

# HOW TO REGISTER AT THE UNIVERSITY OF SALFORD

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



<sup>1</sup> 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](mailto:registration@salford.ac.uk)

<sup>2</sup> 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](mailto:homeofficecompliance@salford.ac.uk)

<sup>3</sup> 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](mailto:Salford-CAS@salford.ac.uk)

# COMPLETE ONLINE COMPLETE ONLINE COMPLETE ONLINE COMPLETE ONLINE REGISTRATION

Complete online registration by filling in your personal details and agreeing to our terms and conditions. You can only access this stage once you have completed 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.

## 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.

<p><b>Gender</b></p> <p>Which of the following best describes how you think of yourself? Select... <input type="button" value="i"/></p> <p>What personal pronouns do you use to describe yourself? Select... <input type="button" value="i"/></p> <p>If you use a title which one do you use? Select... <input type="button" value="i"/></p> <p><b>Gender Identity</b></p> <p>Is your gender identity the same as the gender you were originally assigned at birth? Select... <input type="button" value="i"/></p> <p><b>Sexual Orientation</b></p> <p>Which of the following options best describes how you think of yourself? Select... <input type="button" value="i"/></p>
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**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.

<p><b>Care Leaver</b></p> <p>Please indicate if you are a Care Leaver Select... <input type="button" value="i"/></p> <p><b>Estranged</b></p> <p>Please indicate if you are estranged Select... <input type="button" value="i"/></p> <p><b>Carer</b></p> <p>Please indicate if you are a carer Select... <input type="button" value="i"/></p>
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**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”.

		Yes	No
<b>Qualification Sought</b>	Master of Science	<input checked="" type="radio"/>	<input type="radio"/>
<b>Programme of Study</b>	Project Management in Construction	<input checked="" type="radio"/>	<input type="radio"/>
<b>Mode of Study</b>	Full time	<input checked="" type="radio"/>	<input type="radio"/>

**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.

<b>* Address</b>	House Number 43
	Al Yaqubi Street
<b>* City</b>	ALQUMRIAH DISTRICT
<b>* Country</b>	Saudi Arabia
<b>* Telephone</b>	009665047250111

**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.

For more information on this and/or the registration process visit:  
[salford.ac.uk/welcome/on-campus/registration](https://salford.ac.uk/welcome/on-campus/registration)