



How to Register New Students 2011/12

www.ed.ac.uk/schools-departments/registry/matric

What is Matriculation and Registration?

For new students matriculation consists of three elements, all of which must be completed before you are fully matriculated as a student of the University:

- Registering at the University by completing a Matriculation Form and making arrangements for the payment of your tuition fees. Completion of the registration process is only one of the components required for full matriculation at the University of Edinburgh.
- Meeting with your Director of Studies or Supervisor, having your attendance confirmed, and, where appropriate, agreeing your courses. The College/School in which you will be studying will supply you with details about the arrangements for meeting your Director of Studies.
- Fulfilling any other admission or matriculation criteria as prescribed by your College or University.

How to Register

STEP 1 – Print and check your form

Please check the information about you in the form and write any amendments onto the form where necessary.

- **Address Details** - ensure that the Semester Address details are up-to-date and provide an address where staff from the University can contact you during Semester: tick the appropriate Semester Address Code
- **Ethnicity Category:** choose from the options listed in the Categories section at the end of the Guidance Notes
- **Disability:** choose from the options listed in the Categories section below and tick if you are in receipt of a Disabled Student's Allowance (UK students only)
- **Next of Kin:** It is important that we have details of a named person who can be contacted in an emergency
- **Programme of Study:** Any changes made to this part of your form will have to be approved by your Director of Studies/College before your record is amended.
- **Highest Qualification on Entry:** choose from the options listed in the Categories section below
- **Council Tax Certification:** Registry cannot provide evidence of council tax exemption until you are fully matriculated
- **Permission to Discuss Fees:** Completion of this section is optional and permission to discuss fee payment with someone else can be withdrawn by you at any time by emailing Registry@ed.ac.uk

STEP 2 - Sign & date your form and send it back to Registry before 20 January 2012.

STEP 3 - International Students (only)

If you require a Tier 4 visa to study at the University of Edinburgh you must enclose copies of the pages from your current passport showing your photograph, identity/nationality and any valid UK immigration entry sticker/stamp. If you also have a biometric card please also supply a copy (front and back).

In addition to having attendance confirmed at the start of the session, students holding a Tier 4 visa will be required to have their attendance confirmed, in person, by the Academic Registry at two further points (three for postgraduates) during the session. You will be contacted about these arrangements separately.

You will not be fully matriculated until Registry has received these copies and they are valid.

Information about visa requirements can be found on the International Office website at:

www.ed.ac.uk/schools-departments/international-office/immigration/

STEP 4 - Registration Related Activities

If your tuition fees are to be paid by your employer/sponsor, please send a copy of your award letter to the Fees and Student Support Team – email: fees@ed.ac.uk or enclose a copy with your registration form.

Information on how to make arrangements to pay fees can be found on the Finance Department website at <http://www.ed.ac.uk/schools-departments/finance/students>.

If you need to speak to a someone to discuss fee payment, a member of Finance Department staff is available at the Student Centre, Old College, South Bridge, Edinburgh between the hours of 9.30 to 4.30 Monday to Friday.

You should collect your University Student Card from the Main Library in George Square on Monday 16th January. People with surnames A-M should collect their cards in the morning and people with surnames N-Z in the afternoon. The card issue desk opening hours are between 9:30 and 4:30.

STEP 5 – Check that you have registered

You can see if you are a matriculated student by checking your status on the Programme of Study Channel in the MyEd Student Portal at www.myed.ed.ac.uk/.

Students who are not matriculated by Week 5 of their Programme will be deemed to have withdrawn and their student record will be updated accordingly.

Although your Registered (with Registry) status will be updated on your record within 24 hours of your registration form being received, please note that any amendments to your form will take longer to be processed.

STEP 6 - Making Changes

To make changes to your student record after you have returned your matriculation form, complete the online form on the Registry website at www.ed.ac.uk/schools-departments/registry/change-student-record-details

General Contact Information:

Student Services Team (Registry)
Email: Registry@ed.ac.uk
Tel: +44 (0)131 650 2845
Fax: +44 (0)131 650 8223
Website: www.ed.ac.uk/schools-departments/registry/home

Postal Address:

Registry, University of Edinburgh,
Old College, South Bridge
Edinburgh EH8 9YL
Scotland

Matriculation Form Categories:

Ethnicity Categories

- | | | |
|---------------------------------------|---|---------------------------------------|
| 10 White | 14 Irish Traveller | 21 Black or Black British – Caribbean |
| 22 Black or Black British – African | 29 Other black background | 31 Asian or Asian British – Indian |
| 32 Asian or Asian British – Pakistani | 33 Asian or Asian British – Bangladeshi | 34 Chinese |
| 39 Other Asian background | 41 Mixed – White & Black Caribbean | 42 Mixed – White & Black African |
| 43 Mixed – White & Asian | 49 Other mixed background | 80 Other ethnic background |
| 98 Information refused | | |

Disability Categories

- 00 No Known Disability
08 Two or more impairments and/or disabling medical conditions
51 A specific learning difficulty eg dyslexia, dyspraxia or AD(H)D
53 A social/communication impairment eg Asperger's syndrome/other autistic spectrum disorder
54 A long standing illness or health condition eg cancer, HIV, diabetes, chronic heart disease, or epilepsy
55 A mental health condition, eg depression, schizophrenia or anxiety disorder
56 A physical impairment or mobility issues eg difficulty using arms, using a wheelchair or crutches
57 Deaf or a serious hearing impairment
58 Blind or serious visual impairment uncorrected by glasses
96 Disability, impairment or medical condition that is not listed above

Highest Qualification on Entry Categories (if unsure which code applies please write your highest qualification)

A and AS Levels/ Highers / Level 3 Qualifications (for entry to an Undergraduate Degree Programme)

- | | | |
|---|---|---------------------------------|
| P91 SQA 'Higher' or 'Advanced Higher' | P50 GCE 'A' or 'AS' level | P80 Other Level 3 qualification |
| P64 Cambridge Pre-U Diploma | P65 Cambridge Pre-U Certificate | |
| P62 International Baccalaureate Diploma | P63 International Baccalaureate Certificate | |
| P47 AQA Baccalaureate (UK) | P53 Scottish Baccalaureate | P68 Welsh Baccalaureate |
| P41 Diploma at Level 3 | P42 Certificate at Level 3 | P46 Award at Level 3 |

Degree or Higher Level Qualifications held

- | | |
|--|---|
| DUK Doctorate Degree of UK Institution | DZZ Doctorate Degree from non-UK institution |
| MUK Masters / Postgraduate degree of UK institution | MZZ Masters / Postgraduate degree of non-UK institution |
| M2X Integrated undergraduate/postgraduate taught masters degree on enhanced/extended pattern (ie MENG or BENG) | HZZ Undergraduate Honours degree of non-UK institution |
| HUK Undergraduate Honours degree of UK institution | H11 UG Honours degree leading to Qualified Teacher status |
| H80 Other Qualification at Honours level | J10 Foundation level degree |
| JUK Undergraduate Ordinary Degree of UK institution | |

Diploma / Certificate or other Qualifications achieved

- | | |
|--|--|
| M41 Masters level Diploma | M44 Masters level Certificate |
| M80 Other taught qualification at Masters (postgraduate) level | |
| M71 Postgraduate Certificate or Professional Graduate Diploma in Education | J20 Diploma of Higher Education |
| H71 Professional Graduate Certificate in Education | J30 Higher National Diploma (HND) |
| J48 Non graduate Diploma or Certificate of Education | J80 Other qualification at Diploma level |
| J49 Foundation course at Diploma level | C20 Certificate of Higher Education |
| C30 Higher National Certificate (HNC) | |
| C80 Other qualification at Certificate level (inc. BTEC & SQA equivalents) | |
| X01 Access to Higher Education course | |
| Q80 GCSE/'O' level qualifications only; SQA 'O' grades & Standard grades | |
| X02 Mature student admitted on basis of previous experience (without formal APEL/APL) &/or institution's own entrance examinations | |
| X04 Other qualification, level not known | X05 Student has no formal qualification |