

ONLINE REGISTRATION (STEP-BY-STEP GUIDE)

Introduction

Welcome to the Online Registration Guide for Queen's University Belfast. This guide will walk you through the step-by-step process of completing your online registration.

Video Tutorials Available

If you prefer a visual guide, you can watch instructional videos for each step of the registration process [here](#).

Registration Stages

The registration process typically involves four stages:

1. **Personal Details:** Providing your personal information. (Page 3)
2. **Immigration Check (for International Students Only):** Submitting necessary immigration documents. (Page 7)
3. **Modules and Finance:** Selecting your modules and managing your finances. (Page 9)
4. **Matriculation:** Completing the final steps of registration. (Page 11)



This guide will provide clear instructions and guidance for each stage, ensuring a smooth and efficient registration process.



Before you begin the registration process, you'll need to log in to QGIS. You can find instructions on how to log in on page 2.

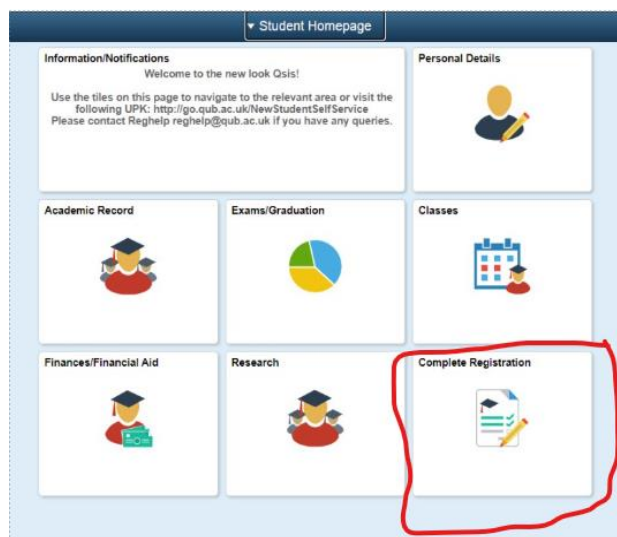


If you have any questions or encounter difficulties during the registration process, please refer to our Frequently Asked Questions (FAQs) section on page 12.

Getting Started: Log in to QSIS

[Click here to log in to QSIS](#) with your student number and password. Find your login details in your Enrolment & Registration credentials email from reghelp@qub.ac.uk.

On [QSIS](#), Click the tile that says 'Complete Registration'. If this tile doesn't appear on your view, please contact reghelp@qub.ac.uk



Useful Information:

Getting your student number and password:

You will receive a Welcome email which will include such details as your student number and password. This will also give dates of when the QSIS Registration Portal will be open for you, and you should commence the online part of the registration process as soon as you have access to the portal.

QSIS and the Registration Portal:

You can log on to QSIS using the credentials details included in your Welcome email – the username is your student number, and the password is the one listed in your email. It is recommended that this password is used to complete all steps of the registration process – if required you can then change your password by clicking on “Change Password” on your Queen’s Online account.

If you are an international student, you will be able to complete the online registration up until the immigration document check stage. A hold will be in place until Immigration Support Service carry out a document check. Part of this process will involve you uploading pictures of your current immigration documentation – these will then be checked by the Compliance Team in Immigration Support Service. When the check is complete the hold will be lifted allowing you to continue with online registration.

It is recommended that you periodically check the Registration Portal to find out if the document check has been completed and if you are able to continue with the registration process.

Stage 1 – Personal Details

Look for 'Personal Details' registration link to begin Stage 1

The image shows a screenshot of a web application interface. On the left, there is a 'Quick Links' section with several options: 'Registration Personal Details', 'Registration Modules and Finance', 'Student Center', 'View Your Grades', 'Class Schedule', and 'Anonymous ID'. A red arrow points from a text box to the 'Registration Personal Details' link. On the right, there is a 'My Registration Progress' section with a progress bar showing three stages: 1. Personal Details, 2. Modules & Finance, and 3. On-site Matriculation. A red arrow points from the text box to the first stage, 'Personal Details'. Below the progress bar, there is a note: 'Click on the relevant stage to progress. All stages must be completed before you are fully registered.' At the bottom, there is a contact information box: 'If you have any queries, please contact the Student Helpline at reghelp@qub.ac.uk or +44(0)28 9097 3223'. A text box on the right contains the text: 'It can look like this... ..or this!'

Page 1: Terms and Conditions

- Please read through the Terms and Conditions page and progress to the next step.

Page 2: Contact Information

Students will need to confirm 3 types of Addresses when Registering:

- Permanent HOME address: (Home address is home country/location)
- Correspondence/MAIL address: (Same as Home address, this is address where official QUB documents will be sent)
- Term Time Address: This is the address that you will be living while attending Queen's University Belfast. If you choose a University Property you must also provide a Flat/Room number.

The image shows a screenshot of a web form titled 'Term Time Address'. The form contains the following fields and instructions:

- A dropdown menu for 'Please select your Term Time Address Type:' with 'University Property' selected.
- A dropdown menu for 'Please select the University Property:' with '30 Mount Charles' selected.
- A text input field for 'Please enter your UK Postcode, if address not in the UK, please manually enter address below:' with a 'Postcode Lookup' button next to it.
- A dropdown menu for '*Please select your Address...'
- A red-bordered text input field for 'Flat/Room Number:'.
- A text input field for 'Address Line 2:' with '30 Mount Charles' entered.

Contact Details

On this page you will need to fill out details such as telephone numbers and emergency contacts.

The screenshot shows a registration form with three main sections: 'Your Student Email Address', 'Telephone Numbers', and 'Emergency Contacts'. Red arrows point from text boxes on the right to specific fields in the form.

Your Student Email Address

The University will communicate with you using your Queen's email address. You should check it regularly and use it for communications with the University. In addition we may contact you through letter, text message or your college email if applicable.

@qub.ac.uk

Telephone Numbers

Please enter at least one Telephone Number(s) below, including any dialling codes that would be required. If adding multiple telephone numbers, please indicate your preferred number.

Note: Phone numbers should be entered **without** spaces.

| | Phone Type | Dialling Code | Telephone | Preferred | | |
|---|------------|---------------|-----------|-------------------------------------|---|---|
| 1 | Mobile | | | <input checked="" type="checkbox"/> | + | - |
| 2 | Home | | | <input type="checkbox"/> | + | - |

Emergency Contacts

Please provide at least two Emergency Contacts. One of the contacts must be your doctor. Please indicate who your primary Emergency Contact is.

| | Primary Contact | Contact Name | Relationship | Dialling Code | Phone | | |
|---|-------------------------------------|--------------|--------------|---------------|-------|---|---|
| 1 | <input type="checkbox"/> | | Parent | | | + | - |
| 2 | <input checked="" type="checkbox"/> | | Doctor | | | + | - |

Save Next

Email address
This is your Queen's email address

Telephone number
Select the appropriate dialling code (44 for UK)

Emergency contacts
You need 2 contacts one must be a doctor

Telephone Numbers - You can include your personal number from your home country. (Please ensure that you use the correct area code for your number i.e. home country area code for your personal phone number)

Emergency Numbers – You need to add two Emergency Numbers and one of them must be a doctor's phone number. **You can include your Home Doctors phone number.**

After this step, please move on to the next section of the registration form.

Page 3 – University Services

Under the University Services Disability services page, please read the information text and select any of the options that are required.

If none of the options pertain to you then please just select other and continue onto the next page.

University Services Page 3 of 4

Disability Services

Information provided here will be returned to the Higher Education Statistics Agency as a legal requirement.

If you would like to avail of University Disability Services, please register with that service through the link provided at the end of online Registration.

Do you have an impairment, health condition, or learning difference that has a substantial impact on your ability to carry out day-to-day activities and has lasted, or is expected to last, at least 12 months?

Under the Equality Act 2010 (England, Scotland, and Wales) and the Disability Discrimination Act 1995 (Northern Ireland), a person is considered to have a disability if they have a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. 'Substantial' is defined by as 'more than minor or trivial'. An impairment is considered to have a long-term effect if:

- it has lasted for at least 12 months
- it is likely to last for at least 12 months, or
- it is likely to last for the rest of the life of the person.

Normal day-to-day activities are not defined, but in general they are things people do on a regular or daily basis, for example eating, washing, walking, reading, writing, or having a conversation. Only serious visual impairments are covered by the legislation: for example, a person whose eyesight can be corrected through the use of prescription lenses is not covered; neither is an inability to distinguish between red and green. The same logic does not apply to hearing aids: if someone needs to wear a hearing aid, then they are likely to be covered. However, both hearing and visual impairments must have a substantial adverse effect on the ability to carry out normal day-to-day activities in order for a person to be covered by the legislation.

If you are not impacted, please select 'No known impairment, health condition or learning difference' from the list:

Learning difference such as dyslexia, dyspraxia or AD(H)D

Social/communication conditions such as a speech and language impairment or an autistic spectrum condition

Long-term illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy

Mental health condition, challenge or disorder, such as depression, schizophrenia or anxiety

Physical impairment (a condition that substantially limits one or more basic physical activities such as walking, climbing stairs, lifting or carrying)

Deaf or have a hearing impairment

Chaplaincies

Regarding the Chaplaincies section, please select the corresponding consent option that you decide to use.

Careers

The Careers section are questions designed to determine how students feel at the start of each academic year.

Please choose the statement that best represents your current careers position.

Page 4 – Statutory Returns

- Please read the options carefully and select as required.
- Different cohorts of students will see different questions
- This is determined by your admit term and residency

Statutory Returns Page 4 of 4

The Higher Education Statistics Agency (HESA) is the official agency for the collection, analysis and dissemination of information about higher education in the United Kingdom. The University is legally required to provide the requested data specification.

For more information please visit <https://www.hesa.ac.uk/>

| | | |
|--|----------------------|---|
| Does your gender identity match your sex as registered at birth? | <input type="text"/> | ? |
| What is your sexual orientation? | <input type="text"/> | ? |
| What religion, religious denomination or body do you belong to? | <input type="text"/> | ? |
| What is your ethnicity? | <input type="text"/> | ? |
| What is your marital status? | <input type="text"/> | ? |

After this page is done, please confirm that the details you have provided in the personal details section and move onto the next stage of Enrolment.



PREFER A VIDEO GUIDE? CLICK HERE!

[Part 1 - Personal Details](#)



Stage 2: Immigration Document Check (International Students Only)

To complete the immigration document section, you are required to upload specific documents to the Immigration document check page.

These documents are manually checked before you can move onto the Finance/Modules section. The immigration support service will contact you if you are required to upload anymore documents.

There has been a shift from physical BRPs to the use of eVisas. An eVisa is an online record of your immigration status and the conditions of your permission to enter or stay in the UK.

You will need to create a UKVI account to access your eVisa. The Home Office has created the following video to show you how to create a UKVI account and access your eVisa: [watch here](#).

If you require any support in the process of creating your UKVI account please refer to this webpage: [Home Office Application Information](#).

For further information on eVisas and the IDC process please visit this ISS webpage: [here](#).

If you are a Student Visa holder who has been prompted to create a digital UKVI account and generate a Share Code to evidence your visa status, please upload the below information for your Immigration Document Check:

- Share Code
- Biometric (photo) page of your passport
- UKVI Decision Confirmation Email
- Boarding Pass
- **If you are flying directly to the Republic of Ireland (Dublin)** - please provide:
 - **your train/bus ticket** so we can see the date that you entered Northern Ireland
 - **a picture of the Green Stamp in your passport** that you received upon arrival in the Republic of Ireland (Dublin) **or a picture of your Boarding Pass** if a stamp has not been received.
- If your course requires an **ATAS (Academic Technology Approval Scheme)** certificate, please upload a copy of it (all pages). Your CAS statement will confirm whether you need an ATAS or not.

Below is an example of the various documents you will need to upload (Requirements will change per student's circumstances and arrival).

Please upload a clear picture of each of the following documents if you have them by clicking the + symbol below. Providing these documents now will help to make your registration smoother.

- Passport biographical page (Info page including photo, name, DOB etc.)
- Entry Clearance vignette (Entry Clearance sticker in your passport with date stamp that you received when you arrived at the UK airport)
- Visa holders with an online digital STUDY VISA - [Share Code](#) to prove your immigration status (select "something else" not a rent/work check, then type the share code in the relevant field of Qsis where you are asked about a share code)
- [UKVI Visa Decision Letter](#)
- ATAS Certificate (if required)
- Biometric Residence Permit (BRP) if applicable, please upload both sides
- Details of your travel to UK (e.g. boarding pass, flight booking confirmation) if available
- If you are flying directly to the Republic of Ireland (Dublin) - please provide: your train/bus ticket so we can see the date that you entered Northern Ireland, a picture of the Green Stamp in your passport that you received upon arrival in the Republic of Ireland or a picture of your Boarding Pass if a stamp has not been received.
- If you are in the process of extending your visa in the UK and you are still waiting on a decision, please upload your visa application (all pages), visa application checklist and appointment confirmation
- EEA students with (Pre)Settled status - EUSS [Share Code](#) to prove your immigration status (select "something else" not a rent/work check, then type the share code in the relevant field of Qsis where you are asked about a share code)
- EEA students with pending (Pre)Settled application - EUSS [Share Code](#) to prove your Certificate of Application (select "something else" not a rent/work check, then type the share code in the relevant field of Qsis where you are asked about a share code)
- EEA nationals with an online digital STUDY VISA - [Share Code](#) to prove your immigration status (select "something else" not a rent/work check, then type the share code in the relevant field of Qsis where you are asked about a share code)

File Description when uploading:

| | |
|--|------|
| Passport | PPT |
| Academic Technology Approval Scheme | ATAS |
| Visa Decision Letter (if you applied outside the UK) | VDL |
| Visa Decision Email (if you applied inside the UK) | VDE |
| Entry Clearance Vignette | ECV |
| Stamped Entry Clearance Vignette | ECS |
| Travel Details | TD |

Details of the digital Share Code

A share code is a temporary code that allows you to share your digital immigration status (eVisa) securely. Enter your share code here if you have an eVisa to allow us to verify your status online. Only complete this section if you have an eVisa and have been asked to provide a share code. If you have a physical visa or BRP, leave this section blank

Share Code



Passport (PPT) - Biometric (photo) page of your passport (PPT)

UKVI Decision Confirmation Email (Visa Decision Letter – VDL) - Full content of the email needs to be uploaded to Qsis



Once your Immigration Document Check has been completed by a member of the ISS Compliance Team you will receive an automated email to confirm that you can proceed to the next stage of the Enrolment & Registration process. Automated emails will go out to students at **1.00 pm** and **5.00 pm** daily.



PREFER A VIDEO GUIDE? CLICK HERE!

[Part 2 - Immigration Document Check](#)



Stage 3: Modules And Finance

- Your school may have already enrolled you onto your modules and have set you to go directly to Finance from this stage.

- Make sure you have been registered for the correct degree.

My Academics

Please select the programme(s) below that you wish to enrol on. You must enrol on all programmes before you can complete your financial registration.

My Programmes

| | |
|--------------------------------------|--------------------------------------|
| BSc (S) Pharmaceutical Biotechnology | <input type="button" value="Enrol"/> |
|--------------------------------------|--------------------------------------|

If you see programmes present that you don't intend enrolling on for the current term, please contact your School.

If you have any other queries, please contact the Student Helpline on reghelp@sub.ac.uk or +44(0)28 9097 3223.

Degree correct? Confirm by selecting "Enrol"

Classes – Moving on once classes are selected.

- Your Units taken much match the max total units of your course
- If your units do not match your max units then please contact your school.

Finance – Summary

The final stage of registration process is to agree your tuition fees and charges for the academic year and make appropriate arrangements to pay them.

Please read the terms and conditions and click Next.



Finance Permissions

- Who do you give permission to talk to us regarding your fees.
- With this option, if the person you designate contacts us we can discuss your financial information.

Financial Permission

Under Data Protection Legislation, if at any time in the future you require us to speak to anyone, other than yourself, for example your parents, about your tuition fees, we must have your permission.

The table below allows you to give us permission to discuss your tuition fee position with a third party.

REMEMBER, IF YOU HAVE NOT SELECTED ANYONE OTHER THAN YOURSELF, WE CANNOT SPEAK TO THEM ABOUT ANY ASPECT OF YOUR FEES

No one but myself
 Both Parents
 Only Father
 Only Mother
 Guardian
 Partner/Spouse
 Sponsor
 Other - Please provide details

Make selection and press "Next"


Finance – Tuition Fees

The table below “What I Owe” details the cost of your tuition fees and charges for the academic year. Your tuition fees and charges have been calculated based on the modules you are currently enrolled on.

If modules are subsequently added or dropped, the cost of your tuition fees and charges may change.

| What I Owe | |
|--|------------------|
| Tuition Fees and Charges for 2023/24 | 9,250.00 |
| Bench Fee / Research Costs | 1,000.00 |
| Outstanding Liability and Charges | 10,250.00 |

Currency used is Pound Sterling

I confirm that the information above in the 'What I Owe' table is correct. I accept full liability for the cost of my tuition fees and charges and any outstanding amounts. I acknowledge that should any third party not subsequently provide funding, then I will be liable for the outstanding liability.
 **Please note that 25% of your tuition fees are non-refundable following completion of financial registration.**


If you do not agree, please click the 'Information' icon for the relevant University contact details.

Payment Summary

To confirm your registration, you need to settle your tuition fees and charges for the academic year.

Please select an option depending on your circumstances and make a commitment to pay (either via a student loan, self-financed or a sponsor)

- If you are self-financed, please choose the 'Make A Payment' in Table 2 to pay the mandatory first 25% of your tuition fees and then either pay the remaining or set up a payment plan.
- If you have other circumstances (such as a sponsor or loan, please choose an option from Table 3)



Payment Summary

Academic Year 2023/24 | Queen's University Belfast

To complete your registration, you need to settle your tuition fees and charges for 2023/24 and then press the CONFIRM button. Confirm

To complete registration, ensure either of the following:

- Your tuition fees and charges for 2023/24 in Table 1 is balanced by making a payment in full or signing up to a payment plan.
- OR
- Your tuition fees and charges for 2023/24 in Table 1 equals your 'Commitment to Pay' balance in Table 3.

Please select your preferred payment method from Tables 2 and/or 3.

| Table 1 - My Payment Summary | |
|--|-----------|
| Outstanding Fees and Charges for 2023/24 | 47,000.00 |
| Commitment to Pay | 4,710.00 |

Select the Refresh button to update table. This can take up to 15 seconds. When refreshed, the Confirm button will become available. Refresh My Payment Balance

| Table 2 - Self-Financing Payments | |
|--|-----------------------------|
| Pay now or spread the cost with a Payment Plan | Make a Payment |

| Table 3 - Commitment to Pay by Funding or Sponsorship | |
|---|------------------------------|
| | Amount |
| My fees will be paid by the Student Loans Company | 4,710.00 Select |
| My fees will be paid by an External Sponsor | 0.00 Select |
| My fees will be paid by an Internal University Fund | 0.00 Select |

Currency used is Pound Sterling

Confirm

Once you have completed this section, click confirm and move onto the last stage of Enrolment.



PREFER A VIDEO GUIDE? CLICK HERE!

[Part 3 - Module Enrolment](#)



Stage 4 – Matriculation

Once you have completed the finance stage you will be able to move onto Matriculation.

Please refer to your Welcome email (from reghelp@qub.ac.uk) for full instructions of how to book an appointment for Matriculation.

You will need to bring original documents to the appointment such as Passport and previous qualifications in hardcopy format unless otherwise specified.

Matriculation Information

Once you have completed Online Enrolment & Registration we will need to verify your identification and qualifications.

Please refer to your Welcome email for full instructions on booking an appointment to complete Matriculation

You should not book an appointment until you have completed online registration, including completion of your **Immigration Document Check** if required.

Do not book an appointment or upload documents if you are a student of Stranmillis University College or St Mary's University College – you will have received alternative instructions directly from your College. Please refer to your Welcome email.

If you have not received your Welcome email or have any queries regarding matriculation, please contact our Student Helpline at reghelp@qub.ac.uk or +44(0)28 9097 3223.

Matriculation appointments can be booked here: [Book an appointment](#)

Please ensure you bring all documentation with you in person.

Approved Distance Learning Students appointments can be booked here: [Book an appointment](#)

If booking a distance learning appointment ensure you upload a copy of the documents requested in your Welcome email in the Document Upload section, below.

If you are not approved to book a distance learning matriculation your appointment will be cancelled and you will be contacted to book an alternative appointment instead.

| Document Uploads | | | | |
|---------------------|---------------|---------------|----------|-------------|
| Upload new document | | | | |
| Uploaded Files | | | | |
| | Attached File | Document Type | DateTime | Delete View |
| 1 | | | | Delete View |



GOT A QUESTION?

SCROLL DOWN FOR MORE INFORMATION.

WHEN YOU ARRIVE

ONLINE REGISTRATION

All students are required to complete ONLINE registration at the start of **each academic year** via the [Qsis Registration Portal](#).

The portal opening dates for 2024 are:

2nd September 10am: Undergraduate Level 1

4th September 10am: All new and returning Postgraduates

5th September 10am: Undergraduate Level 2 **2pm:** Undergraduate Level 3 and up

All the details you need are listed below:

- [Getting your student number and password](#)
- [QSYS and the Registration Portal](#)
- [Selecting modules and finance](#)
- Instructional Videos: You can watch instructional videos for each step of enrolment and registration [here](#).

NEW STUDENTS (OR STARTING A NEW PROGRAMME OF STUDY)

- [Matriculation](#)
- [What you need to complete the Matriculation stage](#)
- [Completing registration](#)

NURSING AND MIDWIFERY STUDENTS

For new undergraduate Nursing and Midwifery students, the School will be in touch directly via email regarding Enrolment & Registration, and this will have full details of what you will need to do next.

ENROLMENT & REGISTRATION FAQs

- [I have not received my Welcome email and credentials – what should I do?](#)
- [My Welcome email contains the wrong information. How do I inform the University?](#)
- [I have received my Welcome email but my password is all *** \(asterisks\)](#)

- [What accounts do I have access to?](#)
- [My username and password do not work- what should I do?](#)
- [How can I change my password?](#)
- [I have matriculated remotely \(as a distance learning student\) and now need to collect a student card](#)
- [I won't be able to register before my deadline](#)
- [Who can help me with my registration?](#)

NEED ASSISTANCE? GET SUPPORT WITH THE STUDENT HELPLINE

All students will be in receipt of an email from us with details on the registration process. You can also refer to our FAQs and [guides](#) if you are experiencing difficulties.

Can't find the information you are looking for?

| |
|---------------------------------|
| Queen's Portal Service Requests |
| Student Helpline Phone |
| Student Helpline Email |
| Student Information Point |

| |
|--|
| <u>https://myportal.qub.ac.uk/</u> |
| +44(0)28 9097 3223 |
| <u>reghelp@qub.ac.uk</u> |
| One Elmwood, 1st Floor |

QSI FOR STUDENTS

Qsis is the Queen's University Student Information System which holds all core details about a student's classes, fees, enrolments, admissions, transcripts/HEAR and the Future-Ready Award for the University. [Find out more about QSI.](#)