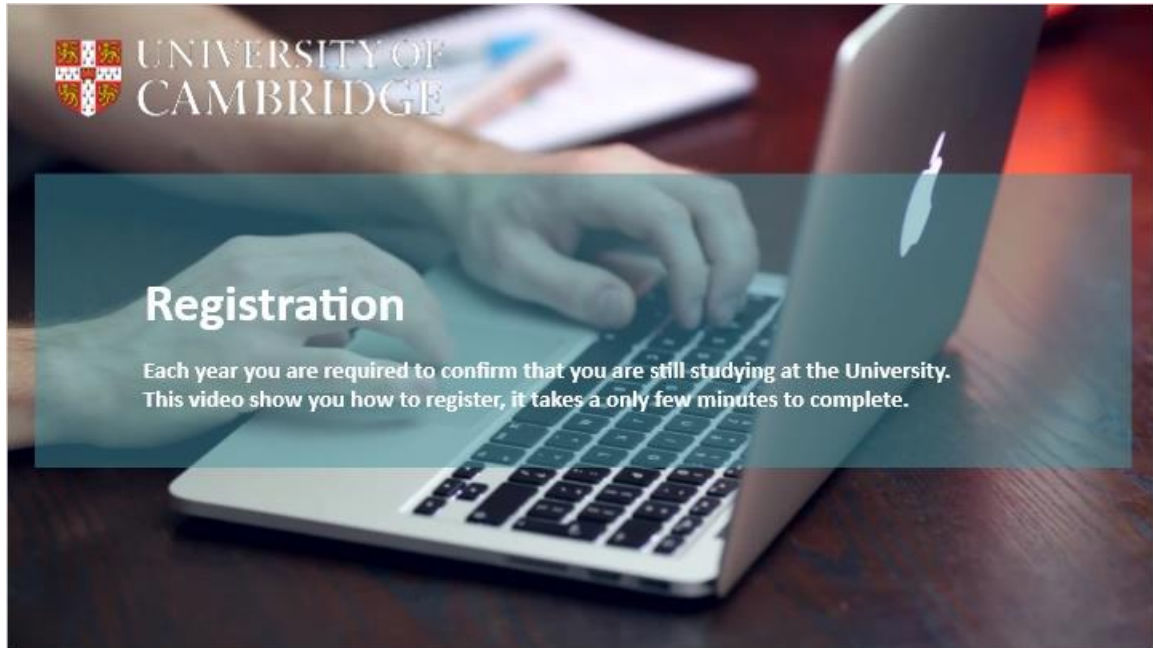
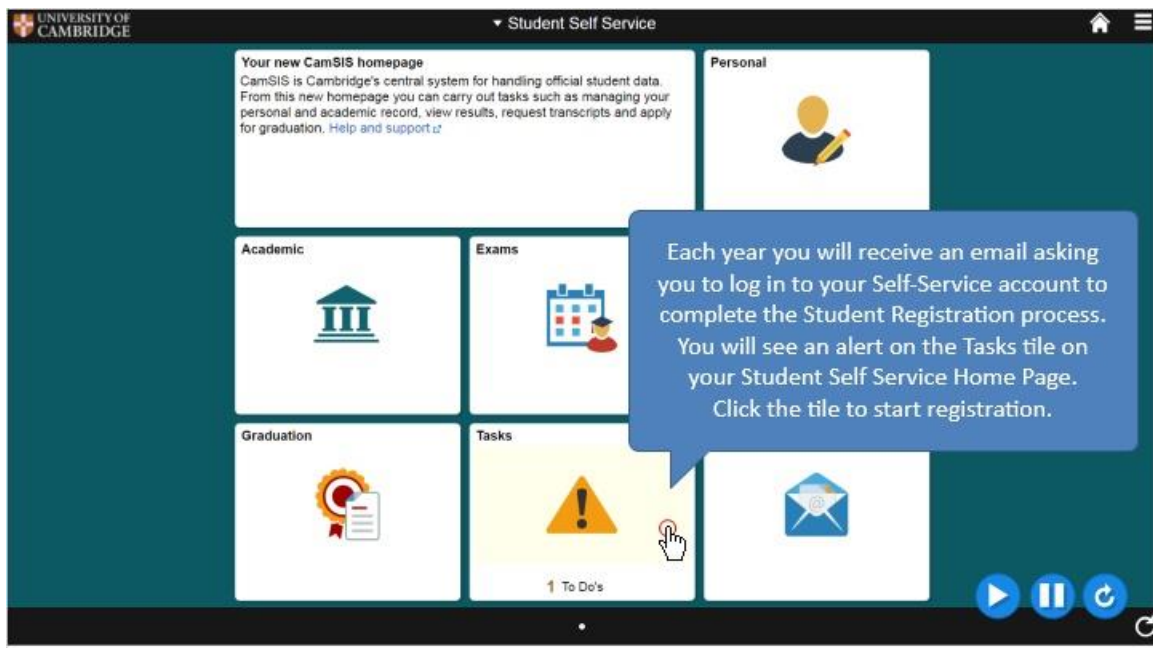


# 1. Student Registration

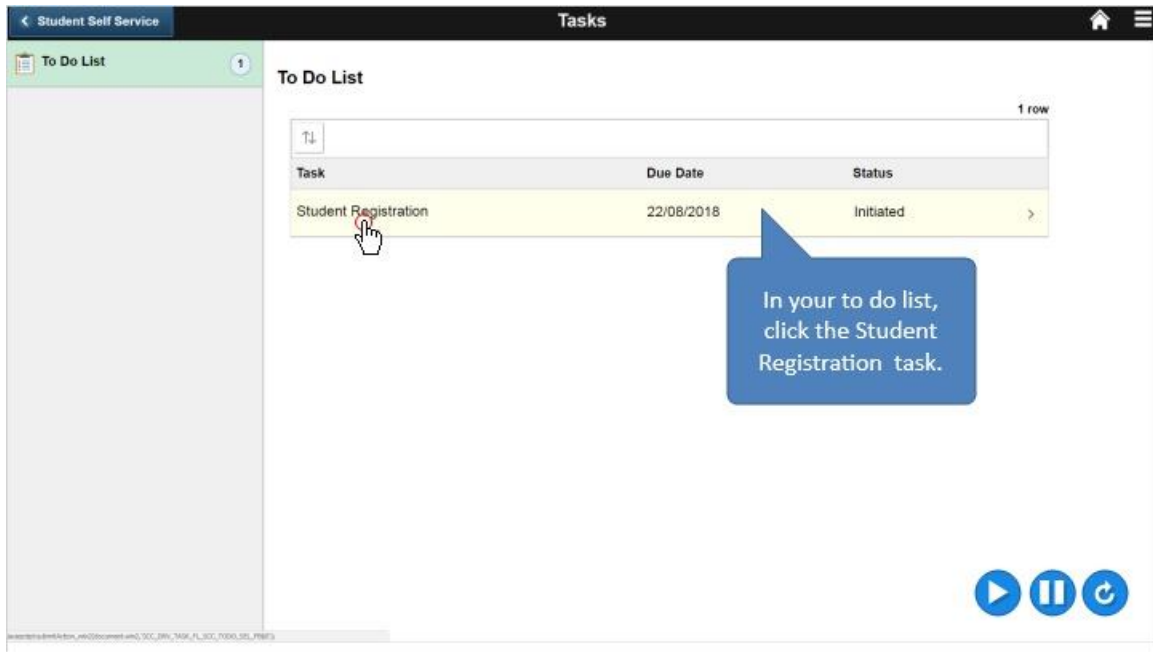
## 1.1 Viewing and Editing your Personal Data



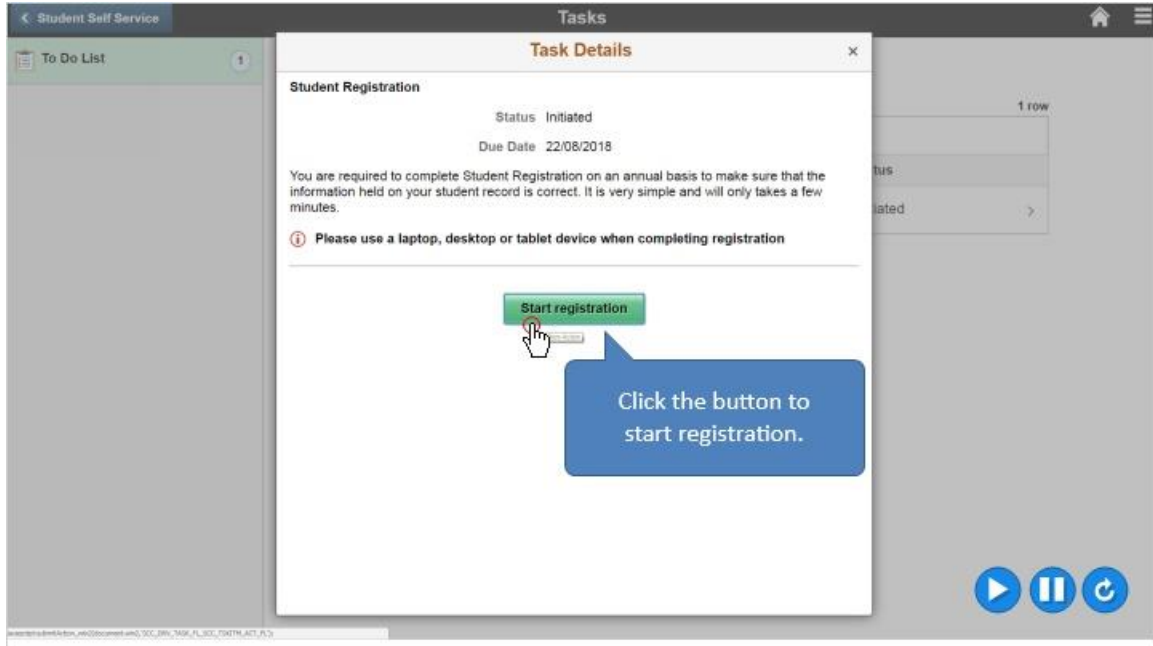
## 1.2 To do tasks



### 1.3 Start



### 1.4 Start registration



## 1.5 Guidance

The screenshot shows the 'Student Registration' page on the University of Cambridge website. The page includes an introduction, instructions on password collection, and data protection information. A blue callout box on the right says 'Please read the guidance then click 'Start Registration''. A red circle highlights the 'Start Registration' button, and a hand cursor points to it. At the bottom right, there are three circular navigation icons: play, pause, and refresh.

**UNIVERSITY OF CAMBRIDGE**

### Student Registration

**Introduction**  
The University needs you to complete an annual registration exercise. This enables the University / College to contact you appropriately and to get in touch with the right person in an emergency.  
It should take you about 10 minutes to complete the registration process.  
We recommend that you **do not use your browser navigation buttons** ('forward', 'back' or 'refresh') during this process. Please use the navigation buttons at the bottom of each page.  
Further information and assistance on the Student Registration process can be found [here](#).

**Collect your password**  
If you are **new** to the University of Cambridge, when you have completed the Student Registration process you will be transferred to a page where you will be able to collect your University Information Services account details if you qualify for that access.

**Data protection**  
For details on how we use your personal information, who we share it with (including the Higher Education Statistics Agency), and your rights under data protection legislation, please see [here](#).

**Start Registration**

▶ || ↺

## 1.6 Personal Data

The screenshot shows the 'Student Registration: Personal Data' page. It displays a progress bar from Step 1 to Step 10, with Step 1 selected. Below the progress bar, it says 'Some of your personal data is listed below.' A 'Personal Data' form is shown with fields for Name, USN, Gender, Date of Birth, Country of Birth, Marital Status, and Number of Children. A red circle highlights the 'Next >' button, and a hand cursor points to it. A blue callout box on the right says 'Check your details and amend them if necessary. Then click "Next".'. At the bottom right, there are three circular navigation icons: play, pause, and refresh.

**UNIVERSITY OF CAMBRIDGE**

### Student Registration: Personal Data

Step 1 – Step 2 – Step 3 – Step 4 – Step 5 – Step 6 – Step 7 – Step 8 – Step 9 – Step 10

Some of your personal data is listed below.

**Personal Data**

Name	Mr Adeel
USN	304
Gender	Male
Date of Birth	05/01/1992
Country of Birth	Germany
Marital Status	Single
Number of Children	0

< Previous   **Next >**

▶ || ↺

## 1.7 Academic Data

UNIVERSITY OF CAMBRIDGE

### Student Registration: Academic Data

Step 1 – **Step 2** – Step 3 – Step 4 – Step 5 – Step 6 – Step 7 – Step 8 – Step 9 – Step 10

The information below is about the programme of study that you are currently following, or will begin to follow in the upcoming academic year.

Programme	Degree / Award	Subject	College
Postgraduate	PhD (Probationary)	PhD (Probationary) Research in Medicine (MedImmune Programme) (Full-Time)	Homerton College

< Previous   Next >

Details about your academic record are displayed.

▶   ⏸   ↻

## 1.8 Email address

UNIVERSITY OF CAMBRIDGE

### Student Registration: Email Address

Step 1 – Step 2 – **Step 3** – Step 4 – Step 5 – Step 6 – Step 7 – Step 8 – Step 9 – Step 10

Below is a list of the email addresses you have provided; please keep this information up to date. You should have at least two different types of email addresses:

The **CRSid** type (if applicable) covers the email address supplied to you by the University of Cambridge. The **External** type covers other personal email addresses.

Your preferred email address is the address that the University administration will usually use to contact you.

Please maintain your email addresses below. If you wish to alter this information later, and have gained access to CamSIS Self Service, you will be able to do so through your Self Service account.

Email Type	Email Address	Preferred
CRSid	@admin.cam.ac.uk	Yes
External	e@me.com	No

Add an Email Address

< Previous   Next >   Cancel

Check the email addresses on your record. Add another address, or edit an existing email if it isn't accurate.

▶   ⏸   ↻

## 1.9 Phone

UNIVERSITY OF CAMBRIDGE

Student Registration: Phone

Step 1 – Step 2 – Step 3 – **Step 4** – Step 5 – Step 6 – Step 7 – Step 8 – Step 9 – Step 10

Below is a list of your phone numbers; please keep this information up to date. If you wish to alter this information later, and have gained access to CamSIS Self Service, you will be able to do so through your Self Service account.

Type	Telephone	Extension	Preferred	
Mobile	01234567890		No	Edit
Home	00000000		Yes	Edit

Add a Phone Number

< Previous   Next >   Cancel

Check the phone numbers on your record. As before, add another number or edit an existing number if it isn't accurate.

▶   ⏸   ↻

## 1.10 Term time accommodation

UNIVERSITY OF CAMBRIDGE

Student Registration: Term Time Accommodation

Step 1 – Step 2 – Step 3 – Step 4 – **Step 5** – Step 6 – Step 7 – Step 8 – Step 9 – Step 10

The University is required to hold information on the term-time addresses of all current students.

Please specify what type of accommodation you will be living in during term, at times when none of the following circumstances apply:

- you are de-grading;
- you are on intermission from study;
- you are on a year abroad as part of an undergraduate degree;
- you are in a location at which you have been given official Leave to Work Away.

If any of these circumstances apply to you for the entire academic year, select 'Not in attendance...'

If you do not know what type of accommodation you will be living in during term in the upcoming academic year, please select 'To be confirmed'.

My type of accommodation is

College/University maintained property

You do not need to add a Term Time Address.

Add term time address

< Previous   Next >   Cancel

From the drop down list select your term time accommodation. If necessary amend your record, then click next.

▶   ⏸   ↻

## 1.11 Country data

UNIVERSITY OF CAMBRIDGE

### Student Registration: Country Data

Step 1 — Step 2 — Step 3 — Step 4 — Step 5 — **Step 6** — Step 7 — Step 8 — Step 9 — Step 10

Information related to your countries of residence and citizenship is presented below.

**Citizenship Information**

Country	Germany	ⓘ
---------	---------	---

Please check that the information provided on your Country of Permanent Residence is correct. This is the country in which you were a permanent resident prior to the commencement of the course of study in which you will be enrolled during the upcoming academic year.

**Country of Permanent Residence**

Country	Germany	ⓘ
---------	---------	---

< Previous   **Next >**   Cancel

Check your country data.  
If this information is incorrect contact your College Tutorial Office.

▶   ⏸   ↺

## 1.12 Addresses

UNIVERSITY OF CAMBRIDGE

### Student Registration: Addresses

Step 1 — Step 2 — Step 3 — Step 4 — Step 5 — Step 6 — **Step 7** — Step 8 — Step 9 — Step 10

Please update your addresses here.

Your Home Address is the address you consider to be your main residence **when you are not engaged in study at the University of Cambridge**. If you are about to start, or are undertaking, the first year of a course at Cambridge, it will be the address at which you resided prior to beginning the course even if you no longer have access to that address. This information is required by the Higher Education Statistics Agency.

Your Mailing address is the address to which the University will send all correspondence.

If you wish to alter this information later, and have gained access to CamSIS Self Service, you will be able to do so through your Self Service account.

Address Type	Address	Edit
Home	abc 123 Germany	Edit

Add a new address

< Previous   **Next >**   Cancel

Read the guidance carefully.  
If necessary, edit your address and click 'Next'.

▶   ⏸   ↺

## 1.13 Emergency contacts

UNIVERSITY OF CAMBRIDGE

### Student Registration: Emergency Contacts

Step 1 — Step 2 — Step 3 — Step 4 — Step 5 — Step 6 — Step 7 — **Step 8** — Step 9 — Step 10

Below is a list of your emergency contacts; please keep your details up to date. You will need to identify a 'first person to contact'.

If you wish to alter this information later, and have gained access to CamSIS Self Service, you will be able to do so through your Self Service account.

Contact's Name	Relationship to you	First person to contact?	Phone Number	
Contact199578	Father	Yes	00000000	<a href="#">Edit</a> <a href="#">Delete</a>

[Add an Emergency Contact](#)

[< Previous](#) [Next >](#) [Cancel](#)

Add or edit your emergency contacts here, then click 'Next'.

▶ || ↺

## 1.14 Education

UNIVERSITY OF CAMBRIDGE

### Student Registration: Education

Step 1 — Step 2 — Step 3 — Step 4 — Step 5 — Step 6 — Step 7 — Step 8 — **Step 9** — Step 10

If you are about to enter the first year of a programme of study at Cambridge, you must fill in details of your highest previous qualification below.

You should provide data on the highest qualification which you are entitled to receive, even if you have not formally received the qualification yet. For example, if your former university has informed you of your eligibility to graduate, but you have not yet gone through the graduation ceremony, you should still enter the degree below. However, you should not provide details on any qualification if you are still awaiting formal confirmation that you are eligible to receive that qualification.

This information is only required in first year of a course. Please continue by clicking on 'next'

[< Previous](#) [Next >](#) [Cancel](#)

This step is only for students who are entering their first year of study. If this applies to you, enter your highest previous qualification.

▶ || ↺

## 1.15 Personal data

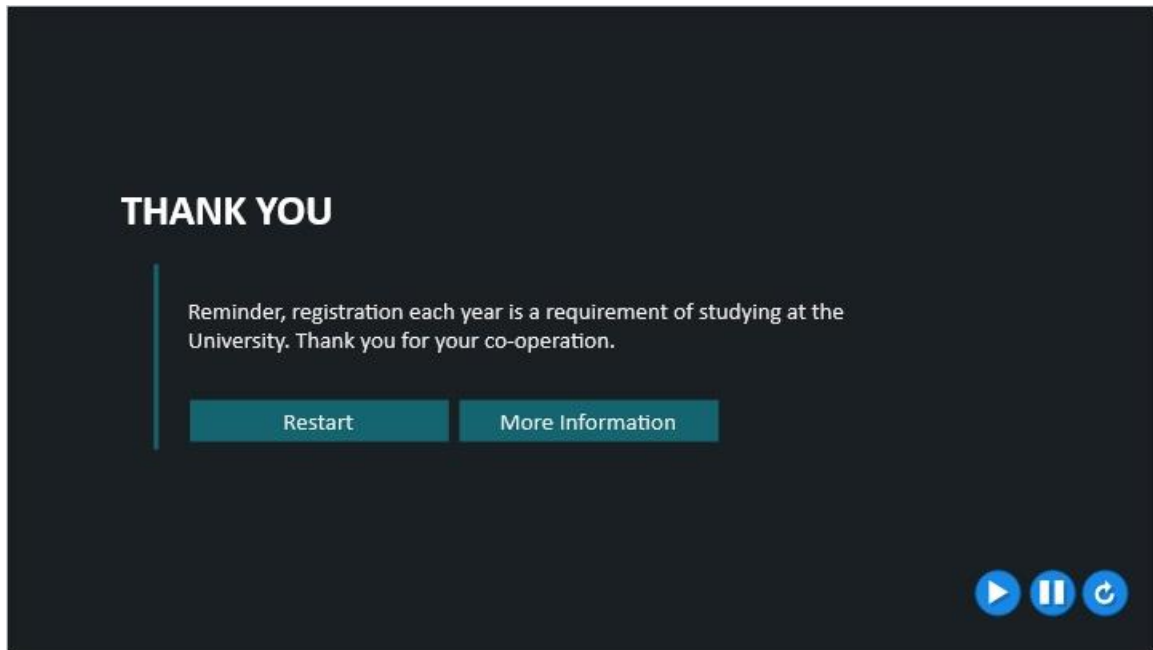
The screenshot shows the 'Student Registration: Personal Data' page. At the top, there is a navigation bar with the University of Cambridge logo and a home icon. Below the title, a progress indicator shows steps 1 through 10, with 'Step 10' highlighted. The main content area contains instructions: 'Please verify that the following information is correct: make any changes as necessary. Full details about how personal information is used in the University are available in the Student Handbook.' It also states: 'The University is required to collect this data so that it can be sent on to the Higher Education Statistics Agency (HESA); the information categories provided are based on those employed by HESA.' and 'If you indicate below that you have a disability, the Disability Resource Centre (DRC) will be in touch to discuss your support requirements (if you have not already notified them).' Below this text is a form with four dropdown menus: 'Disability' (set to 'No known disability'), 'Disabled Student Allowance', 'Ethnic Group' (set to 'White'), and 'Religion or Belief'. At the bottom of the form are three buttons: '< Previous', 'Finish', and 'Cancel'. A hand cursor is pointing at the 'Finish' button. A blue callout box on the right contains the text: 'Read the guidance on personal data. This data is not optional, select from the drop down lists then click 'Finish'.' In the bottom right corner, there are three circular icons: a play button, a pause button, and a refresh button.

## 1.16 Registration completed

The screenshot shows the 'Information' page. At the top, there is a navigation bar with the University of Cambridge logo and a home icon. Below the title, there is a green success message box with a checkmark icon: 'You have completed Student Registration. Press 'OK' to continue to Student Self Service Home.' Below this message is a blue callout box with the text: 'You have completed registration. Click "OK" to return to your Home Page.' A hand cursor is pointing at the 'OK' button. In the bottom right corner, there are three circular icons: a play button, a pause button, and a refresh button.



## 1.17 Thank you



**THANK YOU**

Reminder, registration each year is a requirement of studying at the University. Thank you for your co-operation.

[Restart](#) [More Information](#)

▶ || ↺

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