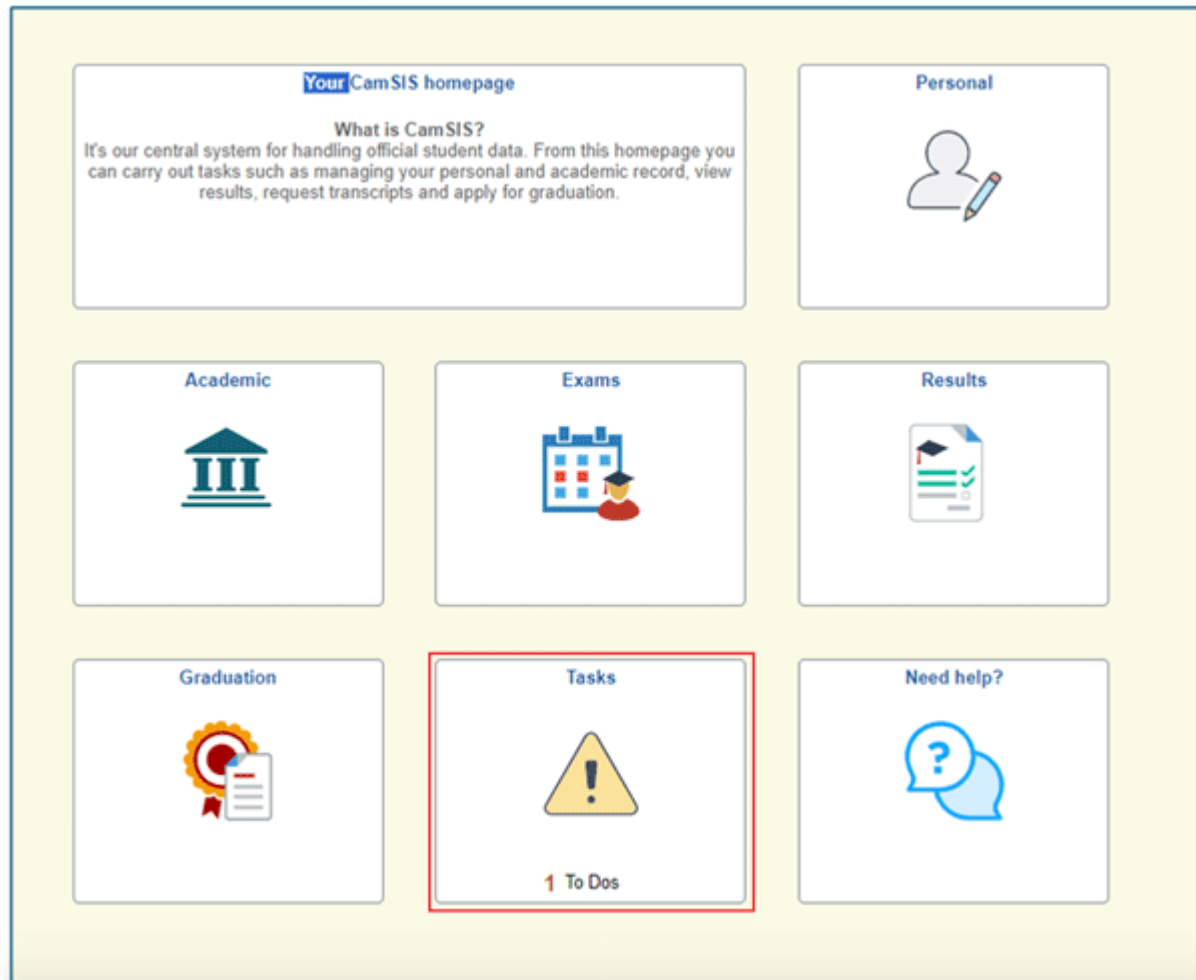


Student Registration Exercise step-by-step guide for continuing students

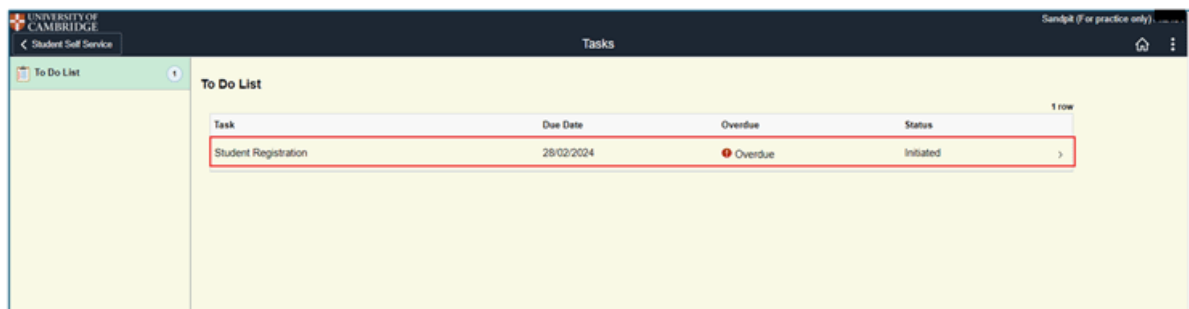
Starting the Student Registration Exercise

Once you have signed in to your [self-service](#) account, you will see a note on the 'Tasks' tile telling you there is '1 To Do'.



Select the Tasks tile. The next screen is the 'To Do List'.

Select 'Student Registration' from the Task list.

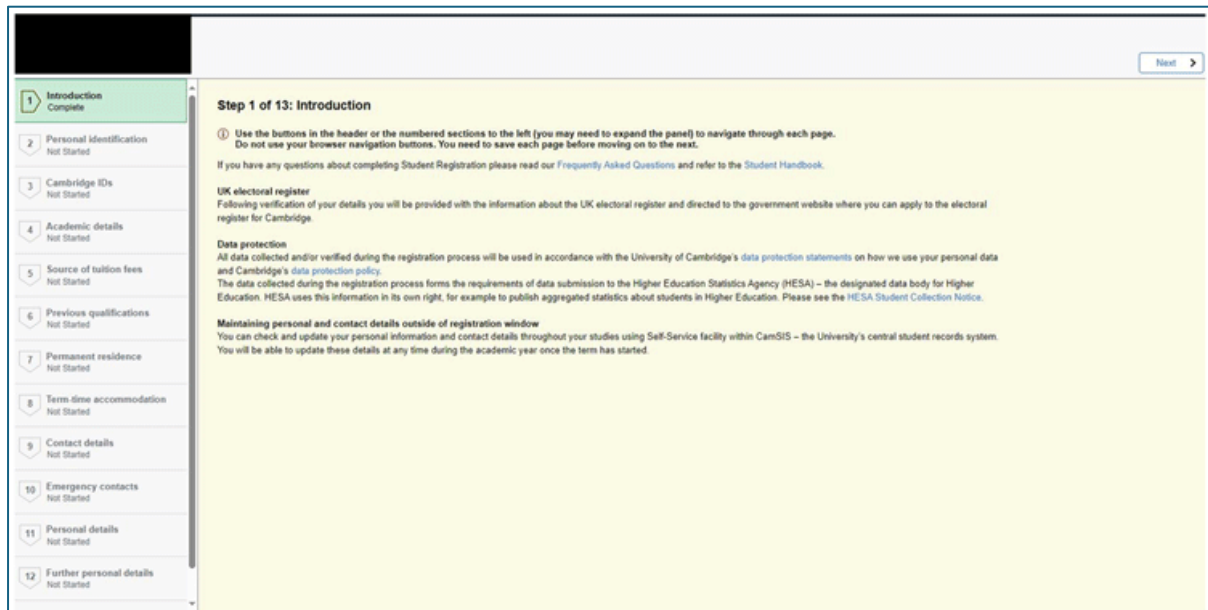


You will be taken through a series of questions. You will either need to confirm the details are correct or submit a change request if the information is incorrect. On some questions you will be asked to choose an option from a drop-down list. To move through the screens, click 'Next'.

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 incorrect. On some questions you will be asked to choose an option from a drop-down list. To move through the screens, click 'Next'.

Step 1: Introduction

The first page contains an introduction to Registration.



Step 1 of 13: Introduction

① 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.

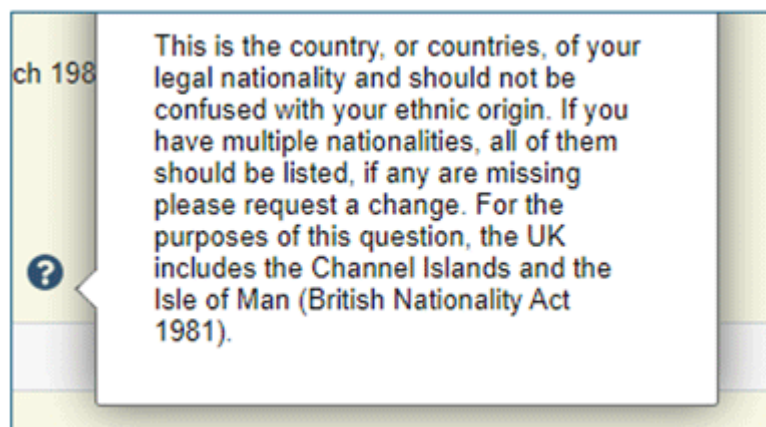
If you have any questions about completing Student Registration please read our [Frequently Asked Questions](#) and refer to the [Student Handbook](#).

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.

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



To indicate that any information is incorrect, select 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: Personal identification

This page ask you to review your name, date of birth and country of citizenship.

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 [Request change to name](#)

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

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

Country of citizenship [Request change to citizenship](#)

Country

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](#)

Click on the 'Request a change to....' link and it will bring up a box where you can enter the change you wish to make.

[Close](#)

Request change to country of birth

[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.

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. It is either 'Not started', 'In progress' or 'Complete'.

× Exit

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

Step 3: Cambridge IDs

The next question is about your Cambridge 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 [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 [REDACTED] ? [Request change to USN](#)

CRSid [REDACTED] ? [Request change to CRSid](#)

Confirm details

Have you previously studied at Cambridge?

☒ Yes ☐ No

Please confirm your IDs match

☐ Yes ☒ No

Warning: 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.

Step 4: Academic details

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

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 both 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.

Step 5: Source of tuition fees

This question ask who is funding your course of study.

Step 5 of 13: Source of tuition fees

What is your main source of funding for payment of tuition fees?

Source of Tuition Fees

Source of tuition fees ⓘ

SLC

[Save](#)

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

Step 6: Previous qualifications

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

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

Step 7: Permanent residence

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

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

Step 8: Term-time accommodation

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.

Student Registration

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

College/university-maintained property from the drop-down menu and enter the College address when asked to enter a term-time address. This will allow you to move on to the next question. Please find your College address [here](#).

If you do not yet know what type of accommodation you will be living in during term time in the upcoming academic year, select 'To be confirmed'. Please email [cs_ops@admin.cam.ac.uk](#) to update your accommodation address via your self-service account as soon as you know where you will be residing in Cambridge.

Please do not change the value that is currently displaying in the drop-down if any of the following apply.

- you are currently on intermission.
- you have returned home to write up.
- you have been given official leave to work away.

Term-time accommodation

*My type of accommodation is

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

Term-time address

Address	From
25 High Street Cambridge Cambridgeshire CB2 2LZ	Current >

Save

Step 9: Contact details

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

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

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	☒	>
cs_ops@admin.cam.ac.uk	External	☐	>
cs_ops@admin.cam.ac.uk	Other	☐	>

Phone

Phone	Type	Preferred	
+2471480326004	Home	☒	>
01234123456	Mobile	☐	>

Save

When the details are all correct, click 'Save' and move on to the next question.

Step 10: 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.

Step 11: Personal details

The next two questions ask about 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.

You can add more disabilities by clicking the '+' sign. Select the correct option in the dropdown menu.

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
 Deaf or have a hearing impairment

Disabled Student Allowance [?]
 In receipt of Disabled Students' Allowance

Save

Step 12: Further personal details

This page asks you about ethnicity, sexual orientation and religion or beliefs.

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.

Step 13: Submission

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 'Submit'.

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



Jesus College

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

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

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

Student Self Service

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?

