

September 2014

Dear Student,

September 2014 Registration and Induction

Welcome to the University of Manchester. On behalf of the Director of Postgraduate Research, Professor Kevin Woods, we are writing to inform you about the arrangements for your registration with the School of Environment, Education and Development for the academic year 2014-2015.

You should aim to arrive in Manchester no later than **Sunday 14 September** to give yourself chance to settle down before embarking on the PGR Induction programme commencing **Wednesday 17 September**. It is mandatory that you attend all Induction event activities.

If you cannot arrive in Manchester in time for the Induction Programme, for example due to issues with a visa application, you must contact us as soon as possible and in any event prior to the Induction Programme commencing.

The latest date on which the School will allow you to arrive is **Monday 6 October 2014**. No consideration will be made by the School for any impact on your studies as a result of your late arrival, in particular with regard to your enrolment on any assessed research training units.

Registration

Registration is essential, as it is the process by which you are formally admitted to the University each academic year. At the end of the process, as a new student, you will receive a validated University student/library swipe-card which will last for the expected duration of your programme of study, and which is subject to annual validation.

From the **1 September – 30 September 2014** you will be able to complete your registration online, including payment of your tuition fees, any time that is convenient for you via the internet. Ideally, you should complete your registration before you arrive at the University.

The registration process is divided into four parts:

- Step 1 Complete IT Sign Up at: <https://iam.manchester.ac.uk/>
- Step 2 Confirm your attendance online following the steps outlined in the confirmation email following your successful IT Sign Up
- Step 3 Register online at <https://my.manchester.ac.uk> and arrange payment of tuition fees (from 1 September)
- Step 4 Pick up your student card when you arrive in Manchester (see issuing venues on page 7 of the [Crucial Guide: Get Ready](#)). If you are an International Student, you must attend International Student Check-in prior to obtaining your student card – please refer to the section below on **International Students**.

If you are having difficulty registering, intend to complete financial registration by cheque payment or your tuition fees are being paid by a sponsor, you should visit one of the key registration venues as listed on page 7 of the [Crucial Guide: Get Ready](#).

You should take:

- University System User ID & Password

- Sponsor letter (only to Whitworth Hall, if tuition fees are being paid by a sponsor)
- Bank Details
- Cheque (if you are paying tuition fees by cheque)

Information on the registration process, including instructions on how to register, is also available from the University's Welcome Website: www.manchester.ac.uk/welcome

Should you require assistance with any aspect of your online registration, please contact the Registration helpline on: +44 (0) 161 306 5544 or email registration@manchester.ac.uk
The helpline is open 9am – 5pm, Monday – Friday throughout September.

The University will impose a **late registration fee of £50** for students who have not completed registration by the 30 September 2014, rising to **£200** if still not registered by 31 October.

Induction

The School's Induction programme will begin at 9.30 am on **Wednesday 17 September 2014 in room 1,218, University Place** where you will be able to pick up your Induction Pack (see building 37 on the University campus map: <http://www.manchester.ac.uk/discover/maps/>
Details of the induction timetable can be found on the School's Welcome Website: <http://www.seed.manchester.ac.uk/welcome/pgrstudents/>

International Students

If you are not from the EEA or Switzerland, you must check before you travel to the UK that you have Tier 4 immigration permission (visa) that allows you to study at The University of Manchester. Upon arrival in Manchester, you must attend International Student Check-in from 0900-1700 in the Whitworth Corridor of the Whitworth Building (#50 on the campus map). For further information, please refer to the University's Welcome Website: www.manchester.ac.uk/welcome

Please note that your Programme Administrator is not qualified to provide guidance on immigration issues, nor the visa application process. Should you have any queries or concerns, the International Advice Team at the Student Services Centre has qualified staff who should be able to assist you. The Student Services Centre is based at Burlington Street (Campus Map #57). To make an appointment, please e-mail iat@manchester.ac.uk or telephone +44 (0)161 275 5000 (option 1).

We look forward to meeting you at Induction on Wednesday 17 September. If you have any questions regarding any of the details in this letter please contact us at pgr-seed@manchester.ac.uk.

Yours sincerely

Debbie Kubiena and Monique Brown
Senior PGR Administrators