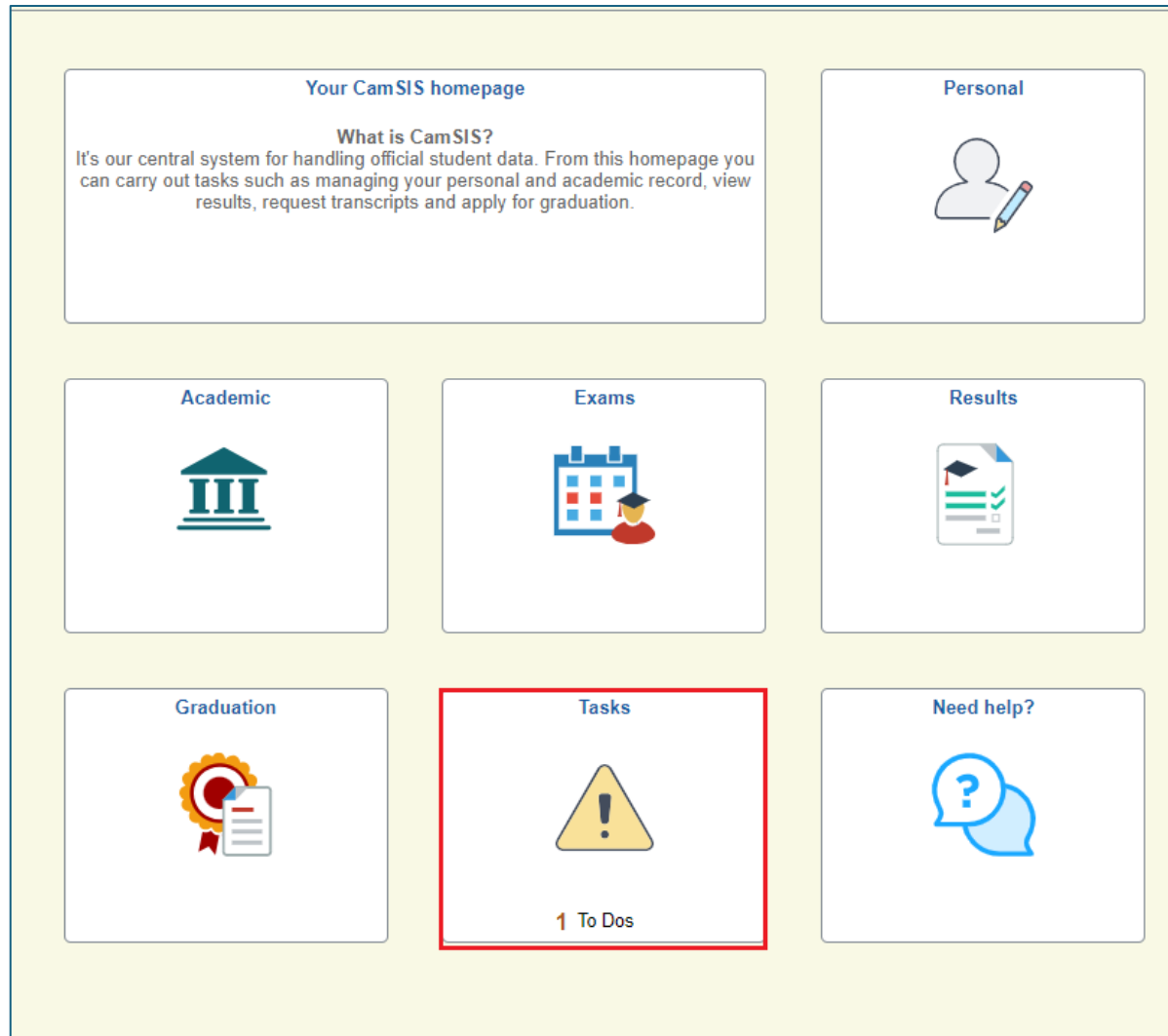


Continuing Student

Once you have logged on to self-service, you will see that you have 1 item in your 'To Dos' on your Task tile.



Clicking on the Task Tile will take you to your 'To Do List.' Here you will see the task for Student Registration.

The screenshot shows the 'Tasks' section of the University of Cambridge Student Self Service. On the left, there is a 'To Do List' tile with a notification badge showing '1'. The main area displays a table of tasks:

Task	Due Date	Status
Student Registration	31/07/2024	Initiated

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 [X]

Student Registration

Status: Initiated
Due Date: 31/07/2024

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.'

The first page contains an introduction to Registration.

The screenshot shows a web browser window titled "Registration". The browser's address bar is partially visible, showing "Cambridge". The window has a dark header with a close button (X) and the text "Exit" on the left, and a "Next >" button on the right. The main content area is light yellow and contains the following text:

Step 1 of 13: Introduction

i 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.

On the left side of the screen, there is a vertical navigation menu with 11 items, each with a numbered icon and a status: "Complete" or "Not Started".


Step Number	Section Name	Status
1	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

The next screen is about your Personal Identification.

The screenshot shows a web application window titled "Registration". In the top-left corner, there is an "Exit" button. In the top-right corner, there are "Previous" and "Next" navigation buttons. A sidebar on the left lists 12 steps: 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), and 12. Further personal details (Not Started). The main content area is titled "Step 2 of 13: Personal identification" and contains the following text: "Please confirm the details below are as they appear on your official identification documents". Under the heading "Personal Details", there are three fields: "Full name and title" (redacted with a black box), "Date of birth" (20 April 1995), and "Country of birth" (Switzerland). Under the heading "Country of citizenship", there is a question mark icon and a dropdown menu showing "Country" with "Switzerland" selected. Below this is the "Confirm details" section with the question "Are your personal identification details correct?" and radio buttons for "Yes" (selected) and "No". At the bottom center, there is a "Save" button.

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

Registration

< Previous Next >

1 Introduction Complete

2 Personal identification Complete

3 Cambridge IDs Complete

4 Academic details Complete

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 [Redacted]
[Request change to name](#)

Date of birth [Redacted]
[Request change to date of birth](#)

Country of birth [Redacted]
[Request change to country of birth](#)

Country of citizenship ⓘ

Country
Switzerland
[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.

Save

You request a change by clicking the blue hyperlink 'Request change to...'

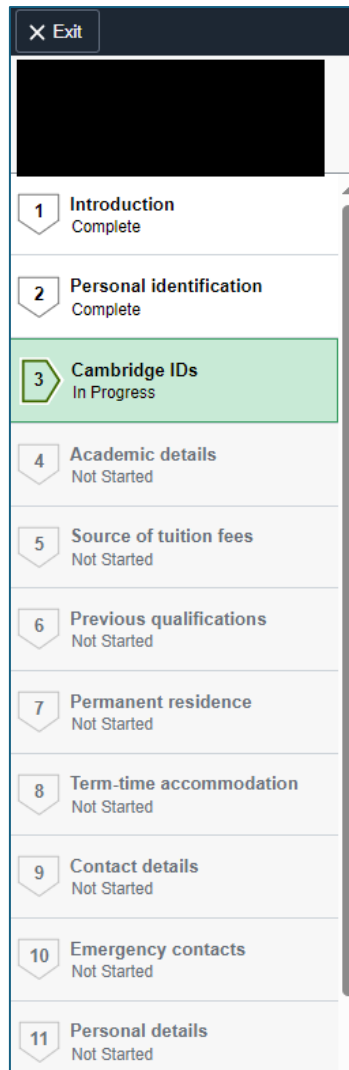
Add the required change in the box and click save.

Close **Request change to country of birth** Save

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

You can then click save on the main page and then next to move on.

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



The next question is about your Cambridge IDs.

Registration

[Exit](#) [Previous](#)

- 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 [REDACTED] ?

CRSid [REDACTED] ?

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

i 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.

Exit Registration Previous

- 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
Doctor of Philosophy
Medical Science at Cancer Research UK Cambridge Institute
Full-Time
Jesus College

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.

The screenshot shows a multi-step form interface. On the left is a vertical sidebar with 12 steps, each with a numbered icon and a status label: '1 Introduction Complete', '2 Personal identification Complete', '3 Cambridge IDs Complete', '4 Academic details Complete', '5 Source of tuition fees In Progress' (highlighted in green), '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', and '12 Further personal details'. The main content area is titled 'Step 5 of 13: Source of tuition fees' and contains the question 'What is your main source of funding for payment of tuition fees?'. Below the question is a section header 'Source of Tuition Fees' and a label 'Source of tuition fees' with a help icon. A dropdown menu is positioned below the label, and its arrow icon is enclosed in a red square. At the bottom right of the form is a blue 'Save' button. A '< Previ' button is visible in the top right corner.

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

This question is about previous qualifications which continuing students do not need to answer.

Introduction Complete

2 Personal identification Complete

3 Cambridge IDs Complete

4 Academic details Complete

5 Source of tuition fees Complete

6 Previous qualifications In Progress

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

You do not need to complete this section, please save and click 'next' to move to next page.

Save

Previous

This question is about your permanent residence prior to starting your course which continuing students do not need to answer.

[← Previous](#)

- 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**
In Progress
- 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 7 of 13: Permanent residence

You do not need to complete this section, please save and click 'next' to move to next page.

[Save](#)

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. You can change any information by clicking the drop-down menu or the right pointing arrow.

[< Previous](#)

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
In Progress

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 rented accommodation (shared with others on a temporary basis) ▾

Term Time Address

Address	From
36 Anywhere Way Cambridge Cambridgeshire CB34 1GE	Current >

[Save](#)

This question is about your contact details. To change any information, click on the right pointing arrow.

[← Previous](#)

- 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
- 11 Personal details Not Started
- 12 Further personal details

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	
cs_ops@admin.cam.ac.uk	CRSid	<input checked="" type="checkbox"/>	>
cs_ops@admin.cam.ac.uk	External	<input type="checkbox"/>	>
cs_ops@admin.cam.ac.uk	Other	<input type="checkbox"/>	>

Phone

Phone	Type	Preferred	
+2471480326004	Home	<input checked="" type="checkbox"/>	>
01234123456	Mobile	<input type="checkbox"/>	>

[Save](#)

Make the changes. If you wish to make something your 'preferred' email address or phone number, click the 'Preferred' box.

Cancel **Edit Email** Save

Type Other

*Email

Preferred

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**
- 11 Personal details Not Started
- 12 Further personal details

Step 10 of 13: Emergency contacts

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	
Jackie Chan	012/345-6789	✓	>
James Taylor	987654321		>

Save

You can add a new contact by clicking on the '+' sign or amend current details by clicking on the right pointing arrows.

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

[< Previous](#)

- 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

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 [?](#)

+
No known impairment, health condition or learning difference ▼ -

Disabled Student Allowance [?](#)

▼

Save

[← Previous](#)

- 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

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 [?]

+

Long-term illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy

D/deaf or have a hearing impairment

Disabled Student Allowance [?]

In receipt of Disabled Students' Allowance

[Save](#)

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. You can add more disabilities by clicking the '+' sign and change items by clicking the dropdown menu.

- 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 ?

White - English, Scottish, Welsh, N Irish, British

Sexual Orientation ?

Information refused


Religion or belief ?

Prefer not to say

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.



Eliane Brechbühl
305507349
Jesus College

[← Prev](#)

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 Complete

13 **Submission**
In Progress

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.

Whilst completing the form you indicated that the following data was incorrect:

Personal identification - [View](#)
Country of Birth

The correction(s) you have requested will need to be approved by the Student Registry. You will be contacted by them when this is done or if you need to provide additional information.

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







[Submit](#)

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

Are you sure you want to submit?

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

Student Self Service ▾

<p>Your CamSIS homepage</p> <p>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.</p>		<p>Personal</p> 
<p>Academic</p> 	<p>Exams</p> 	<p>Results</p> 
<p>Graduation</p> 	<p>Tasks</p>  <p>No current tasks</p>	<p>Need help?</p> 