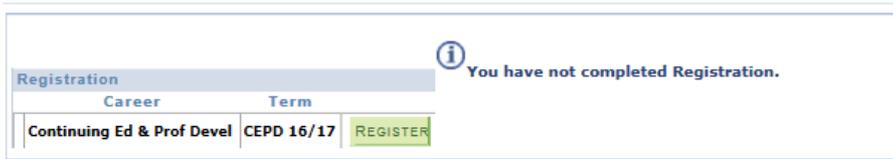
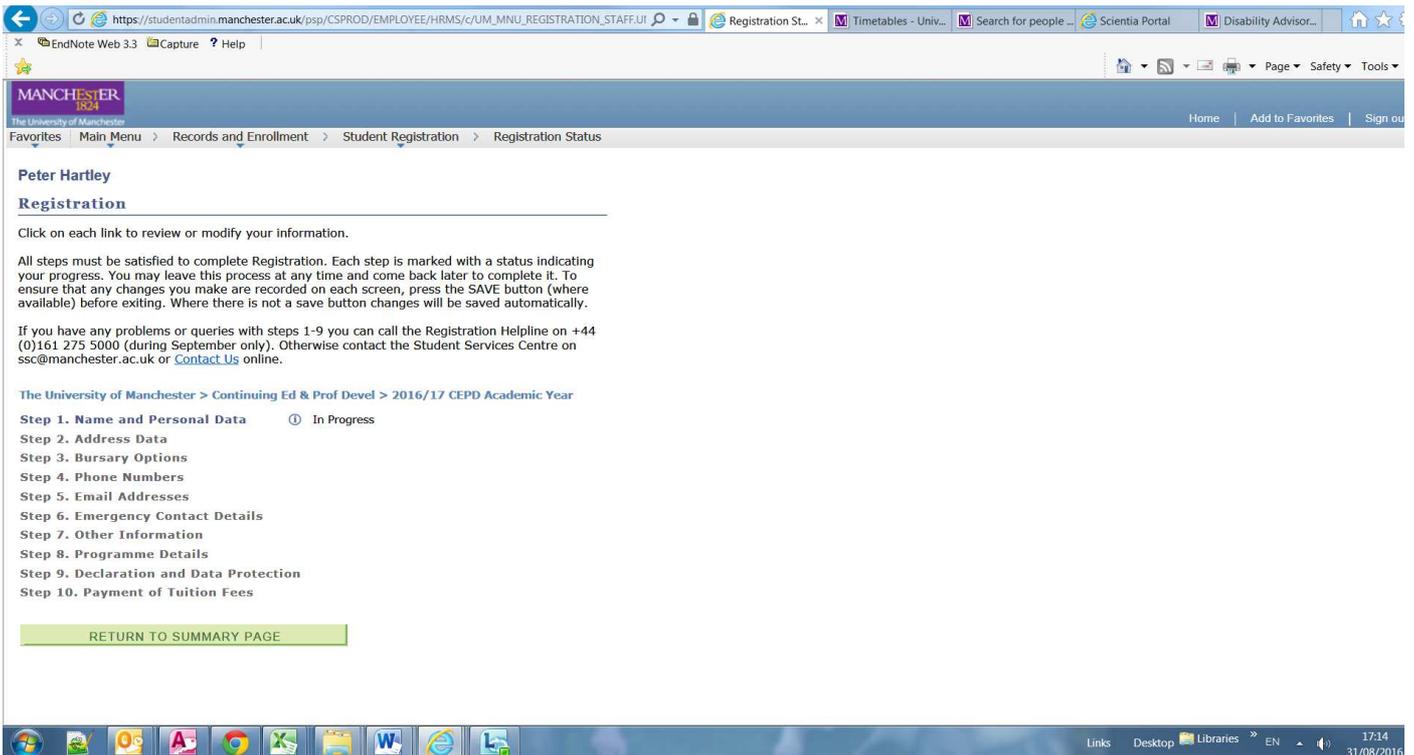


10 steps of Registration



Clicking the 'Register' button will take you through ten screens to officially register your place with us. Please check the information, add or amend where possible, and then click 'Continue with Registration'. At the end of each step, a green 'completed' tick will appear. To go back to a previous section, simply click on the step you want to return to; do not use the back button on your browser.



If any of your details are incorrect and you cannot amend them, please contact Angela in the LEAP Office.

Step 1: Name and personal data

- Check that your name is spelled correctly as your details in this section are how they will appear on any University documentation, and check all other personal details.
- If you have a disability, you are strongly encouraged to let us know, as we offer a range of services that can help support your studies. Alternatively, contact our [Disability Support Office](#) to discuss support and facilities available.

Step 2: Address details

- Your Home address and 'mail' is the main address in your country of residence.
- You Term time address is where you are living temporarily whilst studying on your language course (in most cases this will also be your Home address).

Step 3: Bursary options – Not applicable

Step 4: Phone numbers

- Please check these numbers are correct, in case we need to contact you.

Step 5: Email addresses

- You will automatically be given an email address that ends '@student.manchester.ac.uk'. This is the email account you can check via My Manchester, and to which you may receive emails from tutors during your course.

Step 6: Emergency contact details

- This information is needed in case you are involved in a serious incident. Please include the name and contact details of a friend or family member, in the UK or your home country if different.

Step 7: Other information

- Indicate the highest qualification you have gained (e.g. A-levels or previous undergraduate degree) prior to starting at the University. A drop down box is provided for you to select the relevant award.
- Please use the drop-down menus to complete the other sections.

Step 8: Programme details

- This will appear as 'Modern Languages for All' and Level: First Year – this screen is the same, even if you have studied with us previously.

Step 9: Declaration and data protection

- Please read and understand the Declaration Statement and tick the box to confirm that you agree to abide by The University of Manchester's statutes, ordinances, regulations and by-laws, including academic malpractice.
- You should read the Data Protection Statement carefully so that you are fully aware of what we will do with your personal information and your rights in connection with the Data Protection Act - and then tick the box at the end to confirm you have read and understood it.
- For more information, go to our [Data Protection website](#).
- If you have any concerns about data protection, you can contact our Records Management Office on foi@manchester.ac.uk.

Step 10: Paying your tuition fees

- The fees for your course have been set as NIL, as you have paid your fees directly to the University Language Centre. Press continue and then confirm your registration as prompted.

If you now Press 'Return to Summary Page', you should see 2 green ticks against the year CEPD 2016/17, which means registration is now complete!