

# Registration Guidance 2018/19

## Programmes and Assessment



**UNIVERSITY OF LEEDS**

### Online Registration (on Minerva)

Last update: 02/08/2018

This is a step-by-step guide of the online registration process. Further student guidance is at:

Website: [students.leeds.ac.uk/registration](http://students.leeds.ac.uk/registration)  
Email: [registration@leeds.ac.uk](mailto:registration@leeds.ac.uk)  
Telephone: 0800 9150402 or +44 113 343 7000

Staff guidance on registration can be found at [ses.leeds.ac.uk/registration](http://ses.leeds.ac.uk/registration) and the above details.

*NB: please ignore variation in the dummy student details as the screenshots have been taken from multiple test instances.*

## Contents

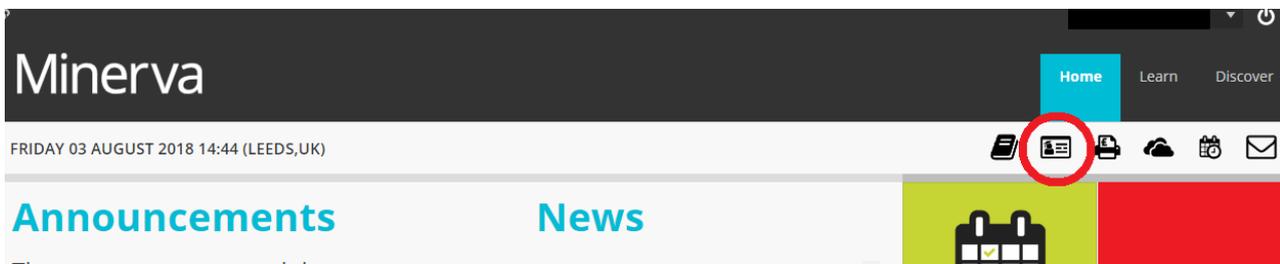
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# How to access the online registration steps

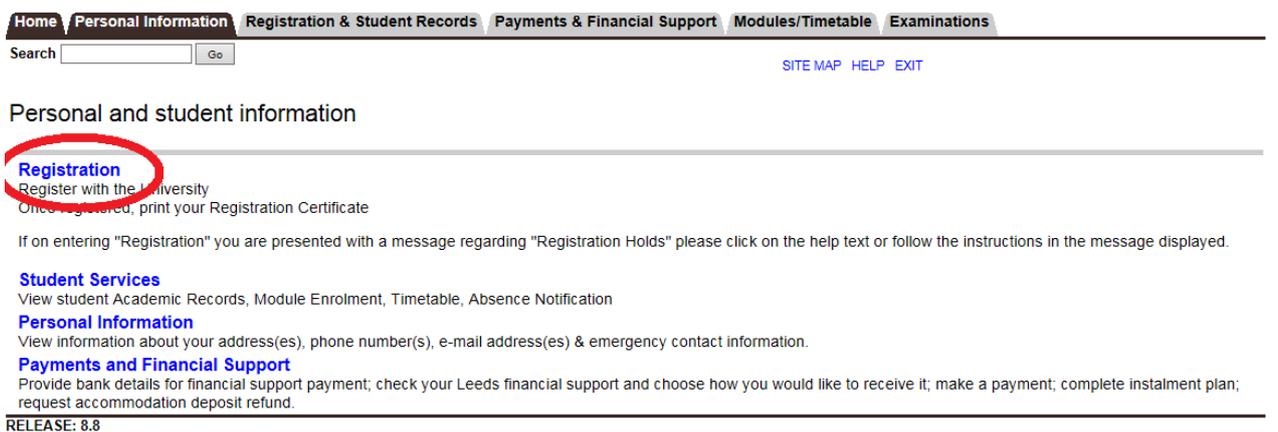
Log in to Minerva (<http://minerva.leeds.ac.uk>). New students will need to follow the link to collect their username and password from the homepage.

<u>Troubleshooting login page</u>	
Retrieving username and password	Have you entered your university student ID number (i.e. not UCAS ID/staff number)? Are you trying to log in before you have accepted your unconditional offer/before your cohort's account-live date (listed on the mypassword.leeds.ac.uk page)?
Username	Are you using the correct username (i.e. not your Student ID number or UCAS number)? If not, please locate your student ID on offer letter and go to retrieve username (above).
Password	Have you been blocked on a time-out (i.e. it asks you to wait 30 minutes)? If so, wait and try again.  Is the issue password related? If so, refer to registration helpline (see first page).

Once logged in, click the Student Services icon on the top bar: 



The student Services icon will take you to the log-in page of Student Services. Log-in again, then choose Registration from the list of options, as below:



# Start page

You are required to register for each year of every programme of study you take. If you are starting more than one programme of study you will be given a choice of which programme to register for.

## Welcome to Online Registration

Please select the Programme of Study for which you wish to register from the list below.  
You must ensure that registration is fully complete before the start date of your programme of study.  
If you have any queries during online registration, please contact the relevant section of Student Operations as detailed below:

**Taught Students:**

You can email us at [registration@leeds.ac.uk](mailto:registration@leeds.ac.uk) or contact us by phone:  
Telephone: 0800 9150402 (from within the UK)  
Telephone: +44 (0) 113 3437000 (from outside the UK)

**Research Students:**

You can email us at [rp\\_student@adm.leeds.ac.uk](mailto:rp_student@adm.leeds.ac.uk) or contact us by phone:  
Telephone: 0113 3435057 (from within the UK)  
Telephone: +44 (0) 113 343 5057 (from outside the UK)

**Please quote your Student ID Number.**

**Opening hours are 0900 - 1700 hours Monday to Friday**

Programme of Study	Year of Study	Status	Select
English Language and Literature	First Year	Eligible to Register	<input type="radio"/>
English Language and Literature	Second Year	Registered	<input type="radio"/>

RELEASE: 8.6

If you have only one programme of study you will skip this step and be taken straight to the registration checklist (see below).

## Notes on navigation of each step

With the exception of the checklist page, all pages will have navigation buttons at the bottom of each page:

- 'Continue' - save any changes and take you on to the next step
- 'Checklist' - save any changes and take you back to the Checklist page,
- 'Cancel' - back to the Checklist page without saving any changes.

The help pages can be accessed by clicking on HELP in the top right hand corner of each screen.

# Registration checklist page

[Home](#) [Personal Information](#) [Registration & Student Records](#) [Payments & Financial Support](#) [Modules/Timetetable](#) [Examinations](#)

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

## Registration Checklist

There are seven steps in this process, listed at the bottom of this page. You will find:

- A tick will appear on the checklist next to each step that you complete
- Each page has a HELP button in the top right hand corner
- You can exit and return at any time to complete these steps by clicking the Finish Later button (this saves the information in each section when you exit the system)

**You must complete these steps before the start date of your programme of study, and if you are a new student you must also complete an identity check (after which you will receive your student ID card).**

When you have completed the online registration steps, an email will be sent to your University email account (accessible through Minerva using the Email icon) and a Registration Certificate will be displayed on screen. **New students will need to take an electronic or paper copy of the Registration Certificate to their identity check – please either print, save or ensure you will have an internet connected phone or tablet to present this page.**

It is important that the information the University holds on you is accurate. New students are required to have their identity check documents scanned and a copy will be held by the University. Your data is stored in the central student record system in accordance with the Data Protection Act 2018.

For further information on registration and starting your course at the university please refer to the [Student Education Service registration pages](#).

If you have any queries during online registration, please contact the Registration Helpline (opening hours are 09:00 – 17:00 GMT Monday to Friday):

email: [registration@leeds.ac.uk](mailto:registration@leeds.ac.uk)

call: **0800 9150402** within the UK or **+44 (0) 113 3437000** outside the UK

Your Programme of Study is **English Literature**

Your Year of Study is **First Year**

- |   |  |
|---|--|
| <a href="#">1 Personal Details 1</a>                                  | <a href="#">5 Programme of Study Details</a> |
| <a href="#">2 Personal Details 2</a>                                  | <a href="#">6 Fee Payment Arrangements</a>   |
| <a href="#">3 Addresses, Telephone Numbers and Emergency Contacts</a> | <a href="#">7 Declaration Statement</a>      |
| <a href="#">4 Sports Membership</a>                                   |  |

*The process is split into seven steps with help pages at each step. Most of these steps can be completed in any order but step 5 **must** be completed before step 6. This is because the tuition fee is calculated based on the current programme of study. Similarly, step 7 cannot be completed until all previous steps are complete. All steps must be completed to finish the online part of registration.*

Click on a checklist item to confirm/update information. Once you have entered a page of the checklist, use the navigation buttons to go through each step in sequence.

## HELP text as seen by students: the Registration Checklist page

### What is registration?

Every student at the University of Leeds is required to register at the start of each academic year. Registration is the formal process of becoming a student of the University. It enables you to attend lectures and seminars, receive tuition or supervision, sit examinations, register with the Library and other services and become a member of Leeds University Union. It is mainly a financial process of paying fees as well as ensuring that the University holds accurate and up-to-date information about you. It is **not** about choosing and confirming the modules you wish to study - this is a separate exercise (that does not apply to research students).

### What happens when I complete these steps?

On successful completion of the online registration process your student status will be updated on the University Student Record System. If you are a returning student, this will allow you to continue using University facilities such as computing, library and sports facilities (if paid for). Those who are new students should also complete an identity check on campus before they are fully registered.

### Deadlines

The final date for registration is four weeks after your programme of study commences. After this date your student record will be updated and you will be prevented from registering online and advised to contact your Parent School (or Graduate School in the case of research students). Students failing to re-register within four weeks of the start of teaching (or after the relevant

registration date in the case of research students) will have their access to University computing and library facilities removed.

### **What do I need for these steps?**

In order to complete registration you will need your address details including emergency contacts and telephone numbers along with your fee payment information; this may include bank account details, sponsor letter, scholarship information, credit/debit card details.

### **Need further help?**

More information on registration and related events can be found on the [Student Education Service registration pages](#).

### **You can also contact the Registration Helpline:**

(Opening hours 09:00 – 17:00 GMT Monday to Friday)

Email: [registration@leeds.ac.uk](mailto:registration@leeds.ac.uk)

Telephone (from within the UK): 0800 9150402

Telephone (from outside the UK): +44 (0) 113 3437000

Please quote your Student ID Number.

### **Research Students** can also contact Postgraduate Research and Operations by:

email: [rp\\_student@adm.leeds.ac.uk](mailto:rp_student@adm.leeds.ac.uk) or

Telephone (from within the UK): 0113 343 5057

Telephone (from outside the UK): +44(0) 113 34 35057

(Opening hours 09:00 -17:00 Monday to Friday).

Please quote your Student ID Number.

# Personal details 1

[Home](#) [Personal Information](#) [Registration & Student Records](#) [Payments & Financial Support](#) [Modules/Timetable](#) [Examinations](#)

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

## Step 1 - Personal Details 1

### Personal Details 1 (Step 1 of 7)

**Please check your information carefully** - enter any updates in the boxes to the right.

**IMPORTANT:** your first, middle and last name fields should be as it appears on formal documentation. This will be used for formal purposes that include Student Loans Company confirmations, council tax confirmation, University accommodation contracts and class lists. If you make any updates to your name, either in the legal name (next section) or individual name fields, this **MUST** also be updated in the other name field(s). If you do not, the differing name fields may be manually updated to match your changes by University administration.

**\*\*Click "HELP" at the top of this page for extra help\*\***

<b>Title (Dr,Mr,Mrs,Miss,Ms):</b>	Mx	Type or select below where incorrect	<input type="text"/>
<b>Family Name:</b>	Student		<input type="text"/>
<b>First Name:</b>	Anne		<input type="text"/>
<b>Middle Name:</b>	Other		<input type="text"/>
<b>Birth Date:</b>	18 June 1998		<input type="text"/> <input type="text"/> <input type="text"/>
<b>Gender:</b>	Female		<input type="text"/>
<b>Nationality:</b>	United Kingdom (excluding the Channel Islands and the Isle of Man)		<input type="text"/>

#### Legal Name

**Please ensure your legal name matches your first, middle and last name fields EXACTLY, and re-type in full if it does not.** Variation is permitted where your name exceeded the character limit in the previous fields, or your name order by convention is not First, Middle, Last. Do NOT include your title (Mr/Mrs etc.) in your legal name.

**IMPORTANT:** Your legal name should be as it appears on formal documentation. This field will be used for formal purposes including graduation certificates and official student confirmation documents issued to you by the University. If you make any updates to your name, either in the legal name or individual name fields, this **MUST** also be updated in the other name field(s). If you do not, the differing name fields may be manually updated to match your changes by University administration.

**Legal Name:** Anne Other Student

#### Electoral Registration

British, Commonwealth or Republic of Ireland citizens are entitled to register to vote in all elections in Britain. Citizens of European Union states are only entitled to register to vote in local and European elections.

**If you are eligible and wish to register to vote while you are resident in Leeds, please complete your details below.** Eligible students are entitled to be registered to vote at their home and University address.

Please see the [gov.uk website](#) for more information.

By ticking this box you confirm that you would like to register to vote in Leeds and you are agreeing that the University of Leeds will securely transfer to Leeds City Council the information provided below along with your name, university email address, student number, date of birth, term time address and nationality. Leeds City Council will check your eligibility to vote and, if you are eligible, will add you to the electoral register.

**National Insurance Number (if known):**

**Do you want your name and address on the open register? :**

The open register is an extract of the electoral register but is not used for elections. It can be bought by any person, company or organisation. For example it is used by businesses and charities to confirm name and address details.

#### Are you a Parent or Carer?

We understand that having caring responsibilities means you will have a very different experience of being a student at Leeds. The University's Equality Policy Unit have a [policy](#) that outlines the support available for students who are parents or carers. Leeds University Union offer many services, support and social networks to help make your time at Leeds as enjoyable as possible.

By ticking this box confirming you are a Parent or Carer, you agree that the University of Leeds will pass your name, university email address, and student number to Leeds University Union so they can contact you directly about events that are family friendly. The University will only pass on the information if you have indicated that you wish to become a member of the Union in Step 2 of registration.

RELEASE: 6.3

## HELP text as seen by students: Personal Details 1

### Name(s)

Your name details should:

- Match your name as it appears on your passport, National Photo ID Card or your birth certificate
- Not be capitalised
- NOT use informal names or nicknames

If you change your name and evidence is required, the University will contact you via email. Students who have made name corrections **MUST** take their supporting documentation to the

Student Services Centre, Marjorie and Arnold Ziff Building in order that their name details can be updated.

### **Birth Date**

If you want to correct the date of birth shown for you, select the correct date using the drop down lists for day, month and year. Your date of birth should match the information on your birth certificate/passport.

### **Gender**

If you want to change the gender shown for you, select the alternative value from the drop down list. For information on why we collect this data please click [here](#).

### **Nationality**

If you want to correct the nationality shown for you, select the required value from the drop down list.

Please note: we can only hold one nationality on your student record. The nationality values are standard coding structures supplied to the University by the Higher Education Statistics Agency (HESA).

### **Legal Name**

If you make any updates to your name, either in the legal name or individual name fields, this MUST also be updated in the other name field(s). If you do not, the differing name fields may be manually updated to match your changes by University administration. Please check your legal name carefully as it will be used on official documentation such as University graduation certificates.

If your name is incorrect, type your correct name details in the box provided (do not include your title e.g. Mr, Dr etc.).

If you change your name and evidence is required, the University will contact you via email.

*If proof is required:*

New Students MUST state their full legal name in this first registration process. If the legal name is not correct when printed on the student ID card and needs to be changed, evidence must be given and the student will be charged the replacement ID card fee.

Returning Students who have made name corrections must take their supporting documentation with them to the Student Services Counter in the Marjorie and Arnold Ziff Building, from 24 September 2018 in order that their name details can be updated and they can obtain a Student ID Card in their correct name.

### **Registering to vote**

Please see the [gov.uk website](http://gov.uk) for more information.

### **Need further help?**

More information on registration and related events can be found on the [Student Education Service registration pages](#).

### **You can also contact the Registration Helpline:**

(Opening hours 09:00 – 17:00 GMT Monday to Friday)

Email: [registration@leeds.ac.uk](mailto:registration@leeds.ac.uk)

Telephone (from within the UK): 0800 9150402

Telephone (from outside the UK): +44 (0) 113 3437000

Please quote your Student ID Number.

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email: [rp\\_student@adm.leeds.ac.uk](mailto:rp_student@adm.leeds.ac.uk) or

Telephone (from within the UK): 0113 343 5057

Telephone (from outside the UK): +44(0) 113 34 35057

(Opening hours 09:00 -17:00 Monday to Friday).

Please quote your Student ID Number.

# Personal Details 2

## Step 2 - Personal Details 2

### Personal Details 2 (Step 2 of 7)

Please check your information carefully - if any details are incorrect or blank, please select the correct information from the drop down lists on the right.

IMPORTANT: headings marked with \* must be completed in order to complete registration. Other headings are optional.

\*\*Click HELP at the top of this page for extra help, and details on why we collect this data and what it will be used for\*\*

<b>Ethnicity (UK Nationals Only):</b>	White	White
<b>Disability: *</b>	No known disability	No known disability
<b>In receipt of Disabled Students Allowances (DSA): *</b>	Not known	Not Known
<b>Term-time Accommodation: *</b>		Please Select
<b>Religion: *</b>		
<b>Are you employed by the organisation who is paying your tuition fees? *</b>		
<b>How would you describe your sexual orientation?</b>		
<b>Is your gender identity the same as the gender you were assigned at birth?</b>		
<b>Please select which statement best represents your current careers position: (Medicine, Dentistry and Healthcare students should choose one of the statements with a * prefix) *</b>		

#### Work Experience

##### I have already gained work experience through:

(select all that apply) \*

- a placement year during my degree
- a summer internship with an organisation
- a vacation internship (not summer) with an organisation
- work shadowing
- a short placement as part of a University module (e.g. 10 or 20 credit module)
- part time work alongside my studies
- a holiday job
- volunteering
- a position of responsibility in a club or society
- full time work prior to my course (two years or less)
- full time work prior to my course (more than two years)
- self-employment / running my own business
- I have no work experience to date
- No Comment

#### Join the students' union that makes sure you love your time at Leeds

There's so much more to student life than study. Here at Leeds University Union we take care of your whole experience. Join us to make friends and boost your social life at one of our 340+ clubs and societies or our sell-out gigs and events. Get free expert advice from our Help and Support team, bag a job through Joblink and raise your student voice with our democratic student leadership. At the Union we're here to support, enable and represent all our students.

I would like to join Leeds University Union (FREE to Join) \*

By clicking Yes, the University will share basic information with LUU. You will also receive one email (plus a reminder) that offers you the opportunity to sign up for further communications that may interest you - job alerts, union events like the annual Leeds Ball, new services, initiatives and offers in Union bars/restaurants.

If you decide not to join, you will not be able to lead a club or society; have your say in how they are run; stand for any elected post; become a school representative and you will not be eligible to play or compete for a University of Leeds sports team run by the Union.

The Union is a charitable company. As a member of the Union you will also technically become a member in the company law sense. In the extreme unlikely event that the Union were to become insolvent and close down, your maximum liability would be £1.

(You can also view LUU's Data & Privacy Policy if you'd like to find out more).

## HELP text as seen by students: the Personal Details 2 page

We collect your equality information at registration to help us understand and improve the diversity of our student body, develop and implement appropriate services and make appropriate provision for all students. We will otherwise use it to fulfil our external reporting responsibilities (to the Higher Education Statistics Agency (HESA)). Please see the [HESA Privacy Notice](#). All information will be kept secure and confidential.

### Ethnicity

If you are a UK National and we do not currently hold your ethnicity on your student record, you

MUST choose an option from the drop down list. For information on why we collect this data, and why it is not mandatory for everyone please click [here](#).

### **Disability**

If you do not have a disability, or would prefer not to disclose your disability please select 'No Known Disability' from the drop down list. We would encourage disabled students to disclose their disability to ensure that they have full access to the support which is available to them. We would also recommend that you contact Disabled Students Assessment and Support ([disability@leeds.ac.uk](mailto:disability@leeds.ac.uk)) as soon as possible to enable them to arrange your support.

If you have more than one disability please choose the 'Multiple Disabilities' option. If we do not currently hold your disability information on your student record, you MUST choose an option from the drop down list. For information on why we collect this data please click [here](#).

### **Disabled Students Allowances (DSA)**

Disabled Students Allowances (DSA) are funds made available through UK government student finance organisations (Student Finance England, Student Finance Wales, Student Awards Agency Scotland, Student Finance Northern Ireland) which help disabled students to pay for the extra support they need for their studies.

Further information, including information on how to apply for DSA, can be found [here](#).

Alternatively you can contact University of Leeds Disabled Students' Support and Assessment in the following ways; email [disability@leeds.ac.uk](mailto:disability@leeds.ac.uk), tel +44(0) 113 3433927, text phone +44 (0) 113 3433616. For information on why we collect this data please click [here](#).

### **Term-Time Accommodation Details**

You MUST select an option from the drop down list which best describes your term time accommodation for the next academic year. Completion of this section is compulsory and failure to complete this section may result in you experiencing difficulties with Council Tax exemption. For information on why we collect this data please click [here](#).

### **Religion**

If we do not currently hold your religion on your student record, please choose an option from the drop down list. This information will also be used to ensure that religious constraints are taken into consideration when timetabling the University examinations. For information on why we collect this data please click [here](#).

### **Are you employed by the organisation who is paying your tuition fees?**

You MUST choose an option from the drop down list. If your employer is paying your tuition fees, please select Yes. If they are not, please select No. For information on why we collect this data please click [here](#).

### **Sexual Orientation**

If we do not currently hold your sexual orientation on your student record, and you would like this to be recorded, please choose an option from the drop down list. The options are defined below.

Bisexual - a man or woman romantically/sexually attracted to men and women

Gay Man - a man romantically/sexually attracted to men.

Gay Woman/Lesbian - a woman romantically/sexually attracted to women.

Heterosexual/Straight Man or Woman - romantically/sexually attracted to the opposite sex.

Other - a person who does not define their romantic/sexual attraction in any of the ways listed above.

No Comment - select this option if you would rather not disclose the information.

For information on why we collect this data please click [here](#).

### **Gender Identity**

If we do not currently hold your gender identity on your student record and you would like this to be recorded, please choose an option from the drop down list.

If you have changed gender, or are in the process of changing gender, please select No. If you do

not intend to change your gender, please select Yes. If you would prefer not to say, you can select No Comment. For information on why we collect this data please click [here](#).

### **Current Careers Position**

You MUST choose an option from the drop down list. You will be provided with some Careers advice upon completion of the Registration process based on the option you choose.

### **Work Experience**

Please select all options that apply to you.

### **Research Council Identifier**

For Research Students only - this may be found on your Scholarship award letter and is often known as the "reference number".

### **Students' Union Membership**

As a registered student of the University you are automatically entitled to membership of Leeds University Union. The Union is a focal point of student life on campus, combining student social and sporting activities together with access to welfare support and advice. Union Representatives, including School Reps, are consulted on all aspects of the student experience at Leeds and are involved in decision making at all levels, from programme approval to the cost of study.

If you decide to opt out of membership of the Union you will have limited access to the Union's clubs and societies, you will not be able to stand for any elected post, including to run a club or society or become a school representative, and you will not be eligible to play or compete for a University of Leeds sports team run by the Union. The University shares the limited personal data described to ensure you can fully enjoy all the things the Union has to offer. However if you have concerns about this sharing please contact [a.j.slater@leeds.ac.uk](mailto:a.j.slater@leeds.ac.uk). If you decide you do not want the University to share limited personal data with the Union, you will not be able to become a member.

You can view [LUU's Data & Privacy Policy](#) if you'd like to find out more.

### **Need further help?**

More information on registration and related events can be found on the [Student Education Service registration pages](#).

### **You can also contact the Registration Helpline:**

(Opening hours 09:00 – 17:00 GMT Monday to Friday)

Email: [registration@leeds.ac.uk](mailto:registration@leeds.ac.uk)

Telephone (from within the UK): 0800 9150402

Telephone (from outside the UK): +44 (0) 113 3437000

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**Research Students** can also contact Postgraduate Research and Operations by:

email: [rp\\_student@adm.leeds.ac.uk](mailto:rp_student@adm.leeds.ac.uk) or

Telephone (from within the UK): 0113 343 5057

Telephone (from outside the UK): +44(0) 113 34 35057

(Opening hours 09:00 -17:00 Monday to Friday).

Please quote your Student ID Number.

# Addresses, telephone numbers and emergency contact details

There are three address types that require checking: Home, Term Time and Emergency Contact.

Each address type is displayed on separate pages with the requirement to update (if necessary) and confirm the address.

## Notes on adding a UK address:

The search facility (see screenshot below) can be used to find UK addresses using postcode, city or address line 1. Postcode is the most accurate piece of information and it is recommended that if this is known then it is used on its own.

Search for a UK Address

Post Code:  City:

Address Line1:

Address:   Please select your address from the list.

Find UK Address

Accept Address

Once the search criteria have been entered, click the 'Find UK Address' button. This will present you with a list of matching addresses. Choose the correct address from the drop down menu and click 'Accept Address' to populate the address fields below with the new address.

## Contact details screenshots

### Update Home Address

**Please confirm your home address details below.** Your home address is where you normally live when you are not studying on your course (NOTE: if you are an International Student, your home address is in your home country). Please check the start date, first line, country and postcode (where applicable) are correct.

IMPORTANT: You must tell the University of any update to your contact details (addresses, telephone numbers and emergency contacts) via the Minerva Student Services icon. Failure to check or provide address information may affect Council Tax payments and you may miss important communications from the University.

\*\*\*Click "HELP" at the top of this page for extra help\*\*\*

Search for a UK Address

Post Code:  City:

Address Line1:

Find UK Address

### Enter Home Address Details

Valid From This Date: DD/MM/YYYY:

Home Address Line 1:

Home Address Line 2:

Home Address Line 3:

City:

Post Code\Zip Code :

County:

Nation:

### Phone Numbers for this address (Landline, mobile etc.)

Phone Type: Telephone Number  
incl. area code:

Main Contact Number:

Mobile:

Please tick here if your Emergency Contact Address is the same

Continue Cancel

**WARNING:** Click the "continue" button once only.

## Update Term Time Address

**Please confirm your term time address details as instructed below.** Your term time address is where you will normally live during term time.

If you are in official University accommodation OR a new student who does not yet know their term time address: please only enter a telephone number (leave the address BLANK or as stated) and click "next". Non-university addresses must be provided as soon as they are known, University addresses will be automatically entered.

If you are a returning student who does not yet know their term time address: you must have a new term time address to overwrite an old term time address – contact the Registration Helpline if this causes any problems.

If you know your term time address and are NOT in University accommodation: please enter your address here.

Please check the start date, first line, country and postcode (where applicable) are correct.

IMPORTANT: You must tell the University of any update to your contact details (addresses, telephone numbers and emergency contacts) via the Minerva Student Services icon. Failure to check or provide address information may affect Council Tax payments and you may miss important communications from the University.

INTERNATIONAL STUDENTS who are registered with the West Yorkshire Police Overseas Registration Department must also keep that office informed of any changes to their term time address.

\*\*\*Click HELP at the top of this page for extra help\*\*\*

Search for a UK Address

Post Code:  City:   
Address Line1:

### Enter Term Time Address Details

Valid From This Date: DD/MM/YYYY:\*   
Term-Time Address Line 1:\*   
Term-Time Address Line 2:   
Term-Time Address Line 3:   
City:\*   
Post Code\Zip Code :   
County:   
Nation:\*   
Accommodation Type:

### Phone Numbers for this address (Landline, mobile etc.)

Phone Type:  Telephone Number  
incl. area code:  
Main Contact Number:\*

Please tick here if your Emergency Contact Address is the same

**WARNING:** Click the "continue" button once only.

If students are in University maintained property, the term time address will show as follows:

## Update Term Time Address

Your current term time accommodation is University maintained and this address cannot be updated.

You will only be able to enter a new address when the current address is no longer valid.

If you are moving out of University accommodation early, please email the [Accommodation Office](#) or telephone 03701 200189. Once they have updated your details you will be able to enter your new term time address via the Minerva Student Services icon.

Valid From This Date (DD/MM/YYYY) 19/09/2018  
Address Line 1 Room X.X  
Address Line 2: James Baillie Park, Block A  
Address Line 3: North Hill Road  
City: LEEDS  
Post Code\Zip Code LS6 2ED  
County:  
Nation: United Kingdom

### Phone Numbers for this address (Landline, mobile etc.)

Phone Type:  Telephone Number  
incl. area code:  
Main Contact Number:\*

Please tick here if your Emergency Contact Address is the same

**WARNING:** Click the "continue" button once only.

## Update Emergency Contact Details

**Please confirm your emergency details below – this is essential for registration.** Your emergency contact should be someone you would want us to contact in case of emergency (NOT you). The contact number MUST directly relate to the specified emergency contact. *Please check the start date, first line, country and postcode (where applicable) are correct.*

**IMPORTANT:** You must tell the University of any update to your contact details (addresses, telephone numbers and emergency contacts) via the Minerva Student Services icon. Failure to check or provide address information may affect Council Tax payments and you may miss important communications from the University.

**\*\*Click HELP at the top of this page for extra help\*\***

Search for a UK Address

Post Code:  City:   
Address   
Line1:

### Enter Emergency Contact Details

**Valid From This Date: DD/MM/YYYY:\***

**First Name:\***

**Last Name:\***

**Relationship:\***

**Address Line 1:\***

Address Line 2:

Address Line 3:

**City:\***

**Post Code\Zip Code :**

County:

**Nation:\***

### Phone Numbers for this address (Landline, mobile etc.)

Phone Type:  Telephone Number  
incl. area code:

**Main Contact Number:\***

Please Select

**WARNING:** Click the "continue" button once only.

## HELP text as seen by students: all contact details pages

If we already have address data for you, this will be displayed along with any telephone numbers. If we do not hold a current address for a category, the fields will be blank. Please check this information and update if needed.

### Required fields:

**Address type:** home address and emergency contact details are required - you will NOT be able to continue if you do not provide this information. Other addresses can be left blank until known.

**Address fields:** Address Line 1, City, Nation, "Valid from this date" (cannot be before today's date).

You can check and update your addresses throughout the year using the Student Services icon in Minerva.

**TIP:** you can search for UK addresses. Enter your Postcode OR City and Address Line1, and click on 'Find UK Address'. Select your address and click "Accept address".

**IMPORTANT:** You must tell the University of any update to your contact details (addresses, telephone numbers and emergency contacts) via the Minerva Student Services icon. Failure to check or provide address information may affect Council Tax payments and you may miss important communications from the University.

**INTERNATIONAL STUDENTS** who are registered with the West Yorkshire Police Overseas Registration Department must also keep that office informed of any changes to their term time address.

**Home address:** within the "home address" and "term time address" pages. You can copy addresses by ticking the box(es) at the end of the page.

**International Students** - your home address is the address in your own country.

**Emergency Contact Details:** you will need to provide the name of your emergency contact(s) and their relationship to you, as well as the address and telephone number. If you wish to provide details for a second emergency contact, you need to do this outside of this process, via the Minerva Student Services icon.

**Term time address:** Within the home address and term time address pages you can copy addresses by ticking the box(es) at the end of the page.

*If you are a new student and cannot provide your term time address at this time:* leave all address fields BLANK, but do add your contact telephone number(s). You **MUST** update your address as soon as you know your address using the Academic Admin tab on Minerva Student Services icon.

*If you are a returning student and cannot provide your term time address at this time:* you must have a new term time address to overwrite your old address – contact the Registration Helpline if this causes any problems.

*If you have applied for University accommodation:* leave all address fields BLANK, but do add your contact telephone number(s). Your address will be entered by the University accommodation team once your accommodation is confirmed.

#### **Need further help?**

More information on registration and related events can be found on the [Student Education Service registration pages](#).

#### **You can also contact the Registration Helpline:**

(Opening hours 09:00 – 17:00 GMT Monday to Friday)

Email: [registration@leeds.ac.uk](mailto:registration@leeds.ac.uk)

Telephone (from within the UK): 0800 9150402

Telephone (from outside the UK): +44 (0) 113 3437000

Please quote your Student ID Number.

**Research Students** can also contact Postgraduate Research and Operations by:

email: [rp\\_student@adm.leeds.ac.uk](mailto:rp_student@adm.leeds.ac.uk) or

Telephone (from within the UK): 0113 343 5057

Telephone (from outside the UK): +44(0) 113 34 35057

(Opening hours 09:00 -17:00 Monday to Friday).

Please quote your Student ID Number.

## 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 yet be displayed here.** The system can only show 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  
Street  
TOWN  
West Yorkshire  
LS2 9JT  
United Kingdom

Permanent Home : 01133436523

Change Home Address

#### Term Time Address

University of Leeds  
LEEDS  
LS2 9JT  
United Kingdom

Term Time : 01133432007

Change Term Time Address

#### Emergency Contact Address

An Person ( Mother )  
University of Leeds  
LEEDS  
West Yorkshire  
Ls2 9JT  
United Kingdom

Emergency Contact 1,Nxt of Kin : 01133432007

Change Contact Details

I confirm the above contact details are correct

Continue Checklist Cancel

# Sports membership

## Step 4 - Edge/Sports Membership

### Sports Membership (Step 4 of 7)

#### The Edge - Your Gym, Your Move!

Kick start the University year by making a commitment to stay fit and healthy with an Edge membership.

This all-inclusive membership gives you access to our world-class facilities, located on campus, right here in the city centre!

**Edge Membership** gives full access to [ALL our facilities](#) including; a 250 station gym, 25m swimming pool, 220+ exercise classes per week, climbing wall, squash courts, sports halls, outdoor playing fields, cycle circuit and so much more.

The best thing is that Edge memberships starts from as little £20 per month! Buying [online now](#) is the easiest and cheapest way to start your membership; feel and look great for the 2018/2019 year.

#### In University of Leeds Halls of Residence? Fit in your fitness!

If you live University of Leeds Halls of Residence an Edge Club membership is automatically included in your accommodation contract. This gives you full activity access, but only at certain access times to the gym and swimming pool. You can upgrade your membership from as little as £80 for the rest of your contract to enjoy flexible access around your day on campus. Find out the [full information](#) on your halls membership and how to fit in your fitness.

#### Join/upgrade now and enjoy the extra benefits

As an Edge member not only do you get access to all our facilities, but you can enjoy:

- Free campus car parking at certain hours
- A host of exclusive [Member Benefit Discounts](#) across city wide retail partners
- Discounted rates to our Coach Education Courses
- Premium access to [other University gyms](#) for when you return home in your holidays
- Access to other opportunities such as swimming lessons, climbing courses, personal training and a variety of 'learn to' courses, such as squash, weight training and self-defence.

#### More information

For full details on all membership options and to see the full list of all University sports, health and fitness opportunities, or to book a tour, please [click here](#).

I would like to get started and buy an Edge membership. Click <a href="#">here</a> for more details.	<a href="#">Make Online Payment</a>
I am a student in a University of Leeds Hall of Residence and wish to upgrade my membership or buy a 2 or 3 year membership. Click <a href="#">here</a> for more details on the upgraded membership.	<a href="#">Make Online Payment</a>

I have already paid for my membership/upgrade and I wish to continue with online registration

I do not wish to buy or upgrade an Edge membership and wish to continue with online registration

#### Refresh – sign up, get the app & get the rewards across campus!

Refresh loyalty scheme is a mobile app or card that gets you special discounts, earns you 3% points cashback & gets you free hot drinks when you buy with Refresh.

Sign up [here](#) today.

Sign up & set to Auto-top up before 30th September and be in with a chance of winning one of five - £100 Trinity Leeds Shopping Cards!

[Continue](#) [Checklist](#) [Cancel](#)

## HELP text as seen by students: the Sports membership page

More information about The Edge is available via the University's Sport & Physical Activity [website](#). If you wish to join the Edge membership (or wish to upgrade if you are a student living in University of Leeds Halls of Residence), choose the relevant [Make Online Payment link](#) to buy your membership. At the payment stage, you must read and understand the terms and conditions of membership before making your payment.

If you purchase Edge membership as part of the registration process, your Student ID Card will be updated with the membership and then can be used to gain access to our facilities. Monthly memberships will need to be activated at the main Edge reception and annual memberships/halls upgrades will be activated by the team automatically.

Students who decide not to join The Edge membership scheme via online registration can always join at a later date [online](#).

**Need further help?** More information on registration and related events can be found on the [Student Education Service website](#).

**You can also contact the Registration Helpline:** Opening hours are 0900 - 1700 hours GMT Monday to Friday. You can email us at [registration@leeds.ac.uk](mailto:registration@leeds.ac.uk) or contact us by phone: Telephone: 0800 9150402 (from within the UK) Telephone: +44 (0) 113 3437000 (from outside the UK). Please quote your Student ID Number.

**Research Students** can also contact Postgraduate Research and Operations by: email: [rp\\_student@adm.leeds.ac.uk](mailto:rp_student@adm.leeds.ac.uk) or Telephone: 0113 343 5057 (from within the UK) Telephone: +44(0) 113 34 35057 (from outside the UK). (opening hours are 0900-1700 hours Monday to Friday). Please quote your Student ID Number.

# Programme of Study Details

## Step 5 - Programme of Study Details

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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 programme of study details below are CORRECT:** please tick the box, then choose 'Continue' to move to the next step or 'Checklist' to return to the checklist page.

**If the programme of study details below are INCORRECT:** please do NOT tick the box (this information affects your fees). You will need to contact or visit your Parent School for a Change of Programme Form. When this is submitted and approved, 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. Please choose the 'Cancel' button on this screen, then the 'Finish Later' button on the menu page (to save all steps completed so far).

**If you are an exchange student, pre-sessional 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.

You are an	Undergraduate
Your Degree Objective is	Bachelor of Arts
Your Parent School is	School of English
Your Programme of Study is	English Literature
Your Year of Study is	Second Year
Your Registration Status is	Eligible to Register
Your Expected Completion date is	01/07/2020

I confirm the programme of study details shown above are correct.

## HELP text as seen by students: the Programme of Study page

**Your Registration Status** will be displayed as Eligible to Register until you have successfully completed the full online registration process, at which point this will be updated to Registered online. For new students, you are not fully registered until you have completed an identity check.

**If your Expected Completion Date** is NOT displaying the correct date, you should contact your Parent School to query this.

### Need further help?

More information on registration and related events can be found on the [Student Education Service registration pages](#).

### You can also contact the Registration Helpline:

(Opening hours 09:00 – 17:00 GMT Monday to Friday)

Email: [registration@leeds.ac.uk](mailto:registration@leeds.ac.uk)

Telephone (from within the UK): 0800 9150402

Telephone (from outside the UK): +44 (0) 113 3437000

Please quote your Student ID Number.

### Research Students can also contact Postgraduate Research and Operations by:

email: [rp\\_student@adm.leeds.ac.uk](mailto:rp_student@adm.leeds.ac.uk) or

Telephone (from within the UK): 0113 343 5057

Telephone (from outside the UK): +44(0) 113 34 35057

(Opening hours 09:00 -17:00 Monday to Friday).

Please quote your Student ID Number.

# Fee Payment Arrangements

## Step 6 - Fee Payment Arrangements

### Fee Payment Arrangements (Step 6 of 7)

How you pay your fees will vary depending on your circumstances. You can find out the specific payment options available to you on the [Fees website](#).

The tuition fee amount below is your programme fee for this year. No pre-payment or scholarship has been deducted. If you have made a pre-payment towards your tuition fees you must select 'View Account Summary' to see how much the University has received.

**Your tuition fee for this session is £ 9250.00**

**Overdue tuition fees from previous session £ 0.00**

[View Account Summary](#)

Overdue tuition fees **must** be paid in full before you can complete registration. You may also have overdue accommodation or exam resit fees from a previous session. To see a full breakdown of overdue fees and to make payment please select 'View Account Summary' above.

**If you have made full payment, select 'Continue' at the bottom of the page. Otherwise you must make arrangements to pay by choosing from the payment options below.**

#### Student Finance England/EU (UK/EU Undergraduates only)

If you have applied for a **full** tuition fee loan through Student Finance please select 'Continue' at the bottom of the page.

If Student Finance are only paying **part** of your tuition fee you must also make arrangements to pay the balance. Select either 'Complete Instalment Plan' or 'Make Online Payment' below.

**Student Support Number:** SFDU [REDACTED]

If your Student Support Number is not shown above, please log out and try again after 31st August. If this date has passed and your Student Support Number is still not shown above, call the Registration Helpline (see HELP button for contact details).

#### Leeds Financial Support

If you think you are entitled to Leeds Financial Support and you intend to take this as a tuition fee discount, follow the link at the end of the registration process. This discount is not reflected in any fee quoted above.

#### How to Pay Tuition Fees Immediately

**Pay Now By Credit / Debit Card:** this is the quickest way to complete your registration. Payment will show on your student record immediately.

To use our secure online payment facility please select the "Make Online Payment" button below.

**Pay using Flywire (International students only):** Make payment in your local currency using Flywire <https://www.flywire.com/pay/leeds>

Flywire payments will show on your student record in 3-5 working days, you can track your payment from start to finish.

[Make Online Payment](#)

[Update Payment](#)

\*Click here to update your account if you have just made an online payment

#### Instalments

If you want to pay your tuition fees in two instalments you must complete this section. You must set up a new instalment plan each year.

You may need to make an immediate payment as well as setting up an instalment plan. Information about instalment plans is on the [Fees website](#).

**Instalment Plan:** No instalment arrangement made

[Complete Instalment Plan](#)

[Update Instalment Plan](#)

\*Click here to update this page if you have just completed an instalment plan online

Do NOT set up an instalment plan, if you are undergraduate student taking a **full tuition fee loan** from Student Finance England/EU (see above instead).

#### Sponsorship

This section should contain the information of your sponsor (an external organisation paying some or all of your fee direct to the University).

If this section is blank and you are sponsored you **must** email your sponsor letter to [Fees\\_sponsors@leeds.ac.uk](mailto:Fees_sponsors@leeds.ac.uk). Your sponsor letter must be processed by Student Fees before you will be able to complete Registration. You will be notified by email when your sponsor letter has been processed.

Sponsor Name	Amount (£)	Status
--------------	------------	--------

No Sponsorship information

If your sponsor is not paying your full tuition fee you must make arrangements to pay the balance either in instalments (select 'Complete Instalment Plan' above) or immediate payment (select 'Make Online Payment' below).

If your fees are being paid by Student Finance, a friend, or a family member this does not qualify as a sponsor.

#### Scholarship

If you have been granted a Scholarship from within the University, details should be displayed below. If there are no details, please contact your School or the department providing the scholarship.

If a scholarship is showing below and you were not expecting to receive one please contact your School for more information.

**Scholarship**

**Amount (£)**

No Scholarship information

If your scholarship does not cover your full tuition fee you must make arrangements to pay the balance. Select either 'Complete Instalment Plan' or 'Make Immediate Payment' above.

[Continue](#)

[Checklist](#)

[Cancel](#)

The fee displayed is the full fee payable in your name, this does not take into account any previous payments or payments being made on your behalf (e.g., loans, grants, sponsorships or scholarships).

## HELP text as seen by students: the Fee payment arrangements page

### **Tuition Fees**

The fee shown is for this academic session, based on your current programme of study. You must make arrangements to pay your tuition fees as part of registration, unless they are paid in full by Student Finance (UK/EEA Undergraduates only).

**Please Note:** the tuition fee shown will not include any costs invoiced directly by your department, for example field trips and bench fees. Contact your department directly if you think this may be relevant to you.

If your fee has been manually amended, it will display as an overdue balance rather than a fee.

**If you think the fee shown is incorrect please contact the Registration Helpline (details at the bottom of the page)**

### **Overdue Balance**

Overdue tuition fees from a previous session must be paid in full before you can register for a further session.

If you cannot make payment of your outstanding balance immediately you may be eligible for deferred registration. See the relevant section below for further details.

### **Student Finance (UK/EU Undergraduates only)**

If we have been notified that you have made an application for student support to Student Finance England/EU your Student Support Number (SSN) will be shown. If you have made an application but your Student Support Number was not shown this may be because your application is still being assessed. If you wish to enquire about your application please contact the Student Support Helpline on 0300 100 0607.

If Student Finance England/EU are only paying **part** of your fee you must make arrangements to pay the balance by instalments or in full by selecting the relevant option.

### **Student Finance Postgraduate loans**

#### **Student Finance (UK/EU Postgraduates only)**

If you are receiving a postgraduate student loan we must receive confirmation from Student Finance that your loan has been approved before the PG LOAN instalment plan will display. While you wait for this confirmation to come through you can request deferred registration. See the "Deferred registration" guidance below for further details.

### **Instalments**

You can pay your tuition fee by instalments; we offer a two-part scheme with each instalment being 50% of the fee due. You can complete an instalment plan as part of registration by selecting the 'Complete Instalment Plan' button. Postgraduate and International students must make a manual payment for the first instalment.

If you are an international student and you have not yet got a UK bank account you can set up an instalment plan now and provide Direct Debit details later in your first term.

**Postgraduate loan students** - if you are receiving a postgraduate loan from Student Finance England/EU you are entitled to an exceptional three part instalment plan. This will only display after Student Finance have informed us your loan has been approved.

**Research Students** - overtime fees must be paid in full at registration.

### **Sponsorship**

If an external organisation (i.e. not a friend, relative or Student Finance England/EU) is responsible for payment of all or part of your tuition fee please send a sponsor letter to [sponsors@leeds.ac.uk](mailto:sponsors@leeds.ac.uk).

All sponsors must pay within 30 days of being invoiced, no instalment option is available.

### **Scholarship**

If you have a scholarship from your School for all or part of your tuition fee which is not shown on Step 6 of Registration, contact your School. They will arrange for this to be updated.

**Research Students:** If you are in receipt of a scholarship administered by Postgraduate Research and Operations, you can commence online registration but will not be able to complete it. Once you have received your Scholarship Renewal Letter you can complete registration.

### **Payment Options Available:**

For further information about the different ways to pay, please visit the [Fees](#) website.

### **Deferred Registration**

If you are unable to complete your registration immediately for financial reasons you may be eligible for deferred registration. This is valid for a period of one month or until the registration deadline (whichever is sooner). This allows you temporary access to University facilities such as the library and computers whilst you make the necessary arrangements to complete your registration.

You will need to visit Student Fees in the Student Services Centre, Marjorie & Arnold Ziff Building in order to be granted deferred registration.

**Please note:** Maintenance Loans from Student Finance England/EU will not be paid whilst you have deferred registration, it will only be released when you have completed your registration.

### **Need further help?**

More information on registration and related events can be found on the [Student Education Service registration pages](#).

### **You can also contact the Registration Helpline:**

(Opening hours 09:00 – 17:00 GMT Monday to Friday)

Email: [registration@leeds.ac.uk](mailto:registration@leeds.ac.uk)

Telephone (from within the UK): 0800 9150402

Telephone (from outside the UK): +44 (0) 113 3437000

Please quote your Student ID Number.

**Research Students** can also contact Postgraduate Research and Operations by:

email: [rp\\_student@adm.leeds.ac.uk](mailto:rp_student@adm.leeds.ac.uk) or

Telephone (from within the UK): 0113 343 5057

Telephone (from outside the UK): +44(0) 113 34 35057

(Opening hours 09:00 - 17:00 Monday to Friday).

Please quote your Student ID Number.

# Declaration Statement

## Step 7 - Declaration Statement

### Declaration Statement (Step 7 of 7)

#### Personal Details

Title (Dr,Mr,Mrs,Miss,Ms)	Mx
Family Name	Student
First Name	Anne
Middle Name	Other
Legal Name	Anne Other Student
Birth Date	18 June 1998
Gender	Female
Nationality	United Kingdom (excluding the Channel Islands and the Isle of Man)
Ethnicity (UK Nationals Only)	White
Disability	No known disability
In receipt of Disabled Students Allowances (DSA)	No
I wish to be a member of Leeds University Union	Yes
Your Term-Time Accommodation is:	Other
Religion	Christian
Are you employed by the organisation who is paying your tuition fees?	No
How would you describe your sexual orientation?	
Is your gender identity the same as the gender you were assigned at birth?	
Please select which statement best represents your current careers position:	I am not ready to start thinking about my career yet
I have already gained work experience through: (select all that apply)	a placement year during my degree
Are you a Parent or Carer	No

You are an	Undergraduate
Your Degree Objective is	Bachelor of Arts
Your Parent School is	School of English
Your Programme of Study is	English Literature
Your Year of Study is	First Year
Your Registration Status is	Eligible to Register
Your Expected Completion date is	01 July 2021

#### Student's Declaration- Student Contract and Data Protection

**Student Contract** - I confirm that the information I have provided is accurate and correct. I have read and agree to abide by the Terms and Conditions of the [Student Contract](#). I will make payment and comply with University rules as specified under the Student Contract. I understand that I have a right to cancel my Student Contract with the University and further details concerning cancellation are described within the Student Contract.

**Privacy Notice** - the University will process my personal data for the administration of my position as a student, including the use of University services such as, residential services, lecture capture, attendance monitoring, the Library, and sports facilities. It will on limited occasions share my personal data with third parties such as HESA and other relevant educational providers. More information can be found at the University's [Student Privacy Notice](#).

By ticking this box I confirm that I have read and agree to the above.

The declaration statement displays information held on your student record that requires checking and updating as part of the registration process. If you are happy that the information held is correct and that you agree to the terms and conditions of the student contract you should tick the box and click the 'Save and Continue to next step' button to complete registration.

### [HELP text as seen by students: the Declaration page](#)

If you have amended your name as part of the online registration process, you will see the changes displayed on the right of the screen.

The Student Declaration Statement is printed in full with a link to the Terms and Conditions of the [Student Contract](#) which you must read and agree.

By choosing the link above you can also read the University's Code of Practice on data protection, which accords with the Data Protection Act and takes into account the codes of practice published periodically by the Office of the Information Commissioner.

You MUST read and agree the Student Declaration Statement before you can become a registered student of the University of Leeds.

**Need further help?**

More information on registration and related events can be found on the [Student Education Service website](#).

**You can also contact the Registration Helpline:**

Opening hours are 0900 - 1700 hours GMT Monday to Friday

You can email us at [registration@leeds.ac.uk](mailto:registration@leeds.ac.uk) or contact us by phone:

Telephone: 0800 9150402 (from within the UK)

Telephone: +44 (0) 113 3437000 (from outside the UK)

Please quote your Student ID Number.

**Research Students** can also contact Postgraduate Research and Operations by:

email: [rp\\_student@adm.leeds.ac.uk](mailto:rp_student@adm.leeds.ac.uk) or

Telephone: 0113 343 5057 (from within the UK)

Telephone: +44(0) 113 34 35057 (from outside the UK)

(opening hours are 0900-1700 hours Monday to Friday).

Please quote your Student ID Number.

# Final confirmation (registration certificate) page

The "Print your Registration Certificate" button will open the standard print process:

## Registration Certificate

---

**Student ID :** 201 [REDACTED]

**Last Name :** Student

**First Name :** Anne

**Middle Name :** Other

**Legal Name :** Anne Other Student

**Nationality :** United Kingdom (excluding the Channel Islands and the Isle of Man)

**CAS Status :** No CAS Status

**Student Support No :** SFDU [REDACTED]

**Year of Study :** First Year

[Print your Registration Certificate](#)

### Your Next Steps

**New Students** (including those progressing from an undergraduate to a postgraduate degree):  
You should now complete an identity check on campus to finish your registration\*. Find out more [here](#).

*Student Loans Company note: New UK/EU students with a student loan must have their identity checked before the Student Loans Company can be informed that you have registered for your course and are in attendance (to release your loan payment).*

**Returning Students:**  
You have now completed your registration for this academic year. If your Student ID Card has expired, please bring it to the Student Services Centre for a replacement. If your old card is lost or has been stolen you will be asked to pay a replacement fee of £10. For more information on how to apply, please visit [our website](#).

*\*A very small minority of courses, namely courses with minimal campus contact such as distance learning courses, will not be required to complete the identity check for the University - you will likely have been told by your school if this is the case. Students requiring a UK government Student Loan confirmation are still required to complete an identity check even within this group.*

### Module Enrolments

Teaching Period	Subject	Module Number	Credits	Title
Semester 1	ENGL	2027	20	Eighteenth Century Literature
Semester 1	ENGL	2029	20	Renaissance Literature
Semester 1	ENGL	32460	20	Writing America
Semester 2	ENGL	3289	20	Victorian Literature
Semester 2	ENGL	3290	20	American Words,American Worlds
Semester 2	ENGL	32156	20	Quiet Rebels and Unquiet Minds

**Total Credits for Year of Study :** 120

**Information as at:** 03-AUG-2018

Outlined above are the modules for which you are currently enrolled. If your programme of study requires you to choose Optional and/or Discovery Modules and you have not yet completed [module enrolment](#), please refer to the [Student Education Service website](#) on choosing additional modules.

### Leeds Financial Support

#### Leeds Financial Support

Leeds Financial Support is available to most students with a household income of £42,875 or less. To check your eligibility and find out what to do next, follow this link: [Leeds Financial Support](#)

### UCAS Tariff Information

*If you have registered for your first or second year and applied through UCAS, please read this section.*

The Higher Education Statistics Agency (HESA) requires information on any qualifications you may hold which are included in the UCAS Tariff framework. This includes graded qualifications in dance, music, drama, and other recognised awards and certificates.

Please record [any additional qualifications](#) using our online form.

### Register with a Doctor

If you have not already registered with a doctor in Leeds it is essential that you register with one and do not leave it until you need medical treatment. You can find a local doctor using the following link: [Find NHS Services](#). You may prefer to register with Leeds Student Medical Practice which is a modern practice very close to the University campus. You can view the registration options at the following link: [Leeds Student Medical Practice](#). (All students living in university accommodation in Leeds are eligible to join the practice. For those students living in private accommodation see the register page on their web site for more information).

*(Continued on following page)*

## Career Statement and Advice

Your most recent career statement is:

I have some ideas about my career and I am ready to start planning

The University recommends:

Your School/Faculty Employability team and the Student Careers Service are here to offer advice and support to you throughout your studies and beyond. Go to [Your Future](#) for more information about opportunities and how we can support you. Consider looking at undertaking a Placement Year, Study Abroad Year, or a range of other opportunities to help broaden your experience or give you an idea of what different jobs entail. Alternatively, get things moving and [talk to us](#) to find out how we can help you

## Register to Vote

If you haven't registered to vote in Leeds as part of your University registration, please think about doing so as you settle into life at the University. If you're British, or a Commonwealth or Republic of Ireland citizen you are entitled to register to vote in all elections in Britain. Citizens of European Union states are entitled to register to vote in local and European elections. You can be registered to vote at home and in Leeds at the same time so registering to vote here will not remove you from your home registration.

If you wish to register to vote while you are a resident in Leeds, please click [here](#) to access the government's website. You will need to provide your National Insurance number in order to register to vote. This can be found on wage slips or your P60. Click [here](#) for information on what to do if you have lost, or have never had, your National Insurance number. You can still register to vote without your NI but may be contacted later by the Council to provide more information.

## Edge/Sports Membership

If you purchased Edge membership as part of the registration process, your Student ID Card will be automatically updated and you can use the Sports Facilities immediately. If you have not purchased membership but you wish to do so, you can by clicking on the 'Make Sports Payment' button below or in person at The Edge.

[Make Sports Payment](#)

## Parents and Carers

### Declaration

On registering with the University of Leeds you have indicated your agreement to the **Student Declaration Statement** which is outlined below:

**Student Contract** - I confirm that the information I have provided is accurate and correct. I have read and agree to abide by the Terms and Conditions of the [Student Contract](#). I will make payment and comply with University rules as specified under the Student Contract. I understand that I have a right to cancel my Student Contract with the University and further details concerning cancellation are described within the Student Contract.

**Privacy Notice** - the University will process my personal data for the administration of my position as a student, including the use of University services such as, residential services, lecture capture, attendance monitoring, the Library, and sports facilities. It will on limited occasions share my personal data with third parties such as HESA and other relevant educational providers. More information can be found at the University's [Student Privacy Notice](#). Please retain your own copy of the Student Contract (which will be emailed to you).

**This registration certificate cannot be used for proof of registration for the purposes of opening bank accounts, obtaining a visa or for other official verification. If you require such proof of registration, you should request a Student Registration Status Certificate from the Student Services website [here](#).**

**Where a student has been permitted to register, but has not satisfied the requirements to progress on their specified programme of study or paid all fees due or has failed to complete an identity check/collect a student ID card if required, the University reserves the right to terminate their registration with the University.**

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## HELP text as seen by students: the Final confirmation page

**You should take an electronic or paper copy of the Registration Certificate to your identity check – please either print, save or ensure you will have an internet connected phone or tablet to present this page.**

New students are required to have their identity check documents scanned and a copy will be held by the University. New international students will see displayed on their Registration Certificate details of their Confirmation of Acceptance of Studies (CAS).

**Once you have registered, if you revisit the Online Registration web pages, your Registration Certificate will continue to be displayed until the point when you are required to register again for your next academic year of study.**

### **Need further help?**

More information on registration and related events can be found on the [Student Education Service website](#).

### **You can also contact the Registration Helpline:**

Opening hours are 09:00 – 17:00 GMT Monday to Friday

You can email us at [registration@leeds.ac.uk](mailto:registration@leeds.ac.uk) or contact us by phone:

Telephone: 0800 9150402 (from within the UK)

Telephone: +44 (0) 113 3437000 (from outside the UK)

Please quote your Student ID Number.

### **Research Students** can also contact Postgraduate Research and Operations by:

email: [rp\\_student@adm.leeds.ac.uk](mailto:rp_student@adm.leeds.ac.uk) or

Telephone: 0113 343 5057 (from within the UK)

Telephone: +44(0) 113 34 35057 (from outside the UK)

(opening hours are 09:00-17:00 GMT Monday to Friday).

Please quote your Student ID Number.