HOW TO REGISTER AT THE UNIVERSITY OF SALFORD

Follow the steps below to register. The diagram indicates how you can access help if you get stuck.

1 / Once you have your CAS, you are ready to proceed with registration, Hurrah! From 25 April onwards, we will contact you to let you know when you should register. [3]

2 / You will receive an email from us called 'Register now'. It will explain how to register, and include your log-in and password. Please be patient whilst waiting for this email and check your spam folder too in case the email goes into there. [1]

3 / Complete your visa application if you haven't already and attend a visa interview if required. If you do not need a visa, go straight to step 5. [2]

4 / You obtain your entry clearance visa to travel to the UK. Make sure you pack this and all of your original immigration documents to bring with you.'

5 / If you aren't already in the UK, travel as soon as possible or no later than 19 - 21 May. Make sure to follow the latest travel advice in your home country and for any countries that you travel through. [4]

6 / You log in to the Online Registration portal, using your Student ID and PIN which was sent to you in the email from the Registration Team. [1]

7 / Upload your ID card photo – then return to the main screen. [1]

8 / Set your IT account password – then return to the main screen. [1]

9 / You will be prompted to make an International Check-in appointment. You should complete the form on Salford Advantage and upload your entry clearance visa and flight booking details. [2]

10 / Whilst you wait for your International Check-in appointment, you should start preparing your study skills. Complete the online 'Get Ready to Learn at University' module at **salford.ac.uk/skills/international-student-support**

11 / Attend the International Check-in appointment at our campus at the time and date you selected. You must bring all original immigration documents with you (your passport, visa(s)), otherwise you cannot Check-in or register. [2]

12/ You can now complete the final part of the online registration form (step 3). This includes filling in your personal details, and agreeing to our terms and conditions. Read more about this on the next page. [1]

13 / Complete the online registration form - including filling in your personal details, course information, addresses, disability (if any), emergency contacts and agree to our terms and conditions. [1]

14 / You pay your remaining tuition fees or arrange a payment plan. If you have any questions at this stage you can use the live chat function between 10am - 4pm UK time and our friendly staff will help you.

15 / You can now access your induction materials and your study resources. You must go to **blackboard.salford ac.uk** to access these. [1]

16 / Collect your Biometric Residence Permit (BRP) from the post office. [2]

17 / Scan the front and back of your Biometric Residence Permit (BRP) and email it to homeofficecompliance @salford.ac.uk [2]

18 / We will contact you about the best way to collect your Student ID card.

YOU ARE NOW A UNIVERSITY OF SALFORD STUDENT!

NEED HELP?

Visit our FAQ page **salford.ac.uk/welcome/faqs**

Here, you can find answers to common questions, including:

- University systems, log in details and passwords
- Student finance, funding and paying tuition fees
- Registration, ID card and tuition fees

[1] If you have any problems with the online registration process, you can contact the Registration Team on: +44 (0) 161 295 0023 or email registration@salford.ac.uk

[2] If you need support with completing this section, contact the Home Office Compliance Team on: +44 (0) 161 295 0023 or email homeofficecompliance@salford.ac.uk

[3] If you have any questions about your CAS you can contact the CAS team on: +44 (0)161 295 4493 or email Salford-CAS@salford.ac.uk

[4] Information is available at salford.ac.uk/coronavirus-information-prospective-international-students

Register promptly for the chance to **WIN** a **FREE LAPTOP!** Complete registration and attend induction for the chance to win. Full details and T&C at **salford.ac.uk/international/laptop**

INFORMATION TO HELP YOU COMPLETE ONLINE REGISTRATION

(Step 3 on the portal)

Filling in your personal information is the final step involved with registration. This is called 'Step 3' on the Online Registration Portal, and you will get to this point only after you have completed your International Check-in.

Filling in the online registration form can be complicated if English is not your first language or if you are moving to the UK for the first time. Here is some information which you can refer to when you are completing online registration – we recommend printing this out.

PERSONAL DETAILS SECTION

Date of Birth – complete this in the following format: dd/mm/yy e.g. day/month/year

Faith – This section asks for you to fill in what religion you hold, or you can select "no religion" or "prefer not to say". Don't worry, this data is anonymous and the reason we collect it is because it is shared with government departments and agencies where we have statutory obligation to provide data - as the UK has several laws guaranteeing freedom of religion. The data will also be anonymised and aggregated by the University of Salford to inform our policies in this area, as we strive to provide equal opportunities for all.

Gender – If you consider yourself to be a woman/man, you can select this here. If you do not consider yourself to be a woman/man, you should select "in another way" and you will be asked for more information. You can press the "I" button to find out more about why we ask for this information.

Personal pronouns – This section is based on your gender. For example, if you are a man, you should select option "He/him/his". If you are a woman you should select "She/her/her". You can press the "I" button to find out more about why we ask for this information.

Sexual orientation – This section asks for your sexual orientation. This data is anonymous, but we ask for this to help inform our policies around diversity and equality for all staff and students.

Title – Please select the title which you would prefer to be used before your name in correspondence.

For example, if you are male you can select "Mr". If you are female and you are not married you can select "Miss". If you are female and married you can put "Mrs", or if you are female you could select "Ms" which is a title used for females who may be either married or unmarried.

Carer Leaver / Estranged / Carer – you can click on the "i" button on the portal to get more information about what this means. If this is not relevant to you, please select: "No".

Qualification sought - You will see information here based on your offer for your programme of study, please check this is correct. If it is correct please press "yes", if it is incorrect press "no". See an example on the left.

Permanent Address Details – Please enter your address in your home country here - see an example on the left of how to format the address.

Term time address – please enter the UK address you will use whilst you are studying at the University of Salford. If you will be staying in a hotel initially, you can enter this here, then when you find a permanent accommodation at a later stage, you can login to the self-service portal through Blackboard and update your address.