New Student

Once 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’.
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’.
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.

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.
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: [Redacted]

Date of birth: 14 March 1988

Country of birth: India

**Country of citizenship**

Country: India

**Confirm details**

Are your personal identification details correct?

- [ ] Yes  [x] 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.

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.
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: [Redacted]
- Date of birth: [Redacted]
- Country of birth: United Kingdom

**Country of citizenship**
- Country: United Kingdom

**Confirm details**
Are your personal identification details correct?
- 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.
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.

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.
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

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.
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

<table>
<thead>
<tr>
<th>Address</th>
<th>From</th>
</tr>
</thead>
<tbody>
<tr>
<td>43 Anywhere Street</td>
<td></td>
</tr>
<tr>
<td>Elsewhere</td>
<td></td>
</tr>
<tr>
<td>Cambridge</td>
<td></td>
</tr>
<tr>
<td>Cambridgeshire</td>
<td></td>
</tr>
<tr>
<td>CB39 8HT</td>
<td>Current</td>
</tr>
</tbody>
</table>

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 if 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.
Click save and move on to the next question.
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.
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.

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.
When you are happy with your answers click save and move to the next question,
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
If you return to your self-service page, you will see that you no longer have any tasks to complete.