

Academic Registration Student Guide

There are two main parts to completing your registration; academic and financial. This guide will focus on academic registration.

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Welcome to Registration

Login to your Student Homepage. You will be taken straight to the Registration section.

The Welcome to Registration page provides an overview of the registration process and advises what documents you may require. Click on the information icons to view more detailed instructions.

The table at the bottom of the page shows your progress for both Academic and Financial Registration. In this table, click the 'Academic Registration' button.

Welcome to Registration

To become a fully registered student, you must complete both Academic and Financial Registration. You may experience a short delay when launching Registration for the first time, so please be patient.





If you are a new student who is not a national of the UK or Ireland you will need to attend Visa Registration, so that your identity and entitlement to study can be confirmed in person. Please note your Fully Registered status will not show as completed until you have completed Visa Registration. Returning students do not need to attend Visa Registration.





Visa Registration

Please be aware that you will not be able to enrol in classes until you have completed Academic Registration. If you are a Part-Time student you may want to enrol in classes before completing Financial Registration; this will make sure that your tuition balance is as up to date as possible.

When completing Registration, you will need to confirm each step as complete before moving on. You can go back to edit any completed step before confirming your registration. You can leave Registration by clicking Exit or X on a mobile device – you can then return to the last completed step at another time. Please do not use the Back button on your web browser.

You may be asked for the following during Registration, so please be prepared:

- Photograph 
- Any SAAS or SLC Reference numbers 
- Any Financial Sponsor guarantee letter 
- Passport 

Career	Term	Academic Plan	Academic Registration Status	Academic Registration	Financial Registration Status	Financial Registration	Fully Registered?
PGT	2025	Q3X1-5318 	Not Completed 	<div>Academic Registration</div>	Not Completed 	<div>Financial Registration</div>	Not Completed 

You will be taken to step 1 of registration. A navigation menu is to the left of the page, where you will see all the registration steps listed.

The number of steps to complete is dependent on the type of student you are, so you are unlikely to see all 14 steps illustrated in this guide.

Upon completion of each step, click on the Confirm button to save. Continue to the next step by clicking 'Next' at the top of the page or by using the navigation menu on the left.

Academic Registration

Next >

ID: 3178865 Anthony Edward Stark

1 My Academics Complete

2 Demographic Data Complete

3 Addresses Complete

Step 1 of 13: My Academics

Please review your academic details below. Do not continue to the next step until the information is correct. If any of the information is incorrect, please contact your Adviser of Studies before continuing with Registration.

You can contact your Adviser using this button: [My Adviser of Studies](#)

I accept these details ☒

Confirm

Step 1: My Academics

This page asks you to confirm the course details that you are about to register on to. The details should match what is on your offer letter. If they don't match, please get in touch with your Adviser of Studies by clicking the 'My Adviser of Studies' link. If there is no Adviser listed, please contact the [Student Services Enquiry Team](#) for assistance.

Click on the toggle switch to agree that your course details are correct.

Click 'Confirm' to save. Continue to the next step by clicking 'Next' at the top of the page or by clicking on Step 2 in the menu.

1 **My Academics**
In Progress

2 **Demographic Data**
Not Started

3 **Addresses**
Not Started

4 **Phone Numbers**
Not Started

5 **Email Addresses**
Not Started

6 **Disability**
Not Started

7 **Emergency Contact**
Not Started

8 **Statistical Information**
Not Started

Step 1 of 14: My Academics ⓘ

Confirm

Please review your academic details below. Do not continue to the next step until the information is correct. If any of the information is incorrect, please contact your Adviser of Studies before continuing with Registration.

You can contact your Adviser using this button: [My Adviser of Studies](#)

I accept these details

☒

Career: Postgraduate Taught

Program: PGDE w Sec Tchng Qualification

Plan : PGDE with Secondary Teaching Qualification (English)

Approved Academic Load: Full-Time

Level: Postgraduate Level

Form of Study: Class Enrollment

Fee Status: International

Step 2: Demographic Information

This page asks you to confirm your personal details and residency information

If the details are correct, click 'Confirm' to save and continue to the next step by clicking 'Next' at the top of the page or by clicking step 3.

Personal Details

To update personal details such as your name, date of birth or gender you must submit a personal information update request. Please click 'Update Personal Information', for more information and a link to the request form.

1 My Academics
Complete

2 Demographic Data
In Progress

3 Addresses
Not Started

4 Phone Numbers
Not Started

Step 2 of 13: Demographic Data ⓘ

Confirm

Personal Details

Please ensure the personal details below are correct. If any details are incorrect or need changed, please complete the Update Personal Information Request form using this button **Update Personal Information**

Name Mr Anthony Edward Stark

ID 3178865

Gender Male

Date of Birth 20/05/1970

STUDENT SERVICES ENQUIRY TEAM

→ Certifying Letters

→ Council Tax Exemption

→ Degree Verification

→ Former Students

→ Forms

→ Helpdesk and MyCampus Guides

→ Parchment Translations

→ Personal Information Updates

→ Student Campus Cards

→ Student Finances

→ Transcripts (HEAR)

Students who need any of the following information updated are required to submit a personal information update request.

- Date of Birth
- Gender
- Photograph
- Primary Name
- Title Prefix

+ Address and Contact Details

- Date of Birth

If there is an error with the date of birth listed on your student record please be sure to check that your browser language settings are set to English (United Kingdom). MyCampus stores dates using a DD/MM/YYYY format, other language settings such as English (United States) display dates as MM/DD/YYYY which can lead students to think that their date of birth is recorded wrongly on their record.

If your date of birth is incorrect please submit a request on the UoG Helpdesk to have it updated.

Submit a Personal Information Update Request

+ Gender

submit and manage your time as a student with the University.

For further information please refer to the privacy notice published by the Data Protection and Freedom of Information Office.

→ Privacy Notice for Students

→ Data Protection and Freedom of Information Office

Residency information

- Your Country of Citizenship is your nationality - the country that issues your passport.
To update your Citizenship, click the 'Update Visa/Passport' button and complete the helpdesk form.
- Your Country of Permanent Residence is where you live - it is the country where your home address is.
- Your Location within the UK is where you live while studying at UoG – it is your term time address location.

8 Statistical Information
Not Started

9 Teacher Training
Not Started

10 Student Photo Upload
Not Started

Residency Information

***Country of Citizenship** USA United States

If your citizenship is incorrect or has changed, please complete the Visa/Passport Update Request form using this button **Update Visa/Passport**

***Country of Permanent Residence:** GBR United Kingdom

***Location within the UK** GLC Glasgow City

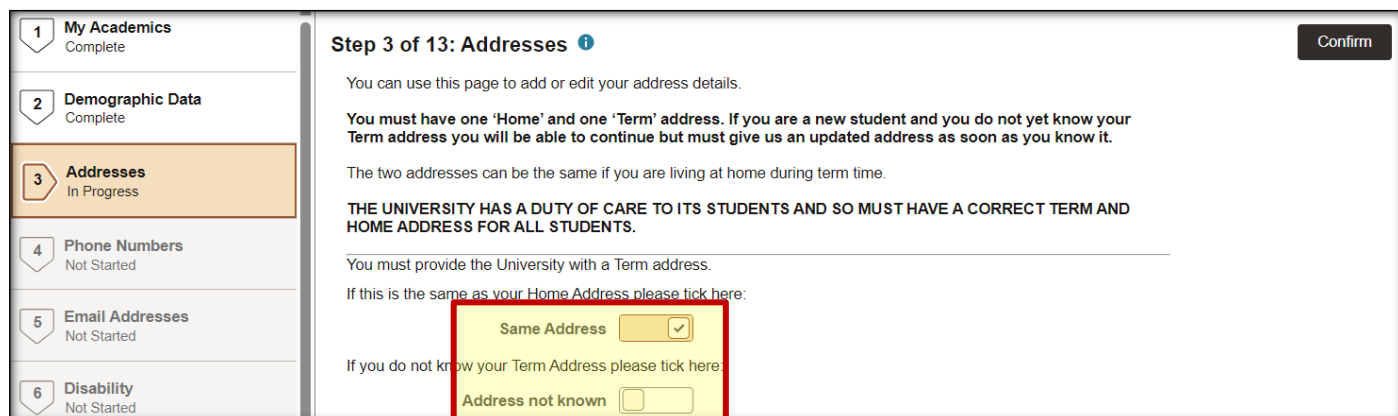
Step 3: Addresses

Use this page to add or edit your address details and to opt-in to the Glasgow City Council Tax Exemption. Please see the separate Council Tax Guide for detailed information.

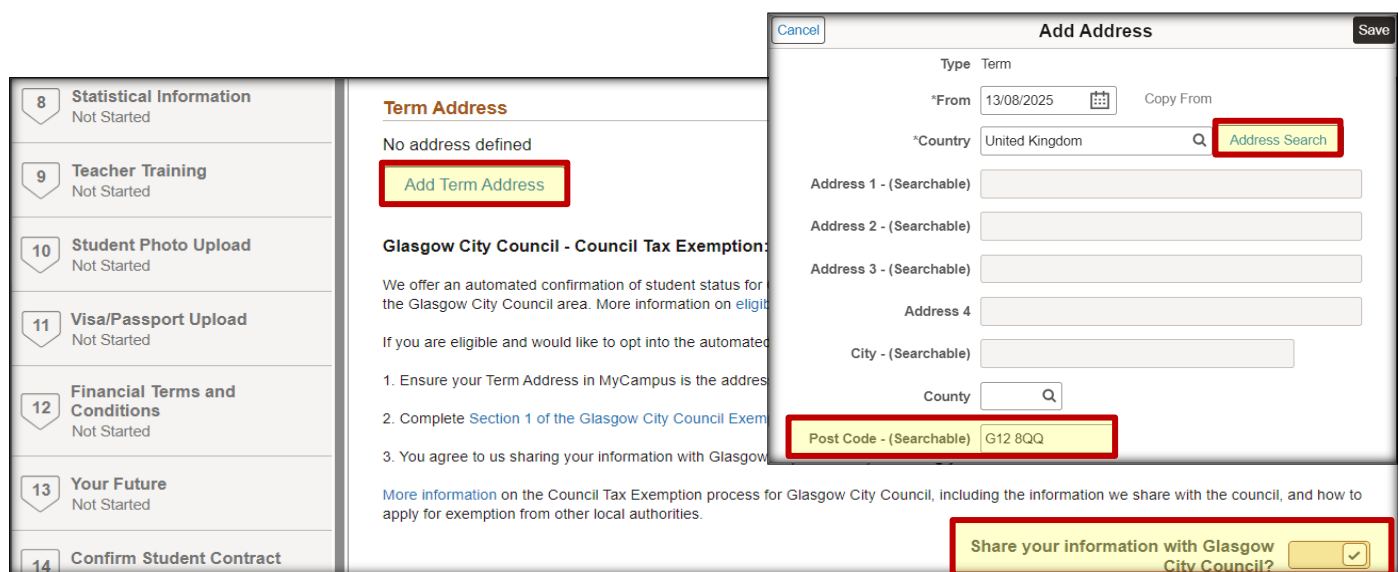
The University requires that you provide both a Home and a Term address, even if these are the same.

- Your Home address will be prepopulated from our records.
- If your Term and Home addresses are the same, tick 'Same Address'.
- If you do not yet know your Term Address, tick 'Address not known'.

Please note: 'Same Address' and 'Address not known' options are only available to new students. Continuing students will already have a term address on record and can update it on this page if required.



- To add a Term address, click 'Add Term Address'.
- Enter your Postcode and click 'Address Search'.
- Select your address from the search results and save.
If you cannot find your address using the search, enter your home address or select 'Address not known'. If you are a Visa holder, please have your address details when you attend Visa Registration. If you are not a Visa holder, please contact the [Registration and Enrolment Support team](#) who will assist you.
- To register for Council Tax exemption, tick 'Share your information with Glasgow City Council'.



- Once completed click 'Confirm' to save. Continue by clicking 'Next' or Step 4 in the menu.

Step 4: Phone Numbers

This screen will ask you to add or update your phone numbers, and to set a preferred number.

The University strongly recommends that you supply all relevant telephone numbers, allowing us to maintain the most effective contact with you, and communicate with you or your family in the event of any emergency.

A mobile number is particularly useful as it allows SMS (text) messages to be sent.

Student Visa holders are required to provide a UK phone number for UK immigration compliance.

To add a new number:

- Click the plus symbol to add a number.
- Select the phone number type (Home, Mobile, etc.)
- Enter the international dialing code and the phone number.
- If this is to be your preferred contact number, click the Preferred field to select.
- Click save to add the number to your list.
- Click 'Confirm' to save and continue to the next step by clicking 'Next' or Step 5 in the menu.

Step 4 of 13: Phone Numbers Confirm

Enter your phone number(s) below including any required international dialling codes. Please provide all relevant phone numbers.

By providing a phone number with the type of "Mobile", Schools and Services will be able to use text messaging to alert you to important information. This is supplementary information that may be used to contact you if you cannot be contacted using any other means.

If you are a Student Visa holder, it is mandatory to provide a UK phone number if you have one. For all other students, providing a phone number is not mandatory.

Please specify your primary contact number by updating your preferred phone number.

Phone

Phone	Type	Preferred
12341098765	Mobile	<input checked="" type="checkbox"/>

Add Phone Cancel Save

*Type: Home

*Country Code: 044

*Phone Number: 12345678

Extension:

Preferred: ☒

Step 5: Email Address

Your university email address will be displayed here. Please note that once you are a fully registered student no official communications will be sent to your personal email address. You should use your student email address for correspondence with the University.

Your personal email address will be used:

1. In the event of an emergency
2. For national surveys such as the NSS in your final year of studies and the Graduate Outcomes after graduation. The University has a requirement to collect your contact details for these surveys on behalf of HESA.
3. It may be used in addition to your university email address, for internal surveys run annually by the University. This includes the Welcome Survey for new students, Student Life and the Post Graduate Taught Experience survey.

Update Personal Email

- Click on the Personal email row to open the edit pop-out.
- Make the required change and click save.
- Click 'Confirm' to save. Continue to the next step by clicking 'Next' or Step 6 in the menu.

Step 5 of 13: Email Addresses ⓘ Confirm

Your University of Glasgow email address is displayed below. It is your responsibility to use it regularly and use it for all communications with the University. Once you are a fully registered student all official communications will be sent to your University email address.

Email

Email Address	Type
tony_stark@starkindustries1.com	Personal >
tony.starkFK@glasgow.ac.uk	University

Cancel **Edit Email** Save

Type Personal

*Email

Delete

Step 6: Disability

This screen is where you can record and confirm any disabilities. It contains information about contacting the Disability Service should it be required.

Select all applicable options from the list. You must select at least one before moving to the next step. If you are not disabled, choose the first option: 'No known impairment, health condition or learning difference'.

The University has a statutory obligation, for statistical purposes, to collect this information.

Click 'Confirm' to save. Continue to the next step by clicking 'Next' or click Step 7 in the menu.

1 My Academics
Complete

2 Demographic Data
Complete

3 Addresses
Complete

4 Phone Numbers
Complete

5 Email Addresses
Complete

6 Disability
In Progress

7 Emergency Contact
Not Started

8 Statistical Information
Not Started

9 Teacher Training
Not Started

10 Student Photo Upload
Not Started

Financial Terms and

Step 6 of 13: Disability ⓘ

Confirm

Do you have an impairment, health or mental health condition, or learning difference that has a substantial impact on your ability to carry out day-to-day activities and has lasted, or is expected to last, at least 12 months?

Under the Equality Act 2010 (England, Scotland, and Wales) and the Disability Discrimination Act 1995 (Northern Ireland), a person is disabled if they have a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. 'Substantial' is defined by as 'more than minor or trivial'. An impairment is considered to have a long-term effect if it:

- has lasted for at least 12 months
- is likely to last for at least 12 months, or
- is likely to last for the rest of the life of the person.

Please select all that apply from the drop-down list. You must select at least one before moving to the next step. If you are not disabled, choose the first option: 'No known impairment, health condition or learning difference'.
The University has a statutory obligation, for statistical purposes, to collect this information.

<input type="checkbox"/>	No known impairment, health condition or learning difference
<input type="checkbox"/>	Learning difference such as dyslexia, dyspraxia or AD(H)D
<input type="checkbox"/>	Social/communication conditions such as a speech and language impairment or an autistic spectrum condition
<input type="checkbox"/>	Long-term illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
<input type="checkbox"/>	Mental health condition, challenge or disorder, such as depression, schizophrenia or anxiety
<input type="checkbox"/>	Physical impairment (a condition that substantially limits one or more basic physical activities such as walking, climbing stairs, lifting or carrying)
<input type="checkbox"/>	D/deaf or have a hearing impairment
<input type="checkbox"/>	Blind or have a visual impairment uncorrected by glasses
<input type="checkbox"/>	Development condition that you have had since childhood which affects motor, cognitive, social and emotional skills, and speech and language
<input type="checkbox"/>	An impairment, health condition or learning difference not listed above
<input type="checkbox"/>	Prefer not to say

To ensure that you receive disability-related study support, please register with the Disability Service [Arranging support](#)

For further information about disability-related study support, please check the Disability Service web pages: [Disability Service](#)

Step 7: Emergency Contacts

Students must provide the name, phone number and address of someone who can be contacted in the event of an accident or emergency. You can enter more than one person but will be required to select which is your 'Preferred Contact'.

Please note that for students under 18 the emergency contact must be a parent or legal guardian.

Add Contact

- Click 'Add Contact' to open the pop-out window.
- Enter the name of your contact and select their relationship to you.
- Enter their international dialing code and phone number.
- Click 'Add Address' to open another pop-out window. You must provide both a number and an address to proceed.
- Enter your contact's address and click Done.
- Click Save. Your emergency contact will now be listed.
- Click 'Confirm' to save. Continue by clicking 'Next' at the top of the page or click Step 8 in the menu.

6 Disability Complete

7 Emergency Contact In Progress

8 Statistical Information Not Started

9 Teacher Training Not Started

Step 7 of 13: Emergency Contact ?

Registered students are required to provide an emergency contact, normally your next of kin, whom you wish to be contacted in the event of an accident or emergency.

Please note that for students under 18 the emergency contact must be a parent or legal guardian.

You will not be able to move past this step until you have provided details of at least one emergency contact.

No contacts defined.

[Add Contact](#)

Add Contact

[Cancel](#) Save

*Name Penny Slater

*Relationship Other

☐ Preferred

Primary Phone Number

Country Code 044

Phone Number 987654321

Extension

Other Phone Numbers

No other phone numbers defined.

[Add Phone](#)

Contact Address

No address defined

[Add Address](#)

Contact Address

[Cancel](#) Done

Same as mine ☐

*Country United Kingdom

*Address 1 Penfold Pillar Box

Address 2 Baker Street

Address 3

Address 4

City London

County

Postal NW1 8QQ

Step 8: Statistical Information

This screen is used to gather information for the Higher Education Statistics Agency (HESA) to assist with statistical analysis for government departments including funding councils. Students can choose to withhold information if desired.

Questions will vary slightly as they are dependent on the type of student you are and further questions will open depending on the answers you provide.

Click 'Confirm' to save. Continue to the next step by clicking 'Next' at the top of the page or by clicking step 9.

Example 1

1 My Academics
Complete

2 Demographic Data
Complete

3 Addresses
Complete

4 Phone Numbers
Complete

5 Email Addresses
Complete

6 Disability
Complete

7 Emergency Contact
Complete

8 Statistical Information
In Progress

9 Teacher Training
Not Started

10 Student Photo Upload

Step 8 of 14: Statistical Information

Confirm

Statistical data for all students. The University has a statutory requirement to collect the data captured on this page and report this information to the Higher Education Statistics Agency (HESA) in order to assist with statistical analysis for government departments, funding councils and other authorised users.

Please note, it is a HESA requirement to collect data on the number of Scottish domiciled students who provide unpaid care for a friend or family member. There is no such HESA requirement for other students. However, the University offers additional support to all students who are carers, and this is why we are asking all students to answer this question. For more details please click on the information bubble.

Please select the type of accommodation you will be staying in during term-time:

04

Own residence (including rented)

03

No dependants

01

Not a carer

Do you have children or other dependants? If you **do not have any dependants** please select 'No Dependants'

Do you provide unpaid care, for a friend or family member, who due to illness, disability, a mental health problem, or an addiction cannot cope without your support?

Equality Data - To be answered by all Students

This information is purely for statistical purposes and will be kept anonymous. Academic and administrative staff within your subject areas will not have access to this information. For further information on statistical monitoring please visit the Equality and Diversity Unit webpage ([weblink](#)).

Do you consider yourself to be trans or have a trans history?

98

Prefer not to say

What is your sexual orientation?

98

Prefer not to say

What religion, religious body, or denomination do you belong to?

32

Pagan

To be answered by New Students Only

Do any of your parents have any higher education qualifications, such as a degree, diploma or certificate of higher education?

01

Yes

Example 2

6 Disability
Complete

7 Emergency Contact
Complete

8 Statistical Information
In Progress

9 Teacher Training
Not Started

10 Student Photo Upload
Not Started

11 Financial Terms and Conditions
Not Started

Have you been in care?

02

Looked after in Scotland

If you have not spent time in care, please select 'Not a care leaver'. If you have spent any time in local authority care, even for one day, (this includes if you have been in public care and had lived in one or more of foster care, semi-independent living or residential care homes) please provide this information (see information bubble for additional guidance).

The University has a range of support and provision in place for students who are care-experienced.

By choosing 'yes' to the question below you agree to share your information with the Care-experienced & Estranged Student Support Coordinators within the University's Widening Participation team. They will then email you (at your student email account) outlining their role, the support they can provide, and their own contact details. They will also add you to a mailing list so that they can contact you with further information on support and opportunities you may be interested in during your studies.

N.B. If you answer yes to this question, you will also be asked for permission to share that you are care-experienced with your Adviser of Studies/Advising Team and your Student Support Officer(s). These specific staff members can provide further support, advice and guidance during your studies. If you provide this permission, a flag will be added to your student record to indicate that you are care-experienced. Only your Advisor/Advising Team and your Student Support Officer(s) will be able to see this information.

FOR FURTHER INFORMATION ON HOW YOUR DATA WILL BE USED IN THIS REGARD, PLEASE READ THIS [PRIVACY NOTICE](#).

Would you like to be contacted by the Care-experienced & Estranged Student Support Coordinators with more information on the support available?

☐

Step 9: Teacher Training Information

This step is only required for certain teacher training courses. Most students will not see this step.

Click 'Confirm' to save. Continue to the next step by clicking 'Next' at the top of the page or by clicking step 10.

2

Demographic Data

Complete

3

Addresses

Complete

4

Phone Numbers

Complete

5

Email Addresses

Complete

6

Disability

Complete

7

Emergency Contact

Complete

8

Statistical Information

Complete

9

Teacher Training

In Progress

Step 9 of 14: Teacher Training

Confirm

The University is required to collect some additional information about students enrolled on initial teacher training courses.

Do you intend to teach at a Catholic School?

☒

Are you a practicing Catholic?

☒

Are you a native Gaelic speaker who has retained proficiency in the language?

☐

Are you the holder of a degree in Gaelic, or a degree which includes a substantial component of Gaelic language?

☐

Are you otherwise a proficient speaker of the Gaelic language?

☐

Step 10: Photo

New students can upload a photograph to their record on this page. Please note that under most circumstances this cannot be changed at a later date.

Photographs should be passport style, any unsuitable photos will be rejected.

Your photo should be:

- Clear and in focus
- In colour
- Unaltered by computer software
- At least 600 pixels wide and 750 pixels tall
- At least 50kb and no more than 5mb
- In .jpg format

Your photo must:

- Contain no other objects or people
- Be taken against a plain light-coloured background
- Be in clear contrast to the background
- Not have 'red-eye'

You must:

- Be facing forwards and looking straight at the camera
- Have a plain expression and your mouth closed
- Have your eyes open and visible
- Not have hair in front of your eyes
- Not have a head covering (unless it's for religious or medical reasons)
- Not have anything covering your face
- Not have any shadows on your face or behind you

If you are struggling to upload a photo during your registration process, you can add one later in your Student Homepage.

Click 'Confirm' to save. Continue to the next step by clicking 'Next' at the top of the page or by clicking step 11.

4 Phone Numbers
Complete

5 Email Addresses
Complete

6 Disability
Complete

7 Emergency Contact
Complete

8 Statistical Information
Complete

9 Teacher Training
Complete

10 Student Photo Upload
In Progress

11 Visa/Passport Upload
Not Started

12 Financial Terms and Conditions
Not Started

13 Your Future
Not Started

14 Confirm Student Contract
Not Started

Step 10 of 14: Student Photo Upload ⓘ

Confirm


You must upload a photograph which will be used to generate your Campus Card.

Campus cards will be posted to most students so it is important that your term-time address is entered accurately during registration.

This image should be 'passport style' (e.g. full face, front view, no hats or sunglasses or other head covering unless it's for religious or medical reasons) and should be a clear and accurate likeness of you.

The file should be in .jpg format. It is not recommended to upload a file larger than 5MB as this may impact on the amount of time required to upload. Use the 'Add Photo' button to select an image. Use the 'Clear Photo' button to remove the picture if required.

The image will be saved when you click on 'Confirm'.



Add Photo

Clear Photo

Clicking on the 'Confirm' button will save the current image. Please note that once an image has been saved you will not be able to remove it. Therefore please ensure you are happy with the image you have selected before you click 'Confirm'.

If you do not upload a photo during Registration, you will still be able to do so via the Personal Information tile in your Student Homepage.

Step 11: Visa/Passport Upload

This step is available to International students and indicates their passport and visa requirements. Please note that it is important that International students complete their visa registration once they arrive on campus.

If you have any queries about Visa Registration that are not answered by the published guide, please contact immigrationcompliance@glasgow.ac.uk.

New students must upload the required documentation.

Click the toggle button to indicate you have read and understood the requirements.

Click 'Confirm' to save. Continue to the next step by clicking 'Next' at the top of the page or by clicking step 12.

5 Email Addresses
Complete

6 Disability
Complete

7 Emergency Contact
Complete

8 Statistical Information
Complete

9 Teacher Training
Complete

10 Student Photo Upload
Complete

11 Visa/Passport Upload
In Progress

12 Financial Terms and Conditions
Not Started

13 Your Future
Not Started

14 Confirm Student Contract

Step 11 of 14: Visa/Passport Upload

If you are starting a new programme of study, and you are not a citizen of the UK or Republic of Ireland, you will need to do the following:

1. Upload a copy of your passport to this page. If you do not see an option to upload anything here, please proceed past this step, and we will upload your passport for you when you attend Visa Registration.
2. If you already have an eVisa or online immigration status, [get a share code](#) and submit it to us [on the UofG Helpdesk](#). If you don't yet have your visa, please do this later, before you attend Visa Registration. Please note that visit visas, electronic travel authorisations (ETA) and other short visits of less than 6 months do not require an eVisa or share code.
3. Attend [Visa Registration](#) with your passport. Please also bring a note of your UK contact details. If you are travelling into the UK, you will also need to bring a copy of your boarding pass or e-ticket (this can be on your phone/device or on paper).

When uploading documents to this page, please upload a high resolution, colour image or scan that clearly shows the full page of the document. Images taken with a smartphone/tablet device are acceptable.

Universities are required by UK law to monitor the immigration status of students in the UK under all immigration categories. This requirement applies regardless of fees/residency status and is detailed further in [Schedule 1 of the University's Student Contract](#). Please remember to check your student emails regularly for any important information or reminders about your visa status.

Country	Passport Number
1 USA	567897650

Country	Passport Number	Loaded Documents	Delete Document
USA	567897650	test.jpg	Delete Document

[Upload Document](#)

Select Yes to indicate that you understand the above requirements, and where required, you have uploaded scans/images of all the required documents

☒

Confirm

Step 12: Financial Terms and Conditions

This page provides an overview of the financial terms and conditions at The University of Glasgow. Please take the time to read this information as it is important to know what you are agreeing to.

Click the agreement toggle button at the bottom of the page.

Click 'Confirm' to save. Continue to the next step by clicking 'Next' at the top of the page or by clicking step 13.

4 Phone Numbers
Complete

5 Email Addresses
Complete

6 Disability
Complete

7 Emergency Contact
Complete

8 Statistical Information
Complete

9 Teacher Training
Complete

10 Student Photo Upload
Complete

11 Visa/Passport Upload
Complete

12 Financial Terms and Conditions
In Progress

13 Your Future
Not Started

Step 12 of 14: Financial Terms and Conditions

Confirm

Please read the following information before proceeding.

Tuition and Bench Fees

Your Financial Registration is based on the information held on your record at this time. Your Tuition Fee and Bench Fee charges (where applicable) may change if you are a part-time student and have not yet enrolled in all your courses. You are responsible for arranging payment of any additional charges as they become due.

SAAS/SLC students

Your tuition fees will remain on your student account until SAAS or SLC have confirmed this funding direct with the University. Although your account balance will not be £0 you are still able to complete Financial Registration and if you have also completed Academic Registration then you will be considered a Fully Registered student of the University.

You do not need to take any action to clear your tuition balance as updates are received from SAAS and SLC on a regular basis and this information will be automatically reflected on your account in due course. If SAAS/SLC does not pay your fees, you will be liable for the payment.

Sponsored Students

We have updated your account based on the information provided and verified. This means that we have transferred your fees to your Sponsor Account. If your sponsor fails to pay the fees then the amount will transfer back to your account and you will be liable for the payment.

University Policies

Please see links below to various University of Glasgow Policies which you should be aware of:
Tuition Fees: <https://www.gla.ac.uk/study/fees/>
Payment Options: <https://www.gla.ac.uk/myglasgow/students/money/paymentmethods/>
Debt Policy: <https://www.gla.ac.uk/undergraduate/fees/policies/debts/> <https://www.gla.ac.uk/postgraduate/feesandfunding/policies/debts/>
Refund Policy: <https://www.gla.ac.uk/undergraduate/fees/policies/refund/>
<https://www.gla.ac.uk/postgraduate/feesandfunding/policies/refund/>
Withdrawal process: <http://www.gla.ac.uk/services/registry/withdrawal/>

Please confirm that you have read the above information to enable you to complete Registration.

I agree above financial terms and conditions ☒

Step 13: Your Future

This is an annual survey of our Undergraduate and Postgraduate Taught student population.

This helps the University better understand your career support needs and signpost you to relevant resources. Your responses will be used to improve employability strategies and opportunities, and to address issues which impact students' career development.

The 'Confirm' button will remain greyed out until you have answered both questions. You can only select one option for question 1 and as many as apply for question 2. You may choose 'Prefer not to say' for both questions.

Click 'Confirm' to save. Continue to the next step by clicking 'Next' at the top of the page or by clicking step 14.

7 Emergency Contact
Complete

8 Statistical Information
Complete

9 Teacher Training
Complete

10 Student Photo Upload
Complete

11 Visa/Passport Upload
Complete

12 Financial Terms and Conditions
Complete

13 Your Future
In Progress

Confirm Student Contract

Step 13 of 14: Your Future

Confirm

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This helps the University better understand your career support needs and signpost you to relevant resources. Your responses will be used to improve employability strategies and opportunities, and to address issues which impact students' career development.

Read our privacy notice: [Privacy Notice](#)

Please select one option for question 1., and as many as apply for question 2.

For both questions you can select 'Prefer not to say'.

1. What stage are you at now, in relation to your next steps following university? [select one from list]

05

I know what I want to do but am not sure how to get there

Exploring your ideas further will help you clarify this.

Careers, Employability & Opportunity has advice and support to help you explore these: [Got Career Ideas?](#)

You can also get in-person help from our friendly Peer Career Support Team [Peer Support](#)

2. Choose one or more statements from the following regarding experience you have undertaken during the last 12 months? [select as many as applicable]

<input type="checkbox"/>	I have no recent work experience
<input type="checkbox"/>	Work shadowing
<input type="checkbox"/>	Employer insight event
<input type="checkbox"/>	An internship or placement as part of my degree
<input type="checkbox"/>	An internship or placement that was not part of my degree
<input type="checkbox"/>	An internship arranged through the Student Opportunities Hub
<input checked="" type="checkbox"/>	Study Abroad
<input type="checkbox"/>	Part-time work alongside my studies (related to my career plans)
<input type="checkbox"/>	Part-time work alongside my studies (unrelated to my career plans)
<input type="checkbox"/>	Part-time work through the Student Opportunities Hub
<input type="checkbox"/>	I have been a mentor
<input type="checkbox"/>	I have been a mentee
<input type="checkbox"/>	Position of responsibility in a student club or society or as student representative
<input type="checkbox"/>	Member of a professional organisation
<input checked="" type="checkbox"/>	Volunteering
<input type="checkbox"/>	Prefer not to say

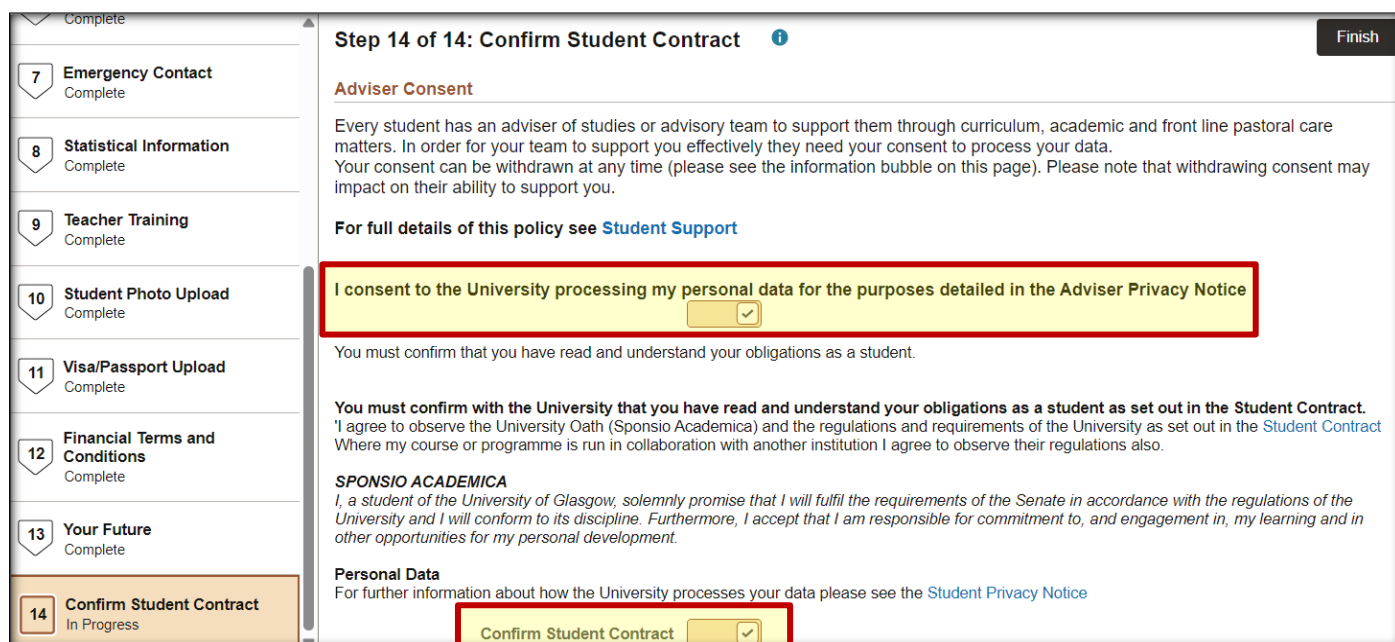
Experience, in any form, is valuable. It will help you learn more about yourself, potential opportunities, and develop valuable transferable skills. If you are interested in gaining (more) experience. [visit our website](#)

Step 14: Confirm Student Contract

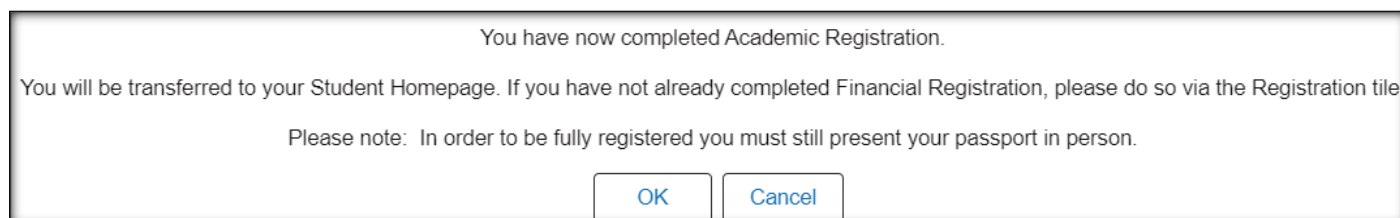
The final step in Academic Registration is for the student to confirm they understand what regulations and requirements they must follow as a student at The University of Glasgow.

This is the final step of Academic Registration and once completed, you will not be able to return to make changes. Please make sure all your academic and personal details are correct before proceeding.

When you have read the information, please click on the Confirm Student Contract checkbox at the bottom of the page to confirm understanding. The Finish button will remain greyed until the box is set to Yes.



You will see the following message when you click Finish. The passport requirement will only display for international students.



On the Welcome to Registration page, you will see that Academic Registration is now marked as complete. International students will not show as fully registered until they have presented their passport in person.

Career	Term	Academic Plan	Academic Registration Status	Academic Registration	Financial Registration Status	Financial Registration	Fully Registered?
PGT	2025	Q3X1-5318	Completed ✓		Not Completed ✗	Financial Registration	Not Completed ✗