front of your eyes
- Not have a head covering (unless it's for religious or medical reasons)
- Not have anything covering your face
- Not have any shadows on your face or behind you

If you are struggling to upload a photo during your registration process, you can add one later in your Student Homepage.

Click 'Confirm' to save. Continue to the next step by clicking 'Next' at the top of the page or by clicking step 11.

1 My Academics Complete

2 Demographic Data Complete

3 Addresses Complete

4 Phone Numbers Complete

5 Email Addresses Complete

6 Disability Complete

7 Emergency Contact Complete

8 Statistical Information Complete

9 Teacher Training Complete

10 Student Photo Upload In Progress

11 Visa/Passport Upload Not Started

Step 10 of 14: Student Photo Upload ?

[Confirm](#)


You must upload a photograph which will be used to generate your Campus Card.

Campus cards will be posted to most students so it is important that your term-time address is entered accurately during registration.

This image should be 'passport style' (e.g. full face, front view, no hats or sunglasses or other head covering unless it's for religious or medical reasons) and should be a clear and accurate likeness of you.

The file should be in .jpg format. It is not recommended to upload a file larger than 5MB as this may impact on the amount of time required to upload. Use the 'Add Photo' button to select an image. Use the 'Clear Photo' button to remove the picture if required.

The image will be saved when you click on 'Confirm'.



[Add Photo](#) [Clear Photo](#)

Clicking on the 'Confirm' button will save the current image. Please note that once an image has been saved you will not be able to remove it. Therefore please ensure you are happy with the image you have selected before you click 'Confirm'.

If you do not upload a photo during Registration, you will still be able to do so via the Personal Information tile in your Student Homepage.

Step 11: Visa/Passport Upload

This step is available to International students and indicates their passport and visa requirements. Please note that it is important that International students complete their visa registration once they arrive on campus.

If you have any queries about Visa Registration that are not answered by the published guide, please contact immigrationcompliance@glasgow.ac.uk.

New students must upload the required documentation.

Click the toggle button to indicate you have read and understood the requirements.

Click 'Confirm' to save. Continue to the next step by clicking 'Next' at the top of the page or by clicking step 12.

- 1 My Academics Complete
- 2 Demographic Data Complete
- 3 Addresses Complete
- 4 Phone Numbers Complete
- 5 Email Addresses Complete
- 6 Disability Complete
- 7 Emergency Contact Complete
- 8 Statistical Information Complete
- 9 Teacher Training Complete
- 10 Student Photo Upload Complete
- 11 Visa/Passport Upload In Progress**
- 12 Financial Terms and Conditions Not Started

Step 11 of 14: Visa/Passport Upload ? Confirm

If you are starting a new programme of study, and you are not a citizen of the UK or Republic of Ireland, you will need to do both of the following:

1. Upload a copy of your passport and visa (if you have one) to this page.
2. Attend Visa Registration with the originals of these documents and, if applicable, collect your BRP (please see [here](#) for information on dates, opening times and venues).

- Please upload an image of your passport or travel document ID page. If you are in the UK, please also upload images of your visa or immigration permit showing your permission for the UK. This may be a BRP (biometric residence permit) or visa inside your passport, or letters from the Home Office.
- If your visa was issued electronically, please [obtain a share code](#) and submit it to our 'Immigration Status –Share Code' form on the UoFG helpdesk.

Please click [here](#) to read our guide explaining exactly what documents you need to upload to this page.

- Please upload a high resolution, colour image or scan that clearly shows the full page of the document.
- Images taken with a smartphone/tablet device are acceptable.
- Remember to bring the originals of all documents you upload here when you attend Visa Registration.

If you are a continuing student (i.e. returning to continue your existing programme of study in the new academic year), please check that your visa continues to be valid, and remember to check your emails regularly for any important information or reminders about your visa status.

Universities are required by UK law to monitor the immigration status of students in the UK under all immigration categories. This requirement applies regardless of fees/residency status and is detailed further in [Schedule 1 of the University's Student Contract](#).

Document Type	Loaded Documents
	No Associated Document

Please select Document Type to upload

Select Yes to indicate that you understand the above requirements, and where required, you have uploaded scans/images of all the required documents

No

Step 12: Financial Terms and Conditions

This page provides an overview of the financial terms and conditions at The University of Glasgow. Please take the time to read this information as it is important to know what you are agreeing to.

Click the agreement toggle button at the bottom of the page.

Click 'Confirm' to save. Continue to the next step by clicking 'Next' at the top of the page or by clicking step 13.

1 My Academics Complete	<h3>Step 12 of 14: Financial Terms and Conditions</h3> <p>Please read the following information before proceeding.</p> <p>Tuition and Bench Fees</p> <p>Your Financial Registration is based on the information held on your record at this time. Your Tuition Fee and Bench Fee charges (where applicable) may change if you are a part-time student and have not yet enrolled in all your courses. You are responsible for arranging payment of any additional charges as they become due.</p> <p>SAAS/SLC students</p> <p>Your tuition fees will remain on your student account until SAAS or SLC have confirmed this funding direct with the University. Although your account balance will not be £0 you are still able to complete Financial Registration and if you have also completed Academic Registration then you will be considered a Fully Registered student of the University.</p> <p>You do not need to take any action to clear your tuition balance as updates are received from SAAS and SLC on a regular basis and this information will be automatically reflected on your account in due course. If SAAS/SLC does not pay your fees, you will be liable for the payment.</p> <p>Sponsored Students</p> <p>We have updated your account based on the information provided and verified. This means that we have transferred your fees to your Sponsor Account. If your sponsor fails to pay the fees then the amount will transfer back to your account and you will be liable for the payment.</p> <p>University Policies</p> <p>Please see links below to various University of Glasgow Policies which you should be aware of: Tuition Fees: https://www.gla.ac.uk/study/fees/ Payment Options: https://www.gla.ac.uk/myglasgow/students/money/paymentmethods/ Debt Policy: https://www.gla.ac.uk/undergraduate/fees/policies/debts/ https://www.gla.ac.uk/postgraduate/feesandfunding/policies/debts/ Refund Policy: https://www.gla.ac.uk/undergraduate/fees/policies/refund/ https://www.gla.ac.uk/postgraduate/feesandfunding/policies/refund/ Withdrawal process: http://www.gla.ac.uk/services/registry/withdrawal/</p> <p>Please confirm that you have read the above information to enable you to complete Registration.</p> <p>I agree above financial terms and conditions <input checked="" type="checkbox"/> Yes</p> <p>Confirm</p>
2 Demographic Data Complete	
3 Addresses Complete	
4 Phone Numbers Complete	
5 Email Addresses Complete	
6 Disability Complete	
7 Emergency Contact Complete	
8 Statistical Information Complete	
9 Teacher Training Complete	
10 Student Photo Upload Complete	
11 Visa/Passport Upload Complete	
12 Financial Terms and Conditions In Progress	
13 Your Future Not Started	

Step 14: Confirm Student Contract

The final step in Academic Registration is for the student to confirm they understand what regulations and requirements they must follow as a student at The University of Glasgow.

This is the final step of Academic Registration and once completed, you will not be able to return to make any more changes. Please make sure all your academic and personal details are correct before proceeding.

When you have read the information, please click on the Confirm Student Contract check-box at the bottom of the page to confirm your understanding. The Finish button will remain greyed until the box is set to Yes.

Step 14 of 14: Confirm Student Contract Finish

Adviser Consent

Every student has an adviser of studies or advisory team to support them through curriculum, academic and front line pastoral care matters. In order for your team to support you effectively they need your consent to process your data.
Your consent can be withdrawn at any time (please see the information bubble on this page). Please note that withdrawing consent may impact on their ability to support you.

For full details of this policy see [Student Support](#)

I consent to the University processing my personal data for the purposes detailed in the Adviser Privacy Notice

Yes

You must confirm that you have read and understand your obligations as a student.

You must confirm with the University that you have read and understand your obligations as a student as set out in the Student Contract.
I agree to observe the University Oath (Sponsio Academica) and the regulations and requirements of the University as set out in the [Student Contract](#) Where my course or programme is run in collaboration with another institution I agree to observe their regulations also.

SPONSIO ACADEMICA
I, a student of the University of Glasgow, solemnly promise that I will fulfil the requirements of the Senate in accordance with the regulations of the University and I will conform to its discipline. Furthermore, I accept that I am responsible for commitment to, and engagement in, my learning and in other opportunities for my personal development.

Personal Data
For further information about how the University processes your data please see the [Student Privacy Notice](#)

Confirm Student Contract Yes

You will see the following message when you click Finish. The passport requirement will only display for international students.

You have now completed Registration.
You will be returned to the Registration page
You may be required to enrol on classes. For more information on enrolment click on the Help tile on your Student Homepage.
Please note: In order to be fully registered you must still present your passport in person.

On the Welcome to Registration page you will see that Academic Registration is now marked as complete. International students will not show as fully registered until they have presented their passport in person.

Career	Term	Academic Plan	Academic Registration Status	Academic Registration	Financial Registration Status	Financial Registration	Fully Registered?
PGT	2022	V9X1-5318 ?	Completed ✓		Completed ✓		Not Completed ✗