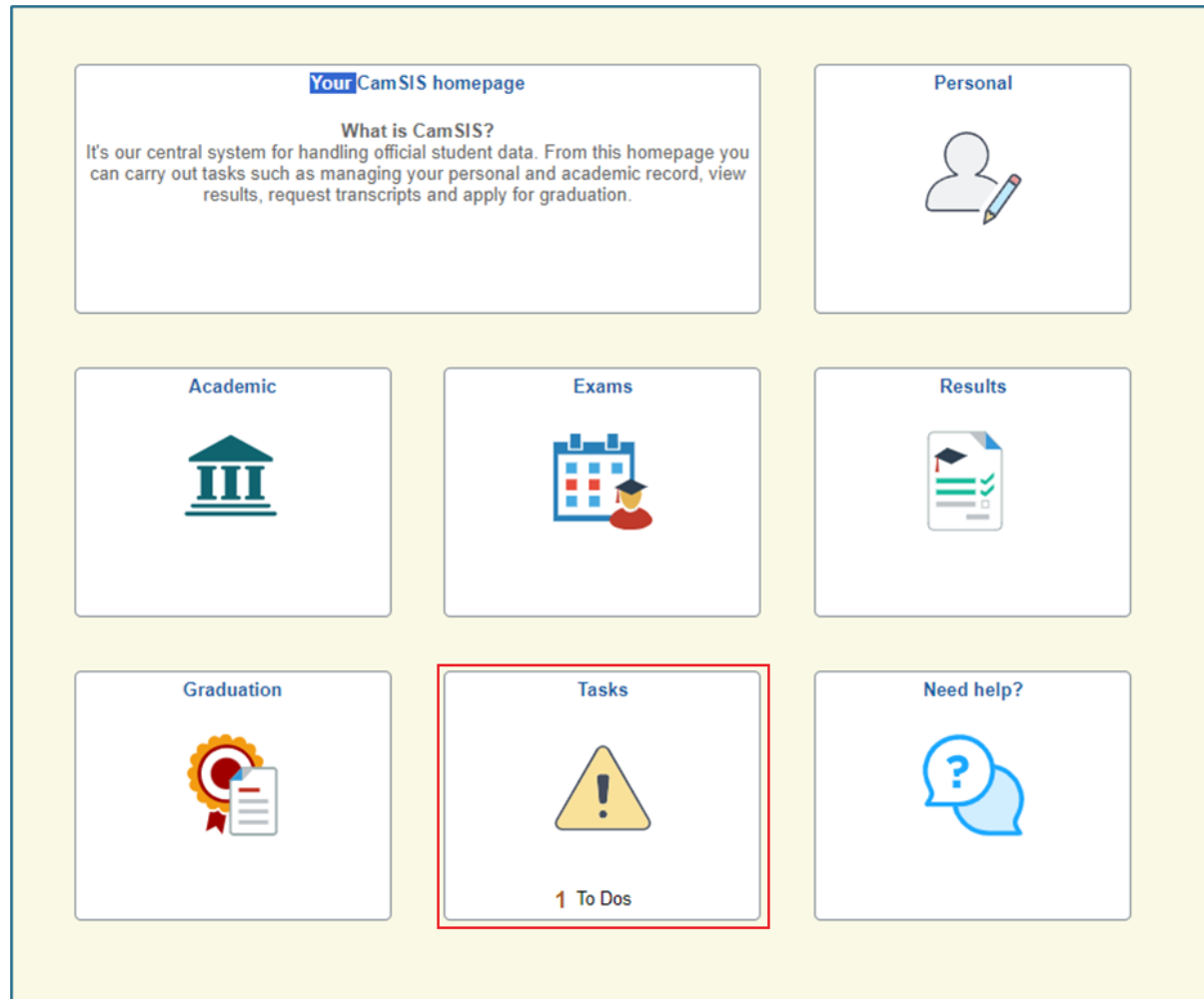New Student

Once you have you have created your self-service account, when you log in you will see a selection of 'Tiles'. One of these is the 'Tasks' tile and you will see that you have 1 'To Do'.

When you click on the Tasks tile you will be taken to your 'To Do List'. Here you will see the task for Student Registration.

Clicking on the Student Registration task will take you to the following screen. Read the information on the page and when you are ready click 'Start Registration'.

Task Details   ✕

Student Registration

Status Initiated

Due Date 28/02/2024

You are required to complete Student Registration on an annual basis to make sure that the information held on your student record is correct.

You will need to submit or verify your personal, contact and academic details. Some information you will be able to complete directly using the online form, in other cases you might need to contact Student Registry using the links provided in the form, if a change is required.

It is very simple and will only take a few minutes.

If you exit the form prior to submission you can return to submit your registration at a later time without losing data already entered and saved.

Start registration

Once you begin Registration you will be taken through a series of questions. You will either need to confirm the details are correct or submit a change request if the information is not correct. On some questions you will be asked to choose an option from a drop-down list. We will now go through the screen that will be presented to you. To move through the screens, click 'Next'.

Introduction
Complete

2 Personal identification
Not Started

3 Cambridge IDs
Not Started

4 Academic details
Not Started

5 Source of tuition fees
Not Started

6 Previous qualifications
Not Started

7 Permanent residence
Not Started

8 Term-time accommodation
Not Started

9 Contact details
Not Started

10 Emergency contacts
Not Started

11 Personal details
Not Started

12 Further personal details
Not Started

Step 1 of 13: Introduction

ⓘ Use the buttons in the header or the numbered sections to the left (you may need to expand the panel) to navigate through each page. Do not use your browser navigation buttons. You need to save each page before moving on to the next.

If you have any questions about completing Student Registration please read our Frequently Asked Questions and refer to the Student Handbook.

UK electoral register
Following verification of your details you will be provided with the information about the UK electoral register and directed to the government website where you can apply to the electoral register for Cambridge.

Data protection
All data collected and/or verified during the registration process will be used in accordance with the University of Cambridge's data protection statements on how we use your personal data and Cambridge's data protection policy.
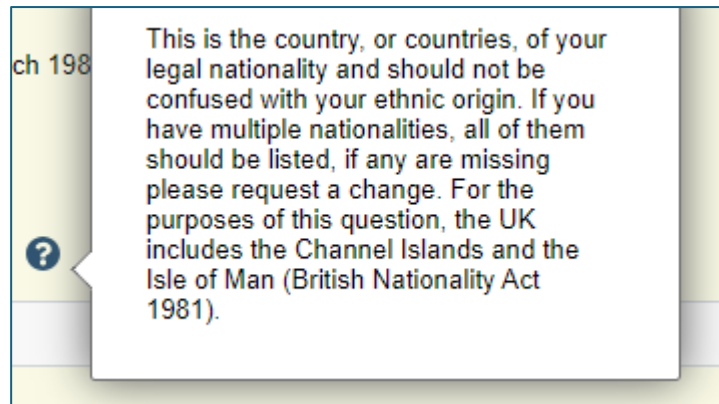The data collected during the registration process forms the requirements of data submission to the Higher Education Statistics Agency (HESA) – the designated data body for Higher Education. HESA uses this information in its own right, for example to publish aggregated statistics about students in Higher Education. Please see the HESA Student Collection Notice.

Maintaining personal and contact details outside of registration window
You can check and update your personal information and contact details throughout your studies using Self-Service facility within CamSIS – the University's central student records system. You will be able to update these details at any time during the academic year once the term has started.

The first page contains an introduction to Registration.

Clicking on the question mark icon on any screen will bring up additional information if you require extra help.

ch 198

This is the country, or countries, of your legal nationality and should not be confused with your ethnic origin. If you have multiple nationalities, all of them should be listed, if any are missing please request a change. For the purposes of this question, the UK includes the Channel Islands and the Isle of Man (British Nationality Act 1981).

If you indicate that any information is not correct by selecting the 'No' button, you will be asked which information is not correct and be asked to request a change to the information held.

Confirm details

Are your personal identification details correct?

○ Yes ● No

Step 2 of 13: Personal identification

Please confirm the details below are as they appear on your official identification documents

Personal Details

Full name and title ▮▮▮▮▮▮▮▮▮▮
Request change to name

Date of birth   14 March 1988
Request change to date of birth

Country of birth   India
Request change to country of birth

Country of citizenship ❓

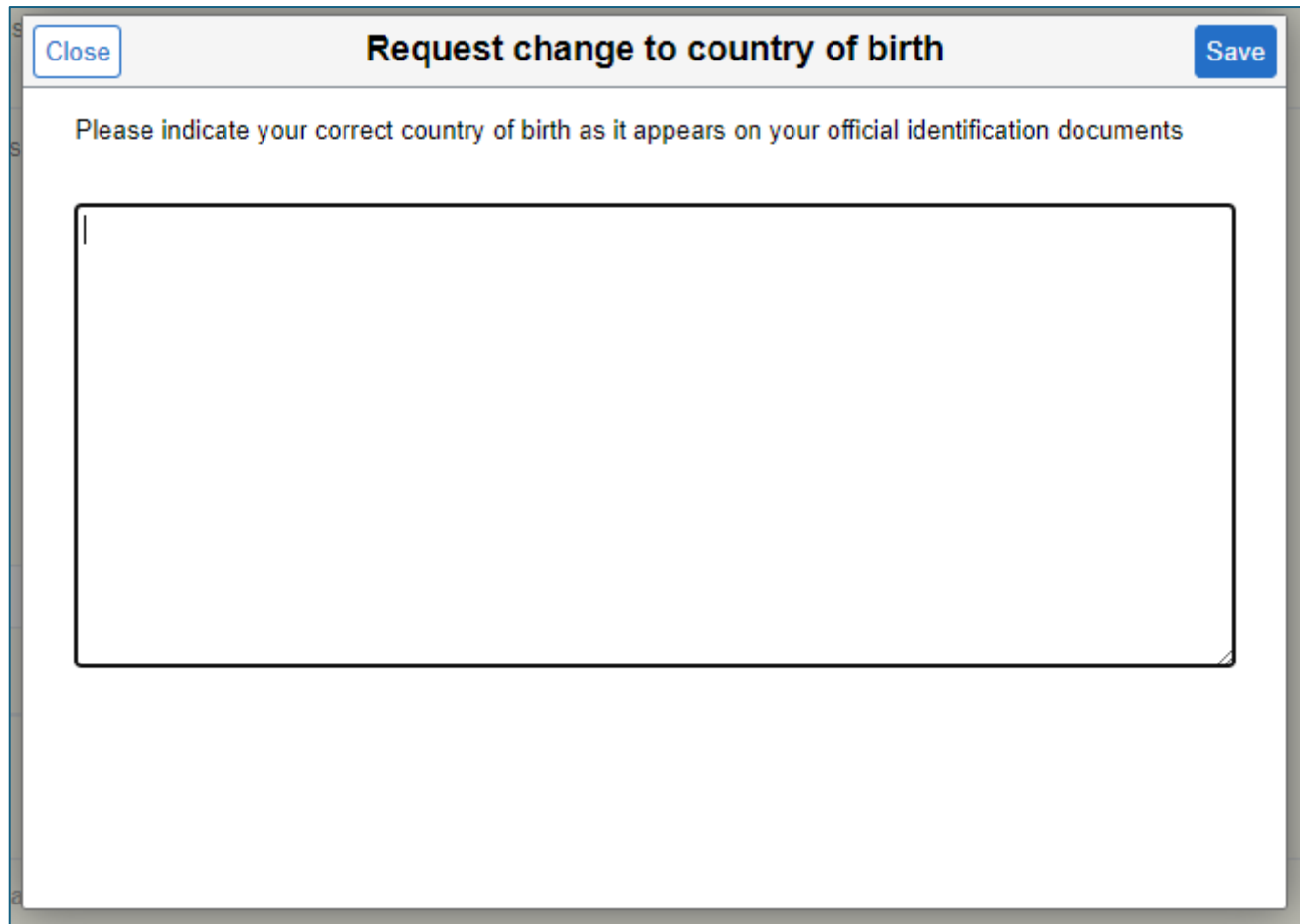| Country |
|---------|
| India |

Request change to citizenship

Confirm details

Are your personal identification details correct?

○ Yes ⦿ No

ⓘ **You have indicated that some of your personal identification details are incorrect.**
Please click on the link next to the relevant data item(s) to enter the correct information. This will send a request to the Student Registry who will review and verify the change.
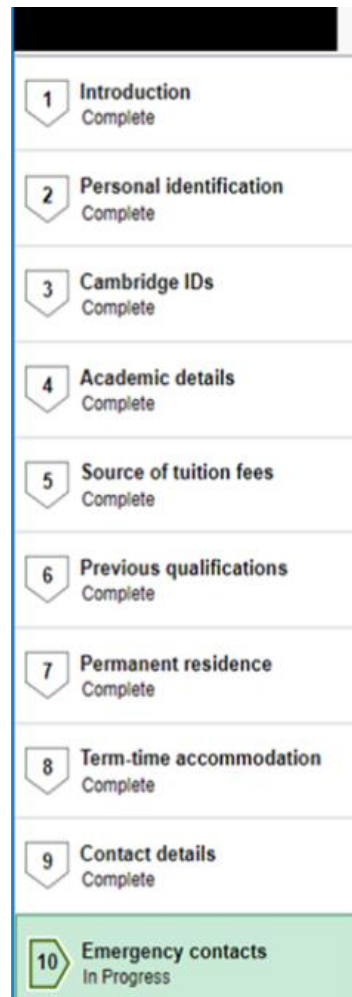
Clicking on the 'Request a change to....' Link will bring up a box where you can enter the change you wish to make.

Request change to country of birth

Close   Save

Please indicate your correct country of birth as it appears on your official identification documents

Enter the change you wish to make and click 'Save'. This will send a change request to the Student Registry.

Throughout the registration exercise you will see a menu on the left of the screen telling you the status of each question.

The first questions relate to your Personal Identification.

You will not be able to move to the next screen until you confirm the information is correct (or submit a change request) and click 'Save. At this point the 'Next' button will appear.

1 Introduction
Complete

2 Personal identification
Complete

3 Cambridge IDs
Not Started

4 Academic details
Not Started

5 Source of tuition fees
Not Started

6 Previous qualifications
Not Started

7 Permanent residence
Not Started

8 Term-time accommodation
Not Started

9 Contact details
Not Started

10 Emergency contacts
Not Started

11 Personal details
Not Started

12 Further personal details

Step 2 of 13: Personal identification

Please confirm the details below are as they appear on your official identification documents

Personal Details

Full name and title   ████████████████

Date of birth   ████████████

Country of birth   United Kingdom

Country of citizenship   ❓

Country
United Kingdom

Confirm details

Are your personal identification details correct?

◉ Yes ○ No

Save

1 Introduction
Complete

2 Personal identification
Complete

3 Cambridge IDs
In Progress

4 Academic details
Not Started

5 Source of tuition fees
Not Started

6 Previous qualifications
Not Started

7 Permanent residence
Not Started

8 Term-time accommodation
Not Started

9 Contact details
Not Started

10 Emergency contacts
Not Started

11 Personal details
Not Started

12 Further personal details

Step 3 of 13: Cambridge IDs

Your Cambridge IDs are listed below.

If you have previously studied at Cambridge please confirm that these match your original IDs.
The nine-digit USN can be found on your official transcript of previous studies.

Cambridge IDs

USN ███████ ❓

CRSid ███████ ❓

Confirm details

Have you previously studied at Cambridge?

○ Yes   ○ No

Save

If you have not previously studied at Cambridge you can select 'No', Save and then click the next button. If you have previously studied at Cambridge, then select 'Yes' and you will be asked to confirm that the IDs on the screen match your previous IDs.

Step 3 of 13: Cambridge IDs

Your Cambridge IDs are listed below.

If you have previously studied at Cambridge please confirm that these match your original IDs.
The nine-digit USN can be found on your official transcript of previous studies.

Cambridge IDs

USN ▉ ❓ Request change to USN

CRSid ▉ ❓ Request change to CRSid

Confirm details

Have you previously studied at Cambridge?

◉ Yes ○ No

Please confirm your IDs match

○ Yes ◉ No

> ⓘ **You have indicated that your IDs are incorrect.**
> Please click on the link next to the relevant data item(s) to enter the correct information. This will send a request to the Student Registry who will review and verify the change.

If they match, then click 'Yes' and then save. If they do not click 'No' and request the change required. Then click Save and move on.

The next page relates to the Academic details we hold for you. Please read the information at the start of this page.

1	Introduction Complete
2	Personal identification Complete
3	Cambridge IDs Complete
4	Academic details In Progress
5	Source of tuition fees Not Started
6	Previous qualifications Not Started
7	Permanent residence Not Started
8	Term-time accommodation Not Started
9	Contact details Not Started
10	Emergency contacts Not Started
11	Personal details Not Started
12	Further personal details

Step 4 of 13: Academic details

Please review your academic details below and confirm that they are correct or request a correction if the information is inaccurate.

If you have only recently finished another course at the University of Cambridge and are completing the Student Registration before the start date of the term in which your new course begins, your new course details will not yet be available and your old course detail will be displayed instead. In such circumstances, please do not request a change to your academic details. If after the start of the term your record in Self-Service still has not been updated, please get in touch with the Student Registry.

If you are an undergraduate student studying a science subject, please note that all University of Cambridge first degrees are BAs, we do not award BSc as a degree.

If you are an undergraduate student studying Natural Sciences or Mathematics, you are initially registered for three-year degree, even if you intend to go on to a fourth year.

Course ❓

Programme of study	
PhD (Probationary)	
Physics	St Edmund's College
Full-Time	

Confirm details

Are your academic details correct?

○ Yes ○ No

Save

As before, if the information is correct click 'Yes' and save or if you require a change click 'No', enter the change then save and move on to the next screen.
NB. Read the information at the top of the screen about how your academic details show prior to the start of term.

This question relates to your Source of Fees, that is who is funding your course of study.

Once you have selected the right option for you, click save and move on to the next question.

Next you will be asked about your previous qualifications.

1 | Introduction
Complete

2 | Personal identification
Complete

3 | Cambridge IDs
Complete

4 | Academic details
Complete

5 | Source of tuition fees
Complete

6 | Previous qualifications
Complete

7 | Permanent residence
Not Started

8 | Term-time accommodation
Not Started

9 | Contact details
Not Started

10 | Emergency contacts
Not Started

11 | Personal details
Not Started

12 | Further personal details

Step 6 of 13: Previous qualifications

Please confirm the details of your highest previous qualifications prior to the start of your current course.

You should provide details relating to the highest qualification which you are entitled to receive, even if you have not formally received the qualification or gone through a graduation ceremony yet.

You should not, however, include a qualification if you are still awaiting confirmation of your final result.

Previous Qualifications

At which level is this qualification?

Masters degree

Did you obtain this qualification in the UK?

◉ Yes ○ No

Save

Answer this question, save, and move on to the next question.

This question relates to your Permanent Residence. Please read the information at the start of the page. All new students will need to add a permanent residence address.

Step 7 of 13: Permanent residence

Please enter the address you were permanently living at for non-educational purposes before the start of your current course.

Your permanent address before the start of the course is normally the address that was used to assess your fee status. Note that this must NOT be the address you lived at if you attended boarding school for a substantial period of time.

Any changes to your address for correspondence purposes can be made in student Self-Service after the start of term.

ⓘ **You are required to provide a permanent residence address**

Permanent residence address

No address defined

Add permanent residence address

Click the 'Add permanent residence address button.

Add the address, ensuring you select the correct country at the beginning.

Cancel	**Add Address** **Save**

Copy From

*Country   United Kingdom   🔍

*Address Line1   [ ]

Address Line2   [ ]

Address Line3   [ ]

Address Line4   [ ]

City   [ ]

County   [🔍]

Post Code   [ ]

Step 7 of 13: Permanent residence

Please enter the address you were permanently living at for non-educational purposes before the start of your current course.

Your permanent address before the start of the course is normally the address that was used to assess your fee status. Note that this must NOT be the address you lived at if you attended boarding school for a substantial period of time.
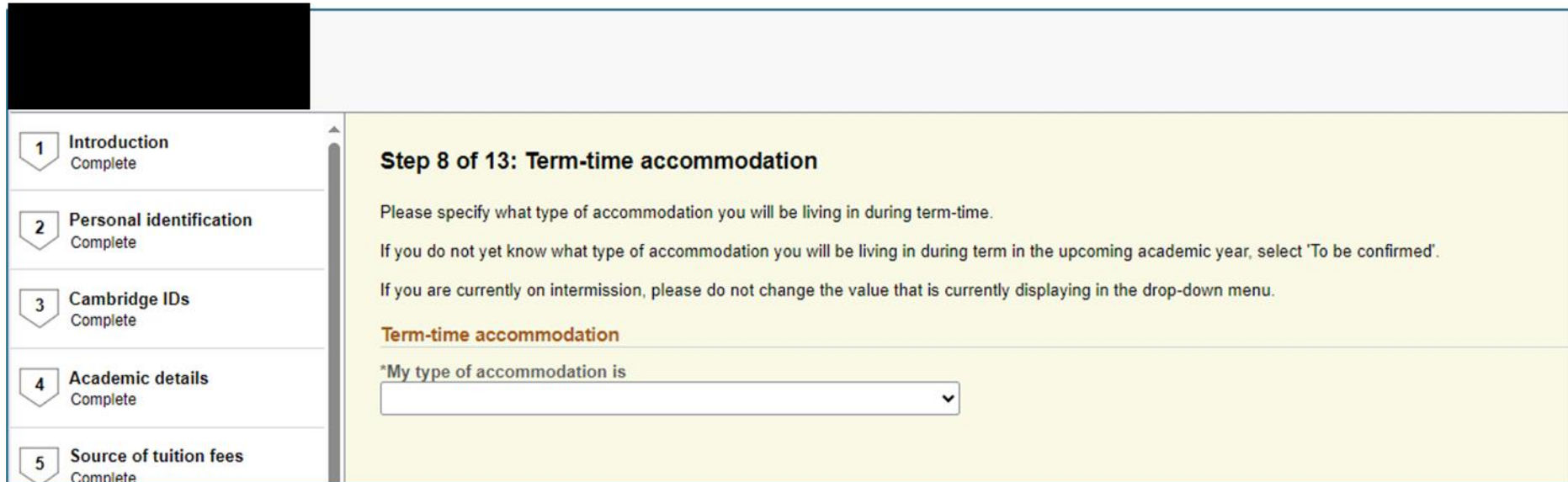
Any changes to your address for correspondence purposes can be made in student Self-Service after the start of term.

Permanent residence address

Address	From
43 Anywhere Street Elsewhere Cambridge Cambridgeshire CB39 6HT	Current

When the address is entered you can click 'Save' and move on to the next question.

This is about your Term Time accommodation. Note, you will only be asked this question is you are a full-time student as we do not need a term time address for part time students.

First you need to select the type of term time accommodation you will be living in.

Then you will need to add your term time address.

1 Introduction
Complete

2 Personal identification
Complete

3 Cambridge IDs
Complete

4 Academic details
Complete

5 Source of tuition fees
Complete

6 Previous qualifications
Complete

7 Permanent residence
Complete

8 Term-time accommodation
Complete

9 Contact details
Not Started

10 Emergency contacts
Not Started

11 Personal details
Not Started

12 Further personal details

Step 8 of 13: Term-time accommodation

Please specify what type of accommodation you will be living in during term-time.

If you do not yet know what type of accommodation you will be living in during term in the upcoming academic year, select 'To be confirmed'.

If you are currently on intermission, please do not change the value that is currently displaying in the drop-down menu.

Term-time accommodation

*My type of accommodation is

Other (not listed) ▾

Term Time Address

Address	From
23 Somewhere Avenue Timberland Cambridge Cambridgeshire CB27 3BZ	Current ›

Save

Click save and move on to the next question.

Step 9 of 13: Contact details

Please check your email and phone number(s) are correct and update if necessary.
Ensure a country code is entered for non-UK phone numbers.

Email

Email	Type	Preferred	
testings@admin.cam.ac.uk	External	✓	>
cs_ops@admin.cam.ac.uk	CRSid		>

Phone

Phone	Type	Preferred	
███████	Mobile	✓	>

Check the contact details. If any changes need to be made you can click the arrow next to the item.   To add a new item, click the + button. To make an email address your 'preferred' email address simply tick the preferred box.

When the details are all correct, click save and move on to the next question about Emergency Contacts.

1	Introduction — Complete
2	Personal identification — Complete
3	Cambridge IDs — Complete
4	Academic details — Complete
5	Source of tuition fees — Complete
6	Previous qualifications — Complete
7	Permanent residence — Complete
8	Term-time accommodation — Complete
9	Contact details — Complete
10	Emergency contacts — In Progress

Below is a list of your emergency contacts; please check that these details are up to date.
If you wish to alter this information later, you will be able to do so through your CamSIS Self-Service account.

You must provide at least one emergency contact, and identify a preferred first person to contact.

You should seek the permission of your nominated contact(s) in advance.

We recommend that you choose a preferred contact who has sufficient English language skill to speak over the telephone.
In most cases, we expect that your emergency contact should not be another student at the university.

Wherever possible, we will ask for your consent before contacting your emergency contact(s).
However, we may also need to contact them without your consent if you are at risk of serious harm.

This could include the following situations:
• you are unexpectedly admitted to hospital for non-routine treatment
• you suffer a serious physical injury, including those relating to self-harm
• we have not seen you for an extended period of time, and can't contact you
• you have an ongoing illness which appears to be significantly deteriorating
• you are experiencing a mental health crisis and are at risk of serious harm

Emergency Contacts

Contact	Phone	Preferred	
James Arthur	+44 123/495-8201	✓	›

Read the information and add additional emergency contacts if required by clicking the + button. If any changes need to be made you can click the arrow next to the item. You can amend the details or delete an emergency contact.

When all items are correct click save and move on to the next question.

The next two questions deal with some personal information. Click the '?' for more details. To make a selection click on the down arrow.

Step 11 of 13: Personal details

Please verify that the following information about your personal details is correct and make any changes if necessary.

Gender ❓

Female ⌄

What is your sex? This is the sex recorded on your most recent legal document such as birth certificate, Gender Recognition Certificate, or passport. ❓

Female ⌄

Is the gender you identify with the same as your sex registered at birth? ❓

Yes ⌄

Disability ❓

➕

Physical impairment (a condition that substantially limits one or more basic physical activities such as walking, climbing stairs, lifting or Carrying). ⌄ ➖

Disabled Student Allowance ❓

⌄

Have you been in care? ❓

⌄

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

⌄

Left navigation:

1 Introduction — Complete
2 Personal identification — Complete
3 Cambridge IDs — Complete
4 Academic details — Complete
5 Source of tuition fees — Complete
6 Previous qualifications — Complete
7 Permanent residence — Complete
8 Term-time accommodation — Complete
9 Contact details — Complete
10 Emergency contacts — Complete
11 Personal details — In Progress
12 Further personal details

If you have a disability, then you will need to let us know if you are in receipt of Disabled Students Allowance. This box is greyed out if you do not declare a disability.

Step 11 of 13: Personal details

Please verify that the following information about your personal details is correct and make any changes if necessary.

Gender ❓

| Female ▾ |

What is your sex? This is the sex recorded on your most recent legal document such as birth certificate, Gender Recognition Certificate, or passport. ❓

| Female ▾ |

Is the gender you identify with the same as your sex registered at birth? ❓

| Yes ▾ |

Disability ❓

➕

| Physical impairment (a condition that substantially limits one or more basic physical activities such as walking, climbing stairs, lifting or Carrying). ▾ | ➖ |

Disabled Student Allowance ❓

| ▾ |

Have you been in care? ❓

| ▾ |

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

| ▾ |

Navigation steps:

1. Introduction — Complete
2. Personal identification — Complete
3. Cambridge IDs — Complete
4. Academic details — Complete
5. Source of tuition fees — Complete
6. Previous qualifications — Complete
7. Permanent residence — Complete
8. Term-time accommodation — Complete
9. Contact details — Complete
10. Emergency contacts — Complete
11. Personal details — In Progress
12. Further personal details

When you are happy with your answers click save and move to the next question,

1	Introduction
	Complete
2	Personal identification
	Complete
3	Cambridge IDs
	Complete
4	Academic details
	Complete
5	Source of tuition fees
	Complete
6	Previous qualifications
	Complete
7	Permanent residence
	Complete
8	Term-time accommodation
	Complete
9	Contact details
	Complete
10	Emergency contacts
	Complete
11	Personal details
	Complete
12	Further personal details
	In Progress

Step 12 of 13: Further personal details

Please verify that the following information about your personal details is correct and make any changes if necessary.

Ethnicity ❓

Asian - Chinese or Chinese British ⌄

Sexual Orientation ❓

Heterosexual or straight ⌄

Religion or belief ❓

No religion ⌄

Save

When you have selected the right details, click save and move on.

This page is the submission page. We recommend that you go back through and check your answers before submitting your registration response. When you are ready, click the 'Submit' button.

You will be asked if you are sure you wish to submit. If you are happy click 'Yes'.

Step 13 of 13: Submission

Before you submit make sure that you have completed the whole form correctly and are happy to proceed. It is important that data contained in your registration is accurate so that your student record can be kept up-to-date. You will **not** be able to re-submit this form later.

> **You can check or change any of your answers by using the menu on the left or the "Previous" button above to navigate around the form.**

Ready to submit?

When you are ready to submit your registration, please click the Submit button

Are you sure you want to submit?

Yes   No

Further Notes

(i) **Thank you for completing your student registration.**

University IT account collection

(i) **Your University Information Services accounts are not ready for you to collect - please try again tomorrow.**

When your IT accounts are available please click on the button here or the Collect UIS accounts button within your self service homepage.

Voter Registration

Please visit The Electoral Commission for information on student voter registration

Return to home

If you return to your self-service page, you will see that you no longer have any tasks to complete.

Your CamSIS homepage

What is CamSIS?
It's our central system for handling official student data. From this homepage you can carry out tasks such as managing your personal and academic record, view results, request transcripts and apply for graduation.

Personal

Academic

Exams

Results

Graduation

Tasks

No current tasks

Need help?