



How to complete Online registration

A user guide for new and returning students.

Introduction

This user guide is designed to help you complete online registration.

Please complete all the registration steps to ensure you receive your timetable, any relevant university funding, and access to university systems.

You will not be able to complete your online registration until you have received an email to your university account to confirm registration has opened for you.

Please log in to the NottinghamHub with your University username and password (not your applicant details) to access the registration tile or registration task in your to-do list.

We advise you to complete your online registration as soon as possible but no later than three weeks after your course start date for new students (one week for CELE students) and no later than two weeks for returning students reregistering at the start of term or on their return from a voluntary interruption of study, otherwise your record will be closed or suspended for non-registration.

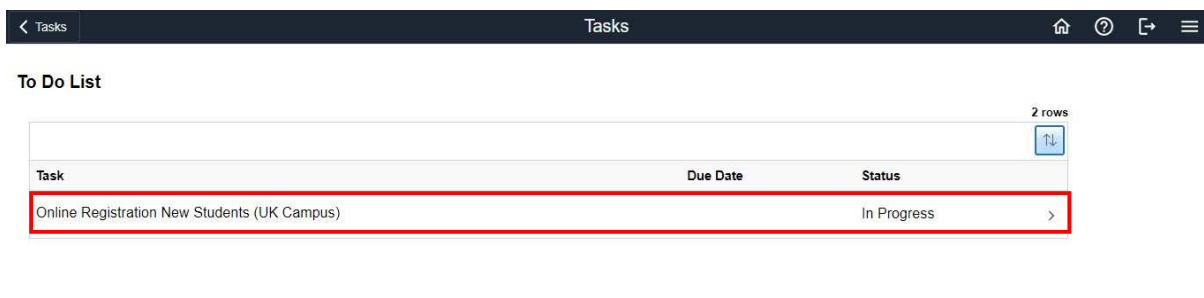
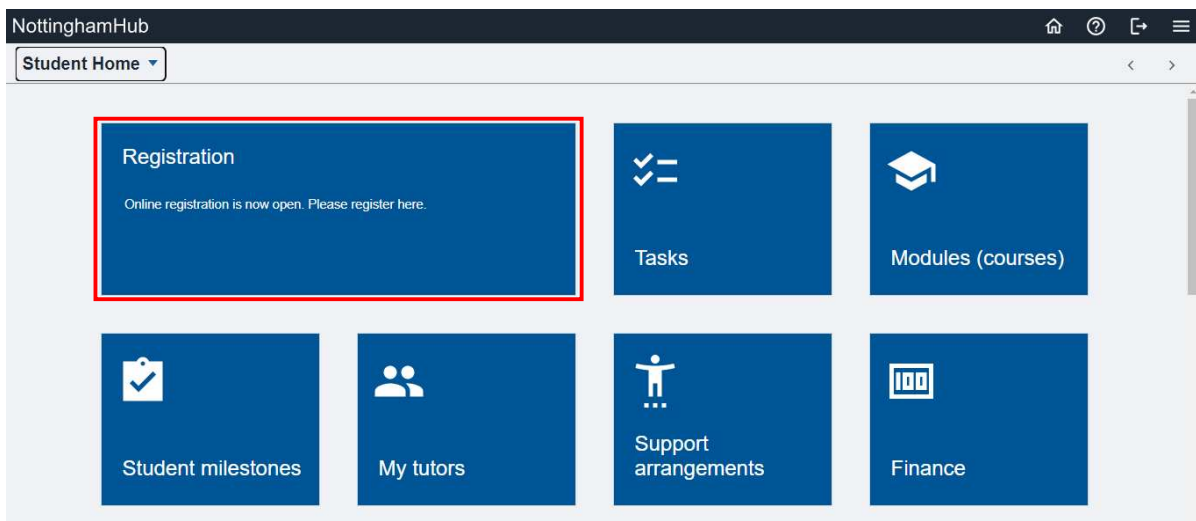
Completing online registration

Login

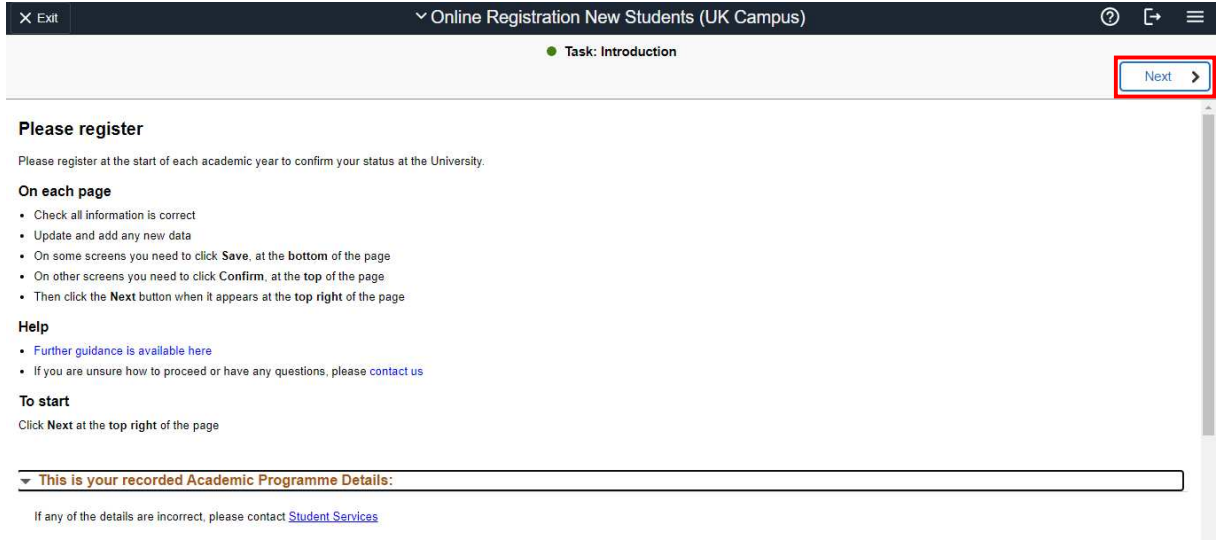
1. Go to NottinghamHub <https://campus.nottingham.ac.uk/psp/csprd/?cmd=login>
2. Log in with your university username and password, ensuring these are your recently activated IT account details and not your applicant details.



3. Click on the **Registration** tile, and then **Online Registration** in the Tasks to do list to begin.

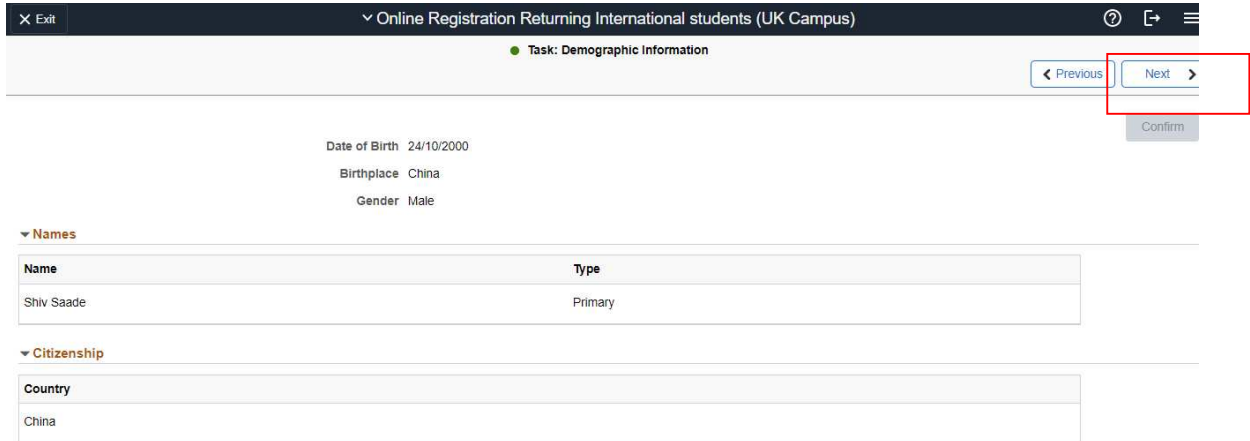


4. Please read through the instructions on each page carefully and click **Next** in the top right corner to continue.



5. On the Demographics screen you are not required to make any updates. However if you do notice that any of the information for you is incorrect, please contact [Student Services](#).

Please Click **Next** in the top right corner to proceed to the next page.



6. On the Contact Details screen add your email and telephone numbers then click **Confirm** and **Next**

● Task: Contact Details

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[Confirm](#)

Contact Details

Check the details below and ensure we have both a personal (home) email address and a mobile phone number

Email

Email	Type
PT-Test@nottingham.ac.uk	Campus
PT-Test@nottingham.ac.uk	Home

Phone

Phone	Type	Preferred
+55 55667788	Mailing	✓
00000000	Mobile	

7. On the Emergency Contacts screen add any emergency contact details then click **Confirm** and **Next**

● Task: Emergency Contacts

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[Confirm](#)

Emergency Contacts

Check we have up to date emergency contact details for you

Contact	Phone	Preferred
Contact66988	+968 00000000	✓
Mr Smith	+44 12345678	

8. On some screens, there is important information displayed that you are required to read through to ensure you understand your responsibilities as a student. Make sure you read through the information on these screens, then click **Next**.

● **Task: Immigration Information**

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Immigration Requirements

International students studying in the UK while under immigration control are required to observe the UK Immigration Rules and act in accordance with these rules.

Student visa holders
Please take time to review and understand your responsibilities as detailed here.

Failure to comply may amount to a breach of Immigration Regulations and can lead to suspension and/or withdrawal from your course.

Limitations on immigration sponsorship at the University of Nottingham are detailed here.

Those holding alternative (non-student) immigration status
Full time students from outside the UK/Ireland studying under non-student immigration status in the UK are required to provide the University with evidence of their right to study permission (immigration status documents) when commencing their studies and anytime thereafter should their status change or be updated.

Part-time students
International part-time students do not enter the UK under the student route and are not required to complete in-person registration with the University. If you are a part-time student you must present your passport and visa at Cherry Tree Lodge each time you re-enter the UK to continue with your studies.

Advice and guidance
Please contact the University Immigration Advisers for further guidance or onwards referral on a range of UK immigration matters.

By completing online registration you confirm that you have understood and agree to the above information.

● **Task: Financial Information**

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Financial Information

Tuition fees
Your tuition fee charges and payment due dates will be displayed in the **Finance** section on NottinghamHub. You must pay your fees by these [due dates](#).

Finance & Funding
If you are in receipt of a scholarship, stipend or other funding from the University of Nottingham, it will be displayed in the 'Finance' section in your NottinghamHub.

If your fees are being paid by an organisation other than yourself, you must provide evidence of this sponsorship – find [more information here](#).

Help and advice
If you have any queries please check the [Student Services webpages](#) and contact [Student Services](#) immediately if you think that any information on your account is incorrect.

By completing online registration you confirm that you have understood and agree to the above information.

Addresses

9. Add your home address details if this is not populated then click **Add term time address** to provide the address where you can be contacted during your studies. If you don't know your term time address, please tick the box that says **I don't yet know my term time address and will provide it later** and then click **confirm** at the bottom of the page. The **Next** button will appear in the top right corner of your screen after you have clicked Confirm.

If you do tick the 'I don't know my term time address', you must provide a term time address as soon as possible once you do know it, by logging into NottinghamHub, then clicking on 'Profile' tile

Task: Address

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Addresses

Please check the details below and ensure we have both a term time and a home (outside of term time) address, even if they are the same.
If your term time address is local and you are eligible for a council tax exemption, this will enable us to inform your local authority.

Home Address

+

Address	From
123 Test Street Nottingham Nottinghamshire NG12 1AA	Current >

Term Time Address

+

Address	From
Room 1 Park Campus Nottingham Nottinghamshire NG72NR	Current >

I don't yet know my term time address and will provide it later

Please click **Confirm** and then **Next** to continue

Confirm

10. On the Personal Details screen you will need to add the required information, then click the **Save** button at the bottom left of the page. The **Next** button will appear in the top right corner after you have clicked Save.

Task: Personal Details

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What is your religion?
Buddhist

Which of the following best describes your sexual orientation?
Gay or lesbian

Is the gender you identify with the same as your sex registered at birth?
Prefer not to say

What is your ethnicity or ethnic group?
Asian - Bangladeshi or Bangladeshi Briti

What is your term-time accommodation?
Other rented accommodation

Please click **Save** and then **Next** to continue

Save

11. On the Disability Details screen you will need to add the required information then click the **Save** button at the bottom left of the page. The **Next** button will appear in the top right corner after you have clicked Save.

Task: Disability Details

Disability Details

The University is strongly committed to equality of opportunity in its provision for all of its students. We offer a range of support services for students who have a disability, dyslexia or long term medical condition. If you indicate a disability or long term medical condition, we will send you information about our services.

Please select any which apply to you:

No No known impairment, health condition or learning difference

Yes Learning difference such as dyslexia, dyspraxia or AD(H)D

No Social/communication conditions such as a speech and language impairment or an autistic spectrum condition

No Long-term illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy

No Mental health condition, challenge or disorder, such as depression, schizophrenia or anxiety

No Physical impairment (a condition that substantially limits one or more basic physical activities such as walking, climbing stairs, lifting or carrying).

No Deaf or have a hearing impairment

No Blind or have a visual impairment uncorrected by glasses

No Development condition that you have had since childhood which affects motor, cognitive, social and emotional skills, and speech and language

No An impairment, health condition or learning difference not listed above

No Prefer not to say

Do you currently receive Disabled Student's Allowance?

No

Please click **Save** and then **Next** to continue

Save

12. On the Additional Finance Details screen you will need to select who will be paying for your tuition fees and also your accommodation fees and click **Confirm** and then **Next** button in the top right hand corner

Online Registration New International Students (UK Campus)

Task: Additional Finance Details

Please complete the details below

Who will be paying your tuition fees?

I am self-funding

I do not know at this point

I have multiple sources of funding

NHS funded Sponsorship or Bursary

Parent, Grandparents or guardian

Research Council(s)

Scholarship or Bursary from the University of Nottingham

Sponsorship from a UK registered company or organisation

Sponsorship from a non-UK registered company or organisation

Student Loan from one of the UK funding authorities

Confirm

13. On the Education Details screen you will need to add the required information then click the **Save** button at the bottom left of the page. The **Next** button will appear in the top right corner after you have clicked Save.

● Task: Education Details < Previous

Education Details

Please check the details below and complete any additional fields.

Previous Education
Have you previously taken another Higher Education course in the UK for 6 months or more (even if you did not complete it)?

Your Highest Qualification Level
Category:

Level:

Your Parents' education
Do any of your parents (natural parents, adoptive parents, step-parents or guardians who have brought you up) have any higher education qualifications, such as a degree, diploma or certificate of higher education?

Please click **Save** and then **Next** to continue

14. Read through the Regulations and Click **Accept Regulations** to accept them. The 'Next' button will appear in the top right corner after you have accepted the regulations. Click 'Next' to move on to the Voter Registration screen.

● Task: Academic Regulations < Previous

University of Nottingham Regulations

Please read through the University Regulations and select **Accept Regulations** and then **Next** to complete online registration.

Details of your rights and responsibilities as a student are available in the [Student Protection Plan](#) which you should read before completing your registration. When you accepted our offer you agreed, as part of the Student Contract, to obey the [Regulations and Ordinances of the University](#) which are in force during your period of study. By completing your registration you are confirming your agreement to the following statements, reaffirming your acceptance of the terms of the student contract, and confirming that you have read relevant documents which include those governing the payment of fees and other sums due to the University, attendance, conduct and progress in studies.

- I undertake to obey the [Ordinances and Regulations of the University of Nottingham](#) which are in force at the time of my period of study.
- I understand and accept that satisfactory conduct and progress in studies and the payment of all fees or other sums due to the University as and when required by Regulations will at all times be a condition of registration.
- I agree to undertake all of the study activities required by my course(s), to pursue these diligently and to take all required assessments/examinations at the prescribed time.
- I also acknowledge that I have responsibilities to the communities of Nottingham in which I am resident and undertake to act with consideration and respect for the welfare and interests of my fellow students and members of the wider community.
- I consent to the University processing my personal details in accordance with the University's data protection statement and in accordance with current data protection legislation.
- I agree that work produced by me for assessment may be submitted to Turnitin text recognition software and material retained in the database for the length of the service agreement between the University of Nottingham and IParadigms LLC.
- I confirm that any information about myself that I supply to the University, or am asked to confirm, is accurate and complete, particularly in respect of my qualifications.
- I undertake to inform the University of any circumstances that may affect my ability to study or be registered as a student, including criminal convictions.
- I have read and understood how the Universities processes my personal data through its [Privacy Policy](#).
- I have read and understand the University's statement on the provision and processing of [Intellectual Property Rights for students and graduates](#).

15. Read through the Voter Registration screen and confirm if you wish to be included to vote in national and/or local elections.

● Task: Voter Registration

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Consent Decline

Voter Registration

Please confirm if you wish to register to vote in national and/or local elections and will be resident in Nottingham during your studies.

By confirming, you understand that the following information will be passed to the Electoral Registration Officer at the Council local to your term-time address: your surname/family name, first name(s), date of birth, nationality, term-time address and your University email address.

The Electoral Registration Officer will use this data for the purpose of voter registration if you are eligible, and may contact you if required.
[Further information about voting, your eligibility to vote and how your data will be used.](#)

16. Finally, you will reach the 'Online Registration complete' screen which confirms you have now completed your online registration.

● Task: Online Registration complete

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Online Registration complete

Thank you for completing Online Registration.

Return home

17. Click '**Return home**' to navigate back to the main page. You may have other tasks to complete in your To Do list in **NottinghamHub** so please check.

18. Once all registration tasks are complete you will receive an **email to your university account** to confirm that you are fully registered within 24 hours (excluding weekends).