



How to Register New Students 2012/13

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 and returning 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 Personal Tutor 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 Personal Tutor.
- Fulfilling any other admission or matriculation criteria as prescribed by your College or University.

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.

- **Contact Details** - ensure that the Address, telephone, mobile telephone and email details are accurate: please write any changes to be made onto the form. If your Semester accommodation is owned or managed by Accommodation Services, they will inform Registry of your address while on campus. Otherwise you must tell us where we can contact you while you are engaged in your studies during Semester. Please 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 (relevant to **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 a member of staff at the School or 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Discuss Fees:** Completion of this section is optional and permission to discuss fee payment with someone else can be withdrawn by you at any time by emailing Registry@ed.ac.uk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 as soon as possible.

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 all current and past valid UK immigration entry stickers/stamps. If you also have a biometric card please also supply a copy (front and back).

Tier 4 holders must also ensure that they supply and keep up-to-date their contact details i.e. address, mobile telephone and email details.

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 further points during the session. You will be contacted about these arrangements separately. Also see www.ed.ac.uk/schools-departments/registry/other-info for further information.

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 – Check your Matriculation status

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 have not completed registration by end of Week 2 from their start date, or completed all stages of matriculation by the end of Week 5 from the start date of the 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 5 - Registration Related Activities

If your tuition fees are being paid on your behalf by a sponsor (other than Students Awards Agency for Scotland and the Student Loans Company) please email evidence of the award on headed paper to fees@ed.ac.uk. This

should include precise details of where any invoices should be sent and purchase order number (if applicable). It is essential we receive this information as early as possible to ensure your invoice for payment of tuition fees is sent to the correct location. Student Loans Company and Student Awards Agency for Scotland confirm the students they are funding. The Fees and Student Support Team do not need a copy of your SLC or SAAS award letter.

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>.

STEP 6 - Making Changes to your student record

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 – You must provide an option from this list if 'Ethnicity' is blank on your form

- | | | |
|---------------------------------------|---------------------------------------|---|
| 13 White - Scottish | 19 Other White background | 15 Gypsy or 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 | 50 Arab | 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(HD)
- 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)

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|---|---|---------------------------------|
| P91 P93 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

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|--|---|
| 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) | |
| HUK Undergraduate Honours degree of UK institution | HZZ Undergraduate Honours degree of non-UK institution |
| H80 Other Qualification at Honours level | H11 UG Honours degree leading to Qualified Teacher status |
| JUK Undergraduate Ordinary Degree of UK institution | J10 Foundation level degree |

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 | |
| H71 Professional Graduate Certificate in Education | J20 Diploma of Higher Education |
| J48 Non graduate Diploma or Certificate of Education | J30 Higher National Diploma (HND) |
| J49 Foundation course at Diploma level | J80 Other qualification at Diploma level |
| C30 Higher National Certificate (HNC) | C20 Certificate of Higher Education |
| 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 |