

# Online Registration for New International Students – Step-by-step Guide

As a new student you **must** formally register at the University. Registration can be completed online and there are two stages to complete before you are formally registered as a Bangor University Student. ***You must complete your online registration before the last registration date listed on your CAS.***

1. **Stage 1 - Online Enrolment**
2. **Stage 2 – Online ID Checking.**

Once these two stages have been completed successfully you will receive your Student Identity Number and card and will be formally registered and able to begin your studies. The Student Card will be sent to your Bangor address.

Please have the following information ready when you begin your registration: Your CAS letter, student ID number, passport details, Entry Clearance Vignette (if you have it), degree certificate from your previous University (if needed); Bangor address, the documents listed on your CAS, your registration email.

## Studying online from your home country

Due to **Covid-19** many students will not be able to arrive at Bangor in time for the start of Semester 1 and will be starting their studies online. If you will be starting your studies online then you **MUST still complete the registration process** before the **final registration date** listed on your CAS (and you must be intending to travel to Bangor on or before the 6<sup>th</sup> April 2022). You will be able **make your formal request to study online after Stage 1 of the Registration Process**. See **Stage 3** below.

## Paying your Tuition Fees

As part of the registration process you are **required to pay at least 50% of your remaining tuition fees** and will need to arrange how you will make the rest of your payment. See our [fee payment pages](#) for details of how you can pay. Late registration and [late payment charges](#) will be applied.

**Please note that your registration at the University will not be finalised until you have completed both Stage 1 – the online enrolment and Stage 2 – providing us with your proof of your identity.**

## Stage One – Online Enrolment

1. Once your CAS letter has been issued, you will receive a **Registration Email** - this will provide you with a **link to the registration page** and provide important information you will need to register. Please also check your spam/junk folder or if you have applied through an Agent check if they have received your email. If you have not received this email please contact [registration@bangor.ac.uk](mailto:registration@bangor.ac.uk) providing your student ID number (500.....) to request the email is resent.
2. Complete online enrolment – you will be required to provide:
  - Personal details
  - Visa details - if you have **NOT yet** applied for or **received your visa**, in the visa section enter: **visa number - 123456789; visa start date - today's date; visa end date - 30-9-2021. This will allow you to complete this section and move on to the next section**
  - Education history
  - Confirmation of degree
  - Selection of modules – if you are having trouble completing your module selection or have questions please contact your academic school for advice.
  - Fee payment

Upon completion, you will be instructed to book an online **ID check appointment** with our Monitoring and Immigration Team. **You can make an appointment for an online ID check [here](#)**. Please use your **Bangor University username** in order to make the appointment. **Only** book your ID checking appointment if you have already completed Stage 1.

**Please note:**

1. You **DO** still need to complete the ID checking stage if you are **starting your studies online** from your own country.
2. You **CAN** still proceed to the ID checking stage even if you have **not yet received your visa**.

The Monitoring and Immigration Team can be contacted by email at:  
[academicengagement@bangor.ac.uk](mailto:academicengagement@bangor.ac.uk)

## **Stage 2 – Online ID-Checking**

You can book an appointment for an **online** ID check [here](#). You will need to provide the following documents as proof of ID. Please have these ready when you attend the Online ID checking appointment with the immigration team:

- Passport
- Entry Clearance Vignette and Biometric Residence Permit (*you can still complete your ID checking even if you do not yet have your visa*)

If you have selected Bangor University as the location for collection of your Biometric Residence Permit, you will need to make an appointment in order to collect your BRP card and a member of the Team will explain how you can do this.

If we have not received at least 50% payment of your tuition fees then our Monitoring and Immigration Team will refer you to the finance team to arrange payment. You will **NOT** be able to complete this stage of your registration until at least 50% of tuition fee payment is received.

On completion of Stage 1 and Stage 2 you will be registered and will have access to University systems and will be able to participate fully in online study whether you are in Bangor or overseas.

## **Stage 3 - Making a request to study off campus**

If you want to start your studies online you need to make a formal request. You can submit the request once you have Completed Stage 1 of registration.

1. Once you have completed **Stage 1 of Registration** you will have access to **MyBangor**.
2. Login to **MyBangor** at <https://my.bangor.ac.uk/index.php.en>
3. Login in to MyBangor and submit your request to study off campus at **online services/request centre/request to study off campus**.
4. Complete the Off Campus Study Request in full, ensuring that you upload the relevant evidence to support your request (copies of your passport or CAS is not classed as evidence).
5. You can only make a request to study online for a 4 week period.
6. If you wish to or need to study online for a longer period or for the whole of Semester 1 then you will need to put in a **new request** through MyBangor request centre **every 4 weeks**.

### **Collecting your BRP Card.**

Information on how to collect your BRP card, which will be on an appointment basis only, will be provided to you once you have completed both online registration and the online ID check but if you have any queries please contact [academicengagement@bangor.ac.uk](mailto:academicengagement@bangor.ac.uk)

**Important Note – Bangor email address: Please remember that all important correspondence will be sent to your Bangor email address – so, please ensure you check this on a regular basis.**

# Registration Flow Chart

