

# Online enrolment

## Instructions and explanations for new postgraduate taught students

The University asks every student to complete an enrolment process, during which you can confirm or correct your personal details, your academic details and your fee payment details. We hold this information on our central student database, called RISIS and you complete the enrolment process online, using the RISIS Portal.

You can complete the online enrolment process from any computer, anywhere in the world; and you can work through the process in stages, stopping and re-starting as you please.

We ask you to complete online enrolment, pay your fees (or make suitable arrangements with a sponsor to do so) and provide your passport and visa details if you need a visa to study here, or provide photo identification otherwise (e.g. passport or driving licence). Once you have done this, you will be able to collect and activate your University username and email address, and if you are based on the Reading campus for your studies, you will be able to collect your Campus card.

You need to complete this process before the beginning of term. If you haven't completed the enrolment process, this may affect your funding or some of your associated access such as your Library access.

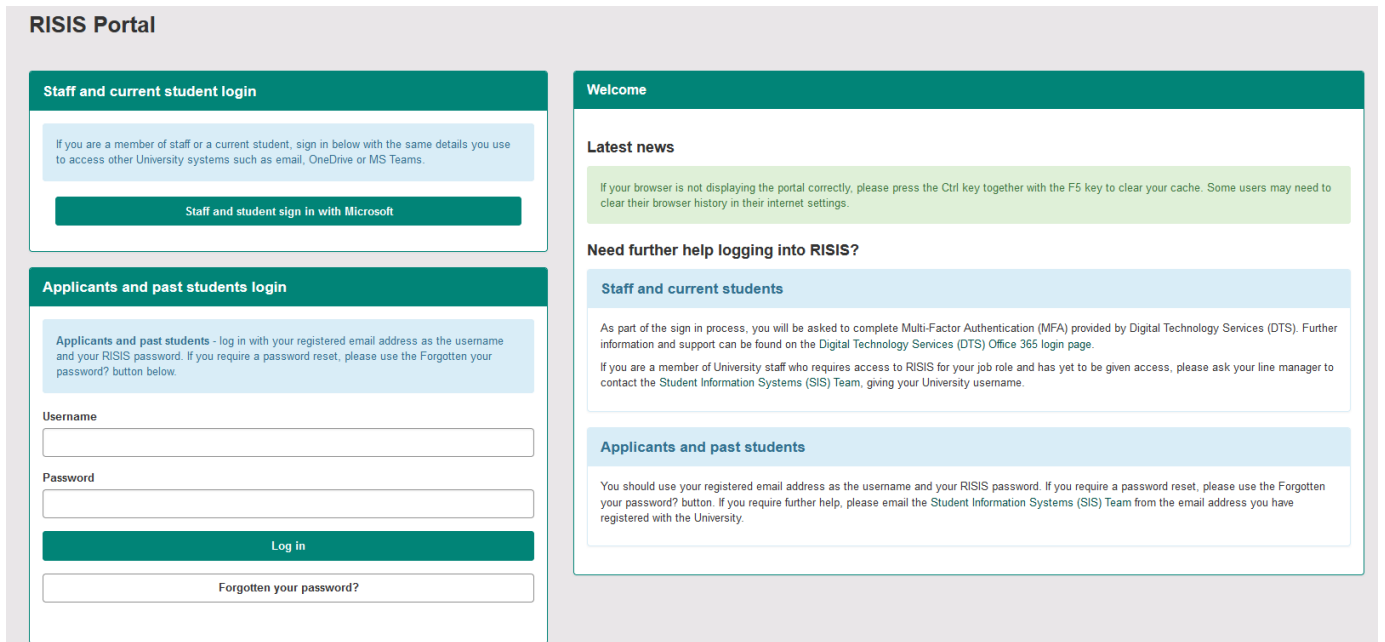
If you can't use online facilities due to visual impairment or another disability, please contact your Admissions Officer or the University Disability Office.

Please note that these instructions are very detailed. There is a separate page for most screens that you will see. Please use the index below to help you to find the areas where you need help. Every screen will also give online instructions so you may find that you only need to refer to one page of these instructions if you need further information. You can print these instructions out.

| <b>Section</b>                                   | <b>Pages</b> |
|--|--------------|
| How to log in to the RISIS Portal                | 2 – 4        |
| Online enrolment stage 1 (Rules and Regulations) | 6 - 10       |
| Online enrolment stage 2 (Personal details)      | 11 - 21      |
| Online enrolment stage 3 (HESA data)             | 22 - 27      |
| Online enrolment stage 4 (Fees and sponsorship)  | 28 - 37      |
| Next steps after online enrolment                | 38 - 40      |

# How to log in to the RISIS portal

Please start by going to <https://www.risisweb.reading.ac.uk>. This is the web page where you log into the RISIS Portal.



**Please note that web links are not enabled in this document, and all images are screenshots only: you must start from the web page, and you cannot log in from the picture below. Please also note that some of the screenshots may reference previous academic years – these are for illustrative purposes only.**

**Enter your login details in the applicants and past students login box:**

A close-up screenshot of the "Applicants and past students login" box. The box has a heading "Applicants and past students login" and a sub-heading "Applicants and past students - log in with your registered email address as the username and your RISIS password. If you require a password reset, please use the Forgotten your password? button below." Below this are two input fields labeled "Username" and "Password", a "Log in" button, and a "Forgotten your password?" link.

To log into the RISIS portal, enter your registered email address as the username and the password you created when you first logged into the RISIS portal.

**Now click on the Log in button.**

## Need further help logging in?

### **This is my first time logging into the RISIS portal – what should I do?**

**If this is your first time logging into the RISIS portal**, you will need to enter your registered email address as your username (this will be the email address that you used when applying to the University, via UCAS or as a direct application). For your password, use your date of birth in the format ddmmyyyy (for example, if your birth date was 22 May 1982, you would enter this as 22051982).

**Now click the Log in button** – you will then be taken to a screen to create your own password. You will also be asked on screen to create an account recovery question, answer and hint. We ask you to create this, so that if you ever forget your password, you can click on the '*Forgotten your password?*' button on the RISIS portal, provide some personal details and the answer to your account recovery question, and then reset your own password.

## Problems:

**If you have had an error message**, please check that you have entered your registered email and password correctly.

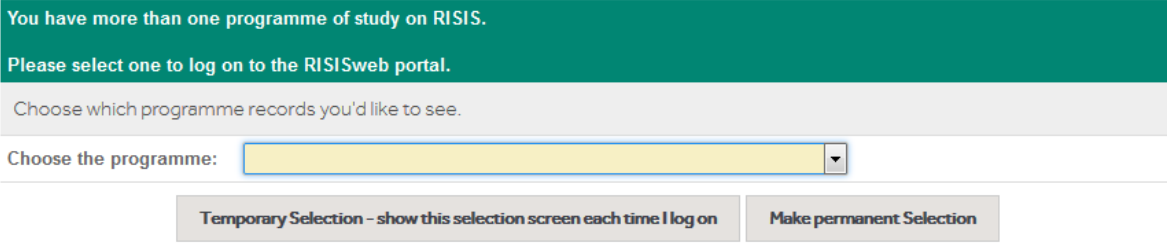
**If you can't remember the password you created**, don't worry, click on the '*Forgotten your password?*' button on the page. You will then be taken to a page where we will ask you to provide us with some additional details and the answer to your account recovery question (this is the question, answer and hint you created when you first logged into the RISIS portal or applied to us directly). When you answer those details correctly, you will then be prompted on screen to create a new password for your account.

**If you have still not succeeded in logging in or can't remember your account recovery answer**, don't worry. Click on the link to the right of the applicants and past students' box on the login page to email the Student Information Systems (SIS) Team. We will reply to your email as soon as possible: we work in office hours. Please note that, for reasons of data protection, we can only reply to the email address we hold against your records on the database.

**Please email us rather than phoning us: we may have to make adjustments to the database when you contact us, and this is much easier to do from an email.**

## Interim programme screen

Not everyone will see this screen. However, if you have studied on other programmes at Reading as well as this one, you may see this selection screen now.



You have more than one programme of study on RISIS.  
Please select one to log on to the RISISweb portal.

Choose which programme records you'd like to see.

Choose the programme:

[Temporary Selection - show this selection screen each time I log on](#) [Make permanent Selection](#)

Select the programme that you need to enrol for, and then click on either '*Temporary Selection*', which means you will see this selection screen every time you log in; or '*Permanent Selection*', which means you won't see this screen again but will only see the records which relate to that one programme that you've chosen.

The date given is the date on which you started or will start the course, and the numbers in brackets at the end show the block (joining point) that you started on.

For those who have selected Permanent Selection here, there is a link on the Personal Data screen on the portal which lets you change your settings and return to being given this choice again in future. You will only be able to see the Personal Data link once you have completed online enrolment.

## What to do next

Once you have successfully logged into the RISIS Portal you will find a box called **Enrolment Overview**. This shows the steps that you will need to take to complete your enrolment with the University. An orange box shows that you need to take action; a green box shows that the action is complete and a grey box means that the particular option is not yet available. If you hover the cursor over each box further explanatory text will appear.

**Click on the Online Enrolment** box to access the online enrolment homepage.

Enrolment Overview for 2019/0

- Online Enrolment** (Orange box)
  - Online Enrolment Incomplete
    - Rules and Regulations
    - Personal Details
    - HESA Details
    - Fees Details
- Fee Payment** (Orange box)
  - Fee Payment Info
- Identification Check** (Orange box)
  - Identification Check Required
- Campus Card** (Grey box)
  - Campus Card NOT Available
- Username** (Grey box)
  - Username not available

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# Start of Stage 1

Online enrolment

Welcome to the University's online enrolment process

Please complete the University's online enrolment process in order to become a fully registered student of the University for the coming year.

Online enrolment involves the four stages shown below, during which you need to check or amend the information we hold about you, or add new data.

For further information about the online enrolment process please see the [online enrolment instructions](#). These instructions are a step-by-step guide through the online enrolment process, complete with screenshots. We encourage you to refer to these instructions if you have any queries as you complete the online enrolment process. If you are a **new student** and you need further help, please [click here to email the Student Help team](#). If you are a **returning student** and you need further help, please contact your Support Centre. You can find the contact details of your Support Centre by [clicking this link](#).

```
graph LR; A[Rules and Regulations] --> B[Personal Details]; B --> C[HESA Details]; C --> D[Fees];
```

The current stage is highlighted in orange and you can click this stage to complete the required information. Subsequent stages will become available as you complete the previous one.

The address, contact and Emergency Contact details screens in the Personal Details section will be available after you have completed online enrolment. It is your responsibility to keep this information accurate and up to date. These details are important, as the University will need them to contact you or your designated representatives about important University matters.

You can amend some data directly on screen, but in other cases changes to data need to be notified to the relevant office and an email link is provided for that purpose.

Where the data is incorrect and needs to be corrected before you can continue, the process of online enrolment will be interrupted while this is sorted out. The University office responsible for dealing with the amendment will make the change as quickly as possible within office hours, and will notify you by email where possible. You will then need to start at the beginning of the process but should be able to move quickly through the screens already checked to the relevant screen and continue from where you stopped.

Your home page will look similar to the one above. As you will see, there are different stages to the online enrolment process: you may not be expected to complete all four stages. You will return to this screen at the end of each stage.

On this screen, there will also be a link to email the Student Help team if you are a new student and you need further help with online enrolment.

**Click on the orange Rules and Regulations box** to start the online enrolment process.

## Problems:

If you can't see the container above, this will be for one of three reasons:

- you have already completed online enrolment
- you are not looking at the correct programme records
- *or* you are not expected to complete online enrolment.

Staff in the University Admissions Office may override the settings on your records to stop you from completing online enrolment. This may be because you have yet to finalise your funding arrangements, or may be because you have not yet proved that you have met all conditions relating to your application. If you have had a letter from the University Admissions Office asking you to enrol online, it is unlikely that they will have overridden your records.

If you have studied on a previous programme at Reading, and you think you have logged into the wrong programme records, then please let us know: we will need to reset your records so that you have to select the appropriate programme of study next time you log in. If this is the problem, or if you have another difficulty, please email us at [risis@reading.ac.uk](mailto:risis@reading.ac.uk) and we will investigate – and resolve – the problem!

# Rules and regulations

In order to enrol you as a student at the University of Reading we need to check you are the person we have offered a place to. When you arrive at the University we will ask to see your identification document before issuing your University Campus Card. **Please be sure to bring this document with you.**

Acceptable identification documents are:

- For UK students – passport, driving licence or military ID
- For other international students (including EU) – passport

In preparation for being on campus you must understand the Covid19 health and safety measures we have put in place and the role you must play in keeping yourself, other students and staff safe. If you have not already read our Coronavirus (Covid19) Guidance Page you must do so now before completing your enrolment.

The screenshot shows a web form titled "Online Enrolment" with a sub-header "Health and Safety Induction information for all students". Below this is a section titled "Health and Safety" containing the following text: "In preparation for being on campus you must understand the Covid19 health and safety measures we have put in place and the role you must play in keeping yourself, other students and staff safe. If you have not already read our Coronavirus (COVID-19) Guidance Page here you must do so now before completing your enrolment." A confirmation prompt reads "Please confirm:" followed by a radio button and the text: "I have read and understood the Covid 19 health and safety guidance and expectations for students. I agree to follow these instructions and play a full role in keeping myself and others safe." At the bottom of the form, there is a "Continue" button and a "Rectangular Sign" button.

**ONLINE ENROLMENT AGREEMENT TO RULES AND REGULATIONS**

The buttons below show which stage of online enrolment you have reached. You can click on a button to return to a screen which you have already visited.

"Rules and Regs"

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**University Rules and Regulations**

Please click on the following link to the [A to Z of Policies and Procedures](#) and read the Regulations for Student Conduct and the Regulations for the Use of IT.

Please also click on the following link to read the [University of Reading institutional Tier 4 Policy](#).

You are required to notify the University if you have a relevant criminal conviction at any point during your time as a student. The definition of a relevant criminal conviction and the way in which you must disclose it to the University can be found [here](#).

Finally, click the Confirm button to indicate that you have read and agree to abide by the University's Rules and Regulations and you do not have a relevant criminal conviction.

Confirm

As a student at Reading you are bound by the University's Rules and Regulations. You should read the rules and regulations so that you are aware of what is expected of you, and what you can expect from your studies and from the University.

**You cannot enrol unless you have agreed to the Rules and Regulations, and the Regulations for Student Conduct.**

The rules and regulations are held in the A to Z of Policies and Procedures which is held online and can be accessed at any time of the year.

You are also required to notify the University if you have a relevant criminal conviction.

When you have read the Rules and Regulations, please click on the Confirm button. Your records will note the date on which you confirmed this.



# Fair Processing

**ONLINE ENROLMENT AGREEMENT TO RULES AND REGULATIONS**

The buttons below show which stage of online enrolment you have reached. You can click on a button to return to a screen which you have already visited.

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**Data Protection: Fair Processing Notice and Student Responsibilities**

The University will hold and process your personal information in a variety of ways and has certain expectations of you while you are a student.

Please click on the following link to read the [Data Protection: Student Privacy Notice](#).

Please click 'Confirm' to indicate that you understand how your personal information will be processed by the University in the ways and for the purposes outlined in the Notice.

*Please note there may be a short delay before you move on to the next screen whilst your settings are updated.*

This link shows our policy on what we may do with the data we collect on you, and how you can object to having your data used in any of the ways specified.

Please click the green link to read the notices and then click on Confirm to indicate that you understand how your personal information will be processed by the University.

At this point, your screens are being updated to show us that you have completed this section of online enrolment. You may find there is now a short delay before you return to the starting screen.

## End of stage 1

ONLINE ENROLMENT AGREEMENT TO RULES AND REGULATIONS

The buttons below show which stage of online enrolment you have reached. You can click on a button to return to a screen which you have already visited.

Rules and Regs   Fair Processing   \*End\*

I wish to enrol for the Session 2017/8

Thank you for completing the **first stage** of the online enrolment process.

Click on the [Finish] button below to return to the RISIS portal and complete the next stage of the process.

FINISH

You have now completed Stage 1 of online enrolment. Please click on the Finish button to begin the next stage.

## Start of Stage 2

### Online enrolment

#### Welcome to the University's online enrolment process

Please complete the University's online enrolment process in order to become a fully registered student of the University for the coming year.

Online enrolment involves the four stages shown below, during which you need to check or amend the information we hold about you, or add new data.

For further information about the online enrolment process please see the [online enrolment instructions](#). These instructions are a step-by-step guide through the online enrolment process, complete with screenshots. We encourage you to refer to these instructions if you have any queries as you complete the online enrolment process. If you are a **new student** and you need further help, please [click here to email the Student Help team](#). If you are a **returning student** and you need further help, please contact your Support Centre. You can find the contact details of your Support Centre by [clicking this link](#).



The current stage is highlighted in orange and you can click this stage to complete the required information. Subsequent stages will become available as you complete the previous one.

The address, contact and Emergency Contact details screens in the Personal Details section will be available after you have completed online enrolment. It is your responsibility to keep this information accurate and up to date. These details are important, as the University will need them to contact you or your designated representatives about important University matters.

You can amend some data directly on screen, but in other cases changes to data need to be notified to the relevant office and an email link is provided for that purpose.

Where the data is incorrect and needs to be corrected before you can continue, the process of online enrolment will be interrupted while this is sorted out. The University office responsible for dealing with the amendment will make the change as quickly as possible within office hours, and will notify you by email where possible. You will then need to start at the beginning of the process but should be able to move quickly through the screens already checked to the relevant screen and continue from where you stopped.

The Rules and Regulations box is now green to show that you have completed Stage 1 and you should click on the orange Personal Details link to continue with your enrolment.

This next section is concerned with your personal details and the data that we check or ask you to supply is all used by the University in different processes.

# Personal details

## PLEASE CHECK AND AMEND YOUR PERSONAL DETAILS

Your Preferred Name  \*\*Mandatory  
New Students - Please let us know your preferred name, this will appear on your University Campus card (which you will receive during Welcome Week)

Title

Family name

Forename(s)

Full name   
(Full name- This is how your name will appear on any official documents produced by the University, such as letters in support of visa applications)

Previous Family name (if any)

Date of birth

Gender

**\*\*If any of the non editable fields are incorrect you must notify the University Admissions Office as soon as possible \*\***  
**You are required to provide the following details so that the University can respond appropriately in the event of an emergency. By its very nature an emergency is often unpredictable and difficult to define fully, but it would cover something like a serious illness, an incident or accident, and it would include any event in which your health or life is at risk.**

**Emergency contact details:**  
Please provide the contact details of a person (preferably in the United Kingdom) who we may contact in the event of an emergency. This information will be held securely in accordance with data protection legislation and will not be used in relation to academic issues or disciplinary matters.  
If a translator will be required, please state which language is spoken.

Emergency contact name

Relationship to you

Tel number for emergency contact

Translator Required?

**Member of staff?**  
Are you, or have you ever been, a member of staff of the University?  
If Yes, please enter your 6 digit employee number, if known.  Otherwise, please leave this field blank.

**The following details are mandatory:**

Nationality  \*\*Mandatory

Country of residence  \*\*Mandatory

Please select the country in which you are/were a permanent resident prior to entry to the University.

(Note: details obscured in this image)

These are the details that we hold about you. Please enter your preferred name. This is your opportunity to let us know what you'd like to be called e.g. Chris instead of Christopher. Your preferred name is the one that will appear on your University campus card. In the white boxes, you will see your title and a box to put in any previous family name.

We have also shown your full name, date of birth and gender. You can't change these details yourself: if they are wrong, you will need to contact the University Admissions Office. Click on the link below the details to do this.

Red boxes are mandatory: you must put something in these boxes. We need a contact (preferably in the UK) if there is a life threatening emergency: please give us a full name (don't just put 'Mum', for example, in the name box), how they are related to you (mother, father, guardian, spouse) and a number to contact them on, including any international dialling codes. Please also let us know if your emergency contact will require a translator.

If you are a member of staff here at the University, the IT systems need to know this. Please enter your staff number here (from the front of your payslip) if known.

We need your nationality and the country in which you were a permanent resident before coming to the University.

**If you do not complete the mandatory fields you will be returned to the previous screen.**

Click on Store & Continue.

# Additional Personal details

**ONLINE ENROLMENT PERSONAL DETAILS**  
The buttons below show which stage of online enrolment you have reached. You can click on a button to return to a screen which you have already visited.

Staff Personal \*Other details\* Student Parents Home Address Country

**Online Enrolment**

Additional HESA questions

**Religious belief, Sexual Orientation, Gender Identity and Legal Sex**

We are asking the following questions to monitor equal opportunities and to help the University meet its obligations under the Equality Act 2010. Please select the relevant code from the drop-down lists. You are under no obligation to disclose this information. If you do not wish to do so, then please select "Prefer not to say".

The information that you provide will be held in confidence.

Some information may be released by the University to HESA (Higher Education Statistics Agency), which will use it only in the form of statistical tables. You can read the HESA Student Collection Notice which explains the use made of your data by clicking [here](#).

What is your religion or belief?\*

Which of the following best describes your sexual orientation?\*

Is the gender you identify with the same as your sex registered at birth?\*

The following question is about your legal sex and is asked solely for the purpose of returning to HESA. Legal sex is separate from your gender (displayed on the previous Personal Details page) which is recognised by the university.

When responding to this question you should use the sex recorded on one of your legal documents such as birth certificate, Gender Recognition Certificate, or passport.

The 'Other' code should only be used for a third sex that is legally recognised by another country.

What is your legal sex?\*

Store & Continue

(Note: details obscured in this image)

**If you are happy to do so**, please select your religion, sexual orientation, gender identity and legal sex from the dropdown boxes. The information that you provide will be held in confidence. The question about your legal sex is asked solely for the purpose of returning to HESA. Legal sex is separate from your gender (displayed on the previous Personal Details page) which is recognised by the university. When responding to this question you should use the sex recorded on one of your legal documents such as birth certificate, Gender Recognition Certificate, or passport. The 'Other' code should only be used for a third sex that is legally recognised by another country.

Some information may be released by the University to HESA (Higher Education Statistics Agency), which will use it only in the form of statistical tables. Once you have made your selections, click 'Store & Continue'

## Student Parents

**ONLINE ENROLMENT PERSONAL DETAILS**

The buttons below show which stage of online enrolment you have reached. You can click on a button to return to a screen which you have already visited.

Personal Other details \*Student Parents\*

**Student Parents**

If you have previously responded to this question during an earlier online enrolment, your current response is shown below. Please provide a response, or update your current response where necessary.

Please note, you can review and update your answer to this question during the course of the academic year by logging into the RISIS Portal, clicking on the Information menu option and selecting Personal Data (this will appear when you are fully enrolled). On this page you will find a link to update your parental responsibility data.

**Parental Responsibility Data:** Yes, I do have children or other dependants.

**Please indicate whether you have children or other dependants.**

Yes  
 No  
 Prefer not to say

**Why is this information being collected?**

This information will provide the University with helpful information about the proportion of students who combine parental responsibility with their studies. The data will inform University policy. Information that is provided will be anonymous and only available at a broad summary level. It will not be visible against your individual student record. Please use the 'prefer not to say' option if you do not wish to share this information.

Store and Continue

**Please indicate whether you have children or other dependants.** This can include children of any age, adoptive children, and children for whom you are the legal guardian. If you spend a considerable proportion of your time providing foster care to children you may also wish to answer 'yes' to this question. Once you have made your selections, click 'Store & Continue'.

## Address details (several screens)

**ONLINE ENROLMENT PERSONAL DETAILS**

The buttons below show which stage of online enrolment you have reached. You can click on a button to return to a screen which you have already visited.

Staff Personal Other details Student Parents \*Home Address Country\* Home Address UK

**Online Enrolment**

Please select the country of your home address, then click on the Continue button. Home address refers to your permanent place of residence i.e. the address that you will return to at the end of your course.

**Home Address - Select Country**

Please select the country of your home address - then click the Continue button

Country\*

Back Continue

On this screen please select the country of your home address (i.e. your permanent place of residence.)

**ONLINE ENROLMENT PERSONAL DETAILS**

The buttons below show which stage of online enrolment you have reached. You can click on a button to return to a screen which you have already visited.

Staff Personal Other details Student Parents Home Address Country \*Home Address UK\*

**Online Enrolment**

Please enter your home address details below. Home address refers to your permanent place of residence i.e. the address that you will return to at the end of your course.

**Amend Home Address - UK**

Please enter your address details by clicking on the 'Get Address' button and entering the details requested. Once you have entered your new address details they will appear in the boxes below.

Postcode\*  Get Address

Address Line 1

Address Line 2

Address Line 3

Town/City

Back Continue

(Note: details obscured in this image)

The next screens ask you to check your 'Home' and 'Contact' address details. Please check the details we hold for you on the database and update them where necessary. You can change these at any time once you have enrolled.

## Updating your home address

*We ask everyone to check their home address. This is the one we would write to in the holidays. It should be your permanent address.*

Please enter the country of your home address and click the 'Continue' button. On the next screen, if your home address is in the UK then please type in your home postcode and click on the 'Get Address' button, then follow the instructions on-screen. If your home address is not in the UK please update your address in the fields provided.

## Term time/contact address

If you are booked into University accommodation, you will not be able to change this address: if this is wrong, please use the on-screen link to email the relevant team.

**Please note that your contact address details will not show your Hall address until you have checked into your Hall of Residence on arrival at the University.**

If you are not in University accommodation, then please enter the country of your contact address and click the 'Continue' button. On the next screen, if your contact address is in the UK then please type in your contact postcode and click on the 'Get Address' button, then follow the instructions on-screen. If your contact address is not in the UK please update your address in the fields provided.

If you are not in University accommodation then you will be asked to indicate the type of accommodation that you will be living in during term time as in the screenshot below.

The screenshot shows a web form titled 'Online Enrolment' with a sub-section 'Term Time Accommodation'. The main heading is 'Term Time Accommodation'. Below it, the instruction reads: 'Please indicate the type of accommodation in which you will be living during term time by selecting a code from the drop-down list below.' To the left of the dropdown is the label 'Term-time Accommodation\*'. The dropdown menu is open, showing the following options: 'Own home (e.g. owned, mortgaged or rented long-term)', 'Parental/Guardian home', 'Private lodgings (e.g. shared accommodation or rented short term / during term time)', 'Not resident at University - study year away', 'Not resident at University - distance learning or working away', and 'Other'. At the bottom of the form are two buttons: 'Back' and 'Continue'.



# Phone and email details

**ONLINE ENROLMENT PERSONAL DETAILS**

The buttons below show which stage of online enrolment you have reached. You can click on a button to return to a screen which you have already visited.

Staff Personal Other details Student Parents View Home Address University Accom ROM "Phone numbers"

**TELEPHONE & EMAIL DETAILS**

**Telephone number details**

Please select a country dialling code in each field below. You can search by dialling code or country name - start typing either a dialling code or a country name and a drop-down list will appear below the field for you to select the correct code. Please ignore any zeros at the beginning of the code e.g. enter 44 for the United Kingdom dialling code.

|  |                      |                      |                      |
|--|----------------------|----------------------|----------------------|
| Country dialling code for home phone number    | <input type="text"/> | Home phone number    | <input type="text"/> |
| Country dialling code for contact phone number | <input type="text"/> | Contact phone number | <input type="text"/> |
| Country dialling code for mobile phone         | <input type="text"/> | Mobile phone number  | <input type="text"/> |

If you provide a mobile phone number above, you are agreeing to the University contacting you by normal voice communication, although University staff will normally use email to communicate with you.

**\*Text Messages**

I am happy to receive text messages from the University

I do not wish to receive text messages from the University

You may receive text messages from the University, for example to inform you of late time-table changes, of events which might be of interest, appointment reminders etc. Please tick the option above if you do not want to receive such reminders. You can change this at any time on the Personal Data page.

**Email addresses**

Please provide at least one email address.

**\*Personal Email Address**

**Alternate email address**

The University will normally use your University email address to contact you and you are expected to check messages sent to that address. We do need you to provide at least one alternative email address so that we are able to contact you if for example, you are unable to access your University email account. If any of your contact details (home email address, address details, telephone numbers) change during the year, then please make sure you update your details using the Personal Data option on the portal.

**University Email Address**

Your University email address  will not become live until you have activated your University username and password. You can do this once you have completed online enrolment and shown your photo identification (when you collect your Campus Card).

**\*Email Agreement**

Yes

No

Before your University email address is activated your personal email address will be made available to Reading University Students' Union (RUSU) so that they can send you pre-arrival information including ticketing info for welcome week entertainment and details of how to get involved in clubs and societies. Please indicate above whether or not you agree to your personal email address being used in this way.

(Note: details obscured in this image)

After the address screens, we show you the phone numbers we hold for you and the email addresses we have for you.

Please enter the international dialling code for any telephone numbers you provide (including UK numbers (44)).

Please enter a current personal email address in the relevant box. We will need to contact you on that email address if you have any problems at all with your University username and email address. We will also use that email address to contact you before you arrive, and at the end of your course when you are invited to your Graduation ceremony. We also ask you to indicate whether you are happy for your personal email address to be made available to Reading University Students' Union (RUSU) before you arrive.

You will be given a University of Reading username and email address, but **you will not have access to this** until you have completed all stages of online enrolment, paid your fees (or made arrangements to have them paid by a sponsor) and provided your visa and passport details (if you are an overseas student) or photo identification (if you are a home student).

### **You've asked about text messages: what do you mean?**

We may want to text you at different times: in an emergency, or for routine messages, such as if your timetable changes (if a tutor is ill, or a room is not available); or generally, to ask you about your thoughts on the University, or if you'd like to help us as a student volunteer, and so on. Please select the option that suits you best. Remember to update your mobile number if it changes.

## Programme details

**PLEASE CHECK YOUR PROGRAMME DETAILS**

Please check your programme details as shown below. If your programme details are incorrect, you cannot proceed with online enrolment until these have been amended.

**Programme details:**

Programme of study: [REDACTED]

Mode of Attendance: [REDACTED]

Fee Status: [REDACTED]

School/Department: [REDACTED]

---

Is this data correct?

**Yes - click Confirm button to continue**

**No - click Confirm button to inform relevant Office**

*Please note there may be a short delay before you move on to the next screen whilst your settings are updated*

**Confirm**

(Note: screen will vary according to programme taken.)

Please check that we have your programme details shown correctly. These details are used for calculating the fees you need to pay. If you have transferred from your original programme, it can take a few days before the change is updated onto the database. You can also check the programme details we hold for you on the main screens of the portal, at any time of the year.

If these details are wrong, you must stop at this point until we have corrected them: otherwise you may be charged the wrong fees.

### What does it mean when it says 'Home' fees?

It means you will pay the lower rate of fees, which is applied to students from the UK. The three fee levels are Home, Overseas (including the European Union) and Channel Islands/Isle of Man. It does not mean that we expect you to live at home, or that we think your home will pay the fees! There is a full explanation of the definition of 'home' and 'overseas' tuition fees at <http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Home-or-Overseas-fees-the-basics> which you can use to help you if you want to check if you are being charged the correct level of fee.

### The information is wrong. What shall I do?

If it's wrong, we need to correct it before you go any further. Please use the link to inform the University Admissions Office, and let them know what is wrong. They will correct it, and when you log in again, you will see the updated information.

# Careers and Alumni Consent

**ONLINE ENROLMENT PERSONAL DETAILS**

The buttons below show which stage of online enrolment you have reached. You can click on a button to return to a screen which you have already visited.

PersonalOther detailsStudent ParentsView Home AddressAmend Home AddressView Contact Address

Term Time AccomPhone numbersProgramme\*Career emails consent\*

---

**Keeping in Touch - Career Support**

Career support is available for up to 18 months after your course ends. Therefore, we'd love to keep you updated and email you information on graduate career support, job vacancy lists and available careers training for Reading graduates once you've graduated.

Please choose an option below to indicate whether you wish to receive career support emails after you have finished your course.

Yes please, I wish to receive career emails.

No thank you, I do not wish to receive career emails.

[Continue](#)

Depending on the year of your programme, you will be asked two questions about your email preferences after you have finished your studies. Please let us know whether or not you would like to receive career support emails and/or alumni and supporter emails once your studies end.

**ONLINE ENROLMENT PERSONAL DETAILS**

The buttons below show which stage of online enrolment you have reached. You can click on a button to return to a screen which you have already visited.

PersonalOther detailsStudent ParentsView Home AddressAmend Home AddressView Contact Address

Term Time AccomPhone numbersProgrammeCareer emails consent\*Alumni emails consent\*

---

**Keeping in Touch - Alumni**

After you finish your studies, we'd love to keep in touch with you by email about university and alumni news, alumni benefits, events, fundraising appeals, volunteering and ways you can stay involved.

Please choose an option below to indicate whether you wish to receive alumni and supporter emails once your studies end.

Please click [here](#) to read the Alumni privacy notice.

Yes please, I wish to receive alumni and supporter emails.

No thank you, I do not wish to receive alumni and supporter emails.

[Continue](#)

## End of stage 2

You have now completed Stage 2 of online enrolment. Please click on the Finish button to begin the next stage.

**ONLINE ENROLMENT PERSONAL DETAILS**

The buttons below show which stage of online enrolment you have reached. You can click on a button to return to a screen which you have already visited.

|                 |               |                 |                       |                       |                      |
|-----------------|---------------|-----------------|-----------------------|-----------------------|----------------------|
| Personal        | Other details | Student Parents | View Home Address     | Amend Home Address    | View Contact Address |
| Term Time Accom | Phone numbers | Programme       | Career emails consent | Alumni emails consent | *End*                |

Your personal details online enrolment is now complete.

Thank you for completing the personal details online enrolment screens.

Click on the [Finish] button below to return to the RISIS portal and continue with the next stage of online enrolment.

**FINISH**

## Start of Stage 3

### Online enrolment

Welcome to the University's online enrolment process

Please complete the University's online enrolment process in order to become a fully registered student of the University for the coming year.

Online enrolment involves the four stages shown below, during which you need to check or amend the information we hold about you, or add new data.

For further information about the online enrolment process please see the [online enrolment instructions](#). These instructions are a step-by-step guide through the online enrolment process, complete with screenshots. We encourage you to refer to these instructions if you have any queries as you complete the online enrolment process. If you are a **new student** and you need further help, please [click here to email the Student Help team](#). If you are a **returning student** and you need further help, please contact your Support Centre. You can find the contact details of your Support Centre by [clicking this link](#).

```
graph LR; A[Rules and Regulations] --> B[Personal Details]; B --> C[HESA Details]; C --> D[Fees];
```

The current stage is highlighted in orange and you can click this stage to complete the required information. Subsequent stages will become available as you complete the previous one.

The address, contact and Emergency Contact details screens in the Personal Details section will be available after you have completed online enrolment. It is your responsibility to keep this information accurate and up to date. These details are important, as the University will need them to contact you or your designated representatives about important University matters.

You can amend some data directly on screen, but in other cases changes to data need to be notified to the relevant office and an email link is provided for that purpose.

Where the data is incorrect and needs to be corrected before you can continue, the process of online enrolment will be interrupted while this is sorted out. The University office responsible for dealing with the amendment will make the change as quickly as possible within office hours, and will notify you by email where possible. You will then need to start at the beginning of the process but should be able to move quickly through the screens already checked to the relevant screen and continue from where you stopped.

We have to make returns to HESA, the Higher Education Statistics Agency, as part of our statutory obligations. HESA makes use of the information to ensure that universities are providing the correct level of access to students from all backgrounds. For more information on HESA and its function, please go to <http://www.hesa.ac.uk>.

# Disability

The screenshot shows a web interface for online enrolment. At the top, a green header contains the text 'ONLINE ENROLMENT FURTHER DETAILS' and a paragraph: 'The buttons below show which stage of online enrolment you have reached. You can click on a button to return to a screen which you have already visited.' Below this is a button labeled '\*Disability\*'. A second green header reads 'Please check your disability details'. The main content area contains instructions: 'Please check your disability details shown below. If your disability code is missing or incorrect, please inform the Disability Office using the option below.' It also mentions that mental health issues are coded under a disability code and that the Disability Advisory Service and the Counselling service are part of Student Wellbeing. A 'Disability code' field is shown with a blurred input. Below this, there are two radio button options: 'Yes - click Confirm button to continue with online enrolment' (which is selected) and 'No - click Confirm button to inform Disability Office and then continue with online enrolment'. At the bottom, there is a 'Confirm' button.

This screen shows what you may have declared as a disability.

## Why are you asking this?

We have to collect this information as part of our HESA returns to Government.

What we need to know here is whether we have the correct disability code for you.

## What if the information shown is correct?

We hope that we have the correct information in this screen already. If we do, you just need to click on Confirm.

## What if the information shown is wrong?

If the information shown is wrong, please click the button marked No, and then click on Confirm. This will take you to a screen which asks you to contact the Disability Office to confirm the correct information. You can use the link in that screen to contact the Disability Office by email; or you can contact the team later if you prefer: but you do need to let the team know that the data is wrong before you start at the University.

Clicking on 'no' will not affect the enrolment process: you can carry on with the online enrolment process by clicking on Confirm. If, however, you would like to be sure that the change has been applied to your records, you can wait until your email has been dealt with, then log in again in a few days: you will see the change in place.

# Ethnicity

**ONLINE ENROLMENT FURTHER DETAILS**  
The buttons below show which stage of online enrolment you have reached. You can click on a button to return to a screen which you have already visited.

Disability \*Ethnicity\*

**Ethnicity**

Please select the relevant code from the drop-down list. If you do not wish to disclose your ethnicity, then please select "Prefer not to say".

The information provided will be subject to strict confidentiality safeguards, and will be released by the University to HESA, which will use it only in the form of statistical tables. You can read the HESA Student Collection Notice which explains the use made of your data by clicking [here](#).

What is your ethnicity or ethnic group?\*

Store & Continue

This question is mandatory.

## Why are you asking this?

We have to collect this information as part of our HESA return to Government: the information is held within our statistics and your personal details are not linked to those statistics.

## I don't want to give you this information.

Then please select "Prefer not to say" from the bottom of the list.



# Unique learner number

## ONLINE ENROLMENT FURTHER DETAILS

The buttons below show which stage of online enrolment you have reached. You can click on a button to return to a screen which you have already visited.

Disability

Ethnicity

\*Unique Learner Number\*

### Unique Learner Number

If you have been issued with a Unique Learner Number, please enter it here.

Please note that this is **not** your University of Reading student number and is **not** your UCAS personal ID number. The Unique Learner Number is a **10 digit number** issued by the Learner Registration Service. If you do not have a Unique Learner Number please press the Store and Continue button.

Unique Learner Number (If applicable)  *10 digit number*

Store and Continue

Some UK students have been issued with a Unique Learner Number. This is NOT the UCAS number, the UKPASS number, the UCAS Personal ID or any other number.

If you are an overseas student, you might not see this screen.

For more information about Unique Learner Numbers please see <https://www.gov.uk/government/publications/lrs-unique-learner-numbers>.

If you have a Unique Learner Number, please enter it here.

If you do not have a number, please leave the field blank.

Click on Store and Continue.

## Highest qualification on entry

**ONLINE ENROLMENT FURTHER DETAILS**

**The buttons below show which stage of online enrolment you have reached. You can click on a button to return to a screen which you have already visited.**

DisabilityEthnicityUnique Learner Number\*Highest Quails\*

**Please check your Highest Qualifications on Entry**

Please check your Highest qualification details which are shown below.

If your qualification details are missing or are not correct, please click on No and follow the link to let us know the correct details. **Please note that we only need to know about the highest qualification you currently hold. You do not need to tell us about any other qualifications which are at a lower level.** You also do not need to tell us about individual unit marks for any qualifications.

"First degree" generally means an undergraduate degree. It does not mean that you were awarded a First at degree level.

| Qualification category | Qualifications | Subject | Institution | Country of Study |
|------------------------|----------------|---------|-------------|------------------|
|                        |                |         |             |                  |
|                        |                |         |             |                  |
|                        |                |         |             |                  |

Is this data correct?

**Yes - click Confirm button to continue with online enrolment**

**No - click Confirm button to inform relevant Office and then continue with online enrolment**

*Please note there may be a short delay before you move on to the next screen whilst your settings are updated*

Confirm

(Note: details obscured in this image)

### What is this screen for?

We need to check that we have the right details on the database for the highest qualifications you had when you arrived. We make a return to HESA about this.

### It says that I have a first degree from a UK university but I got a 2:1 in my degree – have you got the wrong details?

No – 'First degree' generally means an undergraduate degree. We will have assessed your previous qualifications when we considered your application: we just need to check that we have entered it correctly on the database. If the details shown are wrong, please let us know, but all we need to declare is that you have a previous degree, and its level.

### What if the information shown is correct?

We hope that we have the correct information in this screen already. If we do, you just need to click on Confirm.

### What if the information shown is wrong?

Please click on the No button, and click on Confirm. This will take you to another page with a pop-up link to email the University Admissions Office: please send the email and let them know what the correct qualifications should be.

This is the last section of Stage 3, and your records will update again now. There will be a small delay.

## End of Stage 3

**ONLINE ENROLMENT FURTHER DETAILS**

The buttons below show which stage of online enrolment you have reached. You can click on a button to return to a screen which you have already visited.

Disability    Disability consent    Ethnicity    Unique Learner Number    Highest Quals    \*End\*

Your HESA details online enrolment is now complete.

Thank you for completing the HESA details online enrolment screens.

Click on the [Finish] button below to return to the RISIS portal and continue with the next stage of online enrolment.

**FINISH**

You have now completed Stage 3 of online enrolment. Please click to Finish and return to the online enrolment home page.

## Start of Stage 4

### Online enrolment

**Welcome to the University's online enrolment process**

Please complete the University's online enrolment process in order to become a fully registered student of the University for the coming year.

Online enrolment involves the four stages shown below, during which you need to check or amend the information we hold about you, or add new data.

For further information about the online enrolment process please see the [online enrolment instructions](#). These instructions are a step-by-step guide through the online enrolment process, complete with screenshots. We encourage you to refer to these instructions if you have any queries as you complete the online enrolment process. If you are a **new student** and you need further help, please [click here to email the Student Help team](#). If you are a **returning student** and you need further help, please contact your Support Centre. You can find the contact details of your Support Centre by clicking [this link](#).

```
graph LR; A[Rules and Regulations] --> B[Personal Details]; B --> C[HESA Details]; C --> D[Fees];
```

The current stage is highlighted in orange and you can click this stage to complete the required information. Subsequent stages will become available as you complete the previous one.

The address, contact and Emergency Contact details screens in the Personal Details section will be available after you have completed online enrolment. It is your responsibility to keep this information accurate and up to date. These details are important, as the University will need them to contact you or your designated representatives about important University matters.

You can amend some data directly on screen, but in other cases changes to data need to be notified to the relevant office and an email link is provided for that purpose.

Where the data is incorrect and needs to be corrected before you can continue, the process of online enrolment will be interrupted while this is sorted out. The University office responsible for dealing with the amendment will make the change as quickly as possible within office hours, and will notify you by email where possible. You will then need to start at the beginning of the process but should be able to move quickly through the screens already checked to the relevant screen and continue from where you stopped.

Not all students will need to work through the following screens. If you are studying part time and are paying per module, rather than paying tuition fees for the year, then you will not see all of the parts of this section.

Click on the orange Fees box to start the process off.

# Fees due

**Please check your fee details**

**Fees Part 1- Fees Due**

This screen shows the total tuition fee for your programme of study for this year. The next screen will show details of any sponsorship, and will show how much you are expected to pay yourself, if the sponsorship does not cover all of your tuition fee liability.

If you have applied for a place in University Accommodation and are successful, you should have already received notification of your accommodation fees, and any catering fees, via the Student Accommodation Online facility.

The tuition fee is determined by your programme, your mode of attendance and your fee status (based on residential criteria):

|                     |   |
|---------------------|---|
| Programme:          | PGCert in Transformational Leadership in Children & Young People's Mental Health Services |
| Mode of Attendance: | Part-time   |
| Fee Status:         | HOME: UK/EU   |

| Details                                       | Amount      |
|---|-------------|
| Tuition Fees 2014/5 for CYP Leadership year 4 | £ 5,000. 00 |

---

Is the data shown above (which is used to calculate your tuition fee) correct?

Yes - click Confirm button to continue  
 No - click Confirm button to inform relevant Office of changes to data which may affect the calculation of the tuition fee

*If your fee details are incorrect, you cannot proceed with online enrolment until the details have been amended by the relevant Office.*

(Note: screen will vary according to programme taken.)

This screen shows you the fees which we believe you are due to pay as tuition fees this year. The fees are calculated on the basis of your programme of study and on where you lived when you started here.

You will see that you are either shown as being a Home student, an Overseas student (including EU), or a student from the Isle of Man or the Channel Islands.

There is a full explanation of the definition of 'home' and 'overseas' tuition fees at <http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Home-or-Overseas-fees-the-basics> which you can use to help you if you want to check if you are being charged the correct level of fee.

## The information is wrong: what shall I do?

Please click on No, and then Confirm: this will then give you a link to email the University Admissions Office to have the corrections made. Don't try to continue with online enrolment: we'll need to get your records right first. The Admissions Office will let you know when the corrections have been made.

# Sponsorship details

**ONLINE ENROLMENT FEE AND SPONSORSHIP DETAILS**  
The buttons below show which stage of online enrolment you have reached. You can click on a button to return to a screen which you have already visited.  
Please DO NOT use the back button on your browser during this task as it may cause problems with your tuition fee calculation

Fees \*Sponsor\*

**Please check your fee payment and sponsorship details**

**Fees Information - Part 2: Sponsorship**

If you have notified the University that you anticipate that your tuition fee will be paid all or partly by a sponsor (such as a Research Council, a Government body or a scholarship scheme), the details will be shown below:

| Sponsor    | Amount     | Reference  |
|------------|------------|------------|
| [Obscured] | [Obscured] | [Obscured] |

Total fee: £ 0. 00

Amount to be paid by sponsor: £ 0. 00

Amount to be paid by student: £ 0. 00

Any payment you have made to the University toward your tuition fees for example a deposit will not be displayed on this screen.

If the tuition fee amount to be paid by you is £2000 or less the whole fee must be paid before enrolment can be completed.

If the tuition fee amount to be paid by you is greater than £2000 the fee may be paid in two instalments, the first in order to complete enrolment at the start of the Autumn Term and the second at the beginning of the Spring Term in January. In your case each tuition fee instalment would be [Obscured]

A later screen in the online enrolment process will allow you to pay this amount online, using a credit or debit card. You should be aware that you will not be able to make full use of the University's facilities (borrow books from the Library or use the University's IT facilities) and you will not be able to collect your Campus Card (if you are a new student) until you have completed enrolment by paying the amount which is due for tuition fees. Please note that if you have already paid the tuition fee liability shown above you can continue to the end of the online enrolment process and your record will then be updated to show that you have paid.

If you are a research student and have been informed that you are to be charged Research Expenses and/or a Supervisory Visit Fee then please note that you may also pay these in two instalments as above.

**Are your fee payment and sponsorship details correct?**

Please check the total fee and sponsorship details above.

If the information above is correct, select 'Yes' below and then click the Confirm button to continue.

If the sponsorship details are missing or incorrect, please select 'No - sponsor details missing or incorrect' below and then click the Confirm button to inform the relevant Office.

If you are a postgraduate student and already hold a qualification from the University of Reading which would entitle you to an alumni discount in 2021/2 (click here for further information) and this is not already shown in the details above, please select 'No - I may be due an alumni discount', and then click the Confirm button to inform the relevant Office.

Sponsorship details correct?  Yes - the above fee payment and sponsorship details are correct  
 No - sponsor details missing or incorrect  
 No - I may be due an alumni discount

If your sponsorship details are incorrect, you cannot proceed with online enrolment until the details have been amended by the relevant office. Once you have selected one of the options above, please click Confirm

Confirm

(Note: details obscured in this image)

This screen shows you any sponsor details which we have for you. If you have a sponsor, who will pay your tuition fees, the top white box will show the details of that sponsor. If you don't have a sponsor, that box will not appear.

There is then a second box, with a calculation, showing what your total fees are (you confirmed these on the previous screen) and how much of those fees will be paid by your sponsor.

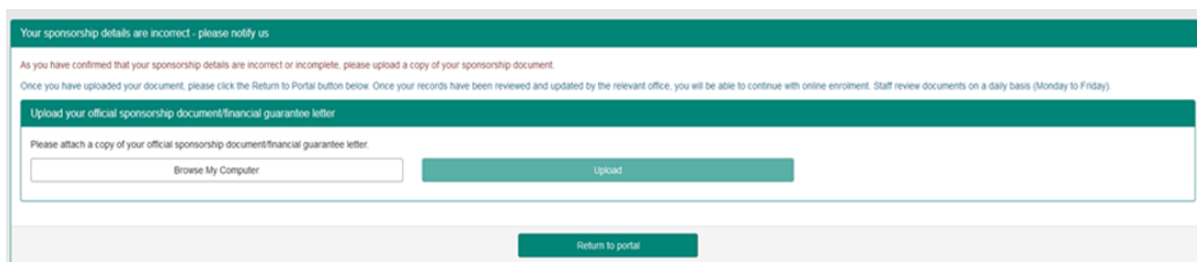
**If you do not have a sponsor, then you must pay these fees yourself. A link will let you do this at the end of the process.**

## **I have a sponsor but it's not showing my sponsor on the screen.**

If your sponsor details are not showing on the screen, you must click on No - sponsor details missing or incorrect at the bottom of the screen, then on Confirm.

You will then be taken to a screen where you can notify us that your sponsorship details are incorrect by uploading a copy of your official sponsorship document/financial guarantee letter. Please ensure that you upload this document, and then click on the 'Return to portal' button.

Staff review the database for uploaded sponsorship documents to review and process during business hours Monday to Friday. Please wait at least 24 hours (longer if you upload a document over the weekend) before you log back in and click on the orange Fees box to check if your sponsor details have been updated and your records amended.



The screenshot shows a web interface with a green header bar containing the text "Your sponsorship details are incorrect - please notify us". Below this, there are two lines of smaller text: "As you have confirmed that your sponsorship details are incorrect or incomplete, please upload a copy of your sponsorship document." and "Once you have uploaded your document, please click the Return to Portal button below. Once your records have been reviewed and updated by the relevant office, you will be able to continue with online enrolment. Staff review documents on a daily basis (Monday to Friday)". A green bar below this contains the text "Upload your official sponsorship document/financial guarantee letter". Underneath, there is a prompt "Please attach a copy of your official sponsorship document/financial guarantee letter" followed by two buttons: "Browse My Computer" and "Upload". At the bottom of the form area, there is a "Return to portal" button.

If you are a postgraduate student and already hold a qualification from the University of Reading which would entitle you to an alumni discount this year and this is not already shown in the details above, please select No - I may be due an alumni discount, and then click the Confirm button to inform the relevant Office.

For any queries relating to sponsorship, you can contact the Student Financial Support Team by sending an email to [studentfunding@reading.ac.uk](mailto:studentfunding@reading.ac.uk).

## Fees Due/Sponsorship Details (Modular students only)

### ONLINE ENROLMENT FEE AND SPONSORSHIP DETAILS

The buttons below show which stage of online enrolment you have reached. You can click on a button to return to a screen which you have already visited.

Please DO NOT use the back button on your browser during this task as it may cause problems with your tuition fee calculation

\*Modular fees\*

#### Modular fees

As the tuition fee for your programme is based on the modules that you will take, you do not need to complete the fees stage of online enrolment. You will receive a statement showing the fees that you are being charged per module.

If you have notified the University that your tuition fee will be paid all or partly by a sponsor (such as a Research Council, a Government body or a scholarship scheme), the details will be shown below.

#### Are the details above correct?

If the information above is correct, select 'Yes' below and then click the Confirm button to continue.

If the sponsorship details are missing or incorrect, please select 'No - sponsor details missing or incorrect' below and then click the Confirm button to inform the relevant Office.

If you are a postgraduate student and already hold a qualification from the University of Reading which would entitle you to an alumni discount in 2021/2 (click here for further information) and this is not already shown in the details above, please select 'No - I may be due an alumni discount', and then click the Confirm button to inform the relevant Office.

- Sponsorship details correct?
- Yes - the above details are correct
  - No - sponsor details missing or incorrect
  - No - I may be due an alumni discount

If your sponsorship details are incorrect, you cannot proceed with online enrolment until the details have been amended by the relevant office. Once you have selected one of the options above, please click Confirm

Continue

If you are studying a course on a part-time modular basis, you will see the screen above. Please check the sponsorship details are showing correctly (if you have a sponsor). If you think the details are incorrect, please click on No – sponsor details missing or incorrect, and then Continue.

You will then be taken to a screen where you can notify us that your sponsorship details are incorrect by uploading a copy of your official sponsorship document/financial guarantee letter. Please ensure that you upload this document, and then click on the 'Return to portal' button.

Staff review the database for uploaded sponsorship documents to review and process during business hours Monday to Friday. Please wait at least 24 hours (longer if you upload a document over the weekend) before you log back in and click on the orange Fees box to check if your sponsor details have been updated and your records amended.

If you are a postgraduate student and already hold a qualification from the University of Reading which would entitle you to an alumni discount this year and this is not already shown in the details above, please select No - I may be due an alumni discount, and then click the Confirm button to inform the relevant Office.

For any queries relating to sponsorship, you can contact the Student Financial Support Team by sending an email to [studentfunding@reading.ac.uk](mailto:studentfunding@reading.ac.uk).

**If you do not have a sponsor, then you must pay these fees yourself.**



# Sponsor consent form

**ONLINE ENROLMENT FEE AND SPONSORSHIP DETAILS**

*The buttons below show which stage of online enrolment you have reached. You can click on a button to return to a screen which you have already visited.*

**Please DO NOT use the back button on your browser during this task as it may cause problems with your tuition fee calculation**

Fees Sponsor \*Sponsor Consent\*

**Sponsor Consent Form**

The majority of sponsors now request information on the academic progress of the students they sponsor. The sponsorship is withheld if the University fails to provide such reports. If this happens you may incur immediate personal liability for the payment of your tuition and accommodation fees, and any catering fees, and will be invoiced accordingly.

**The University needs your consent to disclose reports on your academic progress to sponsors. Please TICK the box below. You must tick one of the boxes below to continue.**

- I GIVE the University my permission to share information about my academic progress with my sponsor. I understand that this information may include sensitive personal data, such as information about my health or any (alleged) misconduct or offence. Please click [here](#) to read a definition of sensitive personal data.
  
- I DO NOT give the University my permission to share information about my academic progress with my sponsor. I understand that this may incur immediate personal liability for any University fees, such as tuition, accommodation and catering fees.

Continue

**You will only see this screen if you are an international student (including the EU), or from the Channel Islands or Isle of Man, and have a sponsor.**

As the form explains, most sponsors want to know how your studies are progressing. This is usually a condition of their sponsorship. We need your permission to release details of your academic progress to your sponsor.

**If you are not willing to allow us to pass information on your studies to your sponsor, you must understand that you may then incur immediate personal liability for these fees.**

# Sponsor Reference number

**ONLINE ENROLMENT FEE AND SPONSORSHIP DETAILS**

*The buttons below show which stage of online enrolment you have reached. You can click on a button to return to a screen which you have already visited.*

**Please DO NOT use the back button on your browser during this task as it may cause problems with your tuition fee calculation**

- Fees Sponsor Sponsor Consent \*Sponsor Ref\*

## Sponsor Reference/Purchase Order number

Please check your sponsor reference number and make any necessary amendments, or add your sponsor reference number if it is missing, then press the Continue button. If you do not know your sponsor reference number then please just press the Continue button

Sponsor Reference

Continue

If you know your Sponsor Reference number (or Purchase order number), please check the number provided and make amendments if necessary, then click 'Continue'.

If you do not know your Sponsor Reference number, please click 'Continue'.

# Pay your fees

**ONLINE ENROLMENT FEE AND SPONSORSHIP DETAILS**

*The buttons below show which stage of online enrolment you have reached. You can click on a button to return to a screen which you have already visited.*

**Please DO NOT use the back button on your browser during this task as it may cause problems with your tuition fee calculation**

Fees Sponsor \*Pay Fees?\*

**Payment of Tuition Fee Liability**

Your tuition fee liability at enrolment is **£ 6875.00**. If you have already paid this tuition fee liability then please select No below to continue.

You can pay your tuition fee liability by credit or debit card now, or at a later stage once you have completed the online enrolment process.

**Please note that you will not be fully enrolled until you have paid the tuition fee liability shown above.**

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Do you wish to pay your tuition fee liability now?

Yes  
 No

*Please note there may be a short delay before you move on to the next screen whilst your settings are updated*

Continue

If you have not got a sponsor, then you will need to pay at least 50% of your overall fee liability before you can enrol fully. The system has already worked out what you need to pay, and this link shows the balance.

If you click Yes, then Continue, you will be taken to a further screen, which then, in turn, links to the Finance Office's website.

If you click No, then Continue, you will be taken to the last stage of the enrolment process, and will then have a link which you can return to when you are ready to pay your fees.

## **IMPORTANT**

We will charge your account in the first week of term. Until then, you are paying in advance against the fees you have to pay. If you log into your Finance account, you will NOT see the amount that you need to pay until after term begins.

**You will not be fully enrolled until you have paid the amount shown on this screen. This means that you will not be able to use your University email account, or borrow books from the Library, or, if you are in University accommodation, you may not be able to access your room.**

## Can I pay for my accommodation at the same time?

Yes, you can: when you go to the Finance website, you will need to mark that you are paying your tuition fees, but you can pay more than that. Any extra money which you pay will then be allocated to other areas on your account, such as accommodation. You will have to pay the next half of your tuition fees at the beginning of the next term.

## Fees Disclosure

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[Fees](#)   [Sponsor](#)   [Pay Fees?](#)   [\\*Fees Disclosure\\*](#)

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**Fees Information Disclosure**

The University can disclose information relating to your tuition and accommodation fees on request, if you indicate you are happy for us to do so. The University discloses this information as it often helps students to settle fees, particularly in cases where parents or sponsors are contributing towards costs.

I give permission for this information to be disclosed.  
 I do not give permission for this information to be disclosed.

*Please note that there may be a slight delay whilst your settings are updated*

[Continue](#)

The University can disclose information relating to your tuition and accommodation fees on request unless you tell us not to do so. The University discloses this information as it often helps students to settle fees, particularly in cases where parents or sponsors are contributing towards costs. Please select an option to indicate whether or not you wish this information to be disclosed in this way, and click 'Continue'.

## Finish online enrolment

**ONLINE ENROLMENT FEE AND SPONSORSHIP DETAILS**

*The buttons below show which stage of online enrolment you have reached. You can click on a button to return to a screen which you have already visited.*

**Please DO NOT use the back button on your browser during this task as it may cause problems with your tuition fee calculation**

Fees Sponsor Fees Disclosure \*End\*

Your online enrolment is now complete.

Thank you for completing the online enrolment screens.

Click on the [Finish] button below to return to the RISIS portal.

Your portal options will now have been updated, and you will no longer have access to the online enrolment process. The RISIS Home page will show an overview of any remaining actions you need to take to complete your enrolment, including the payment of fees and updating personal details.

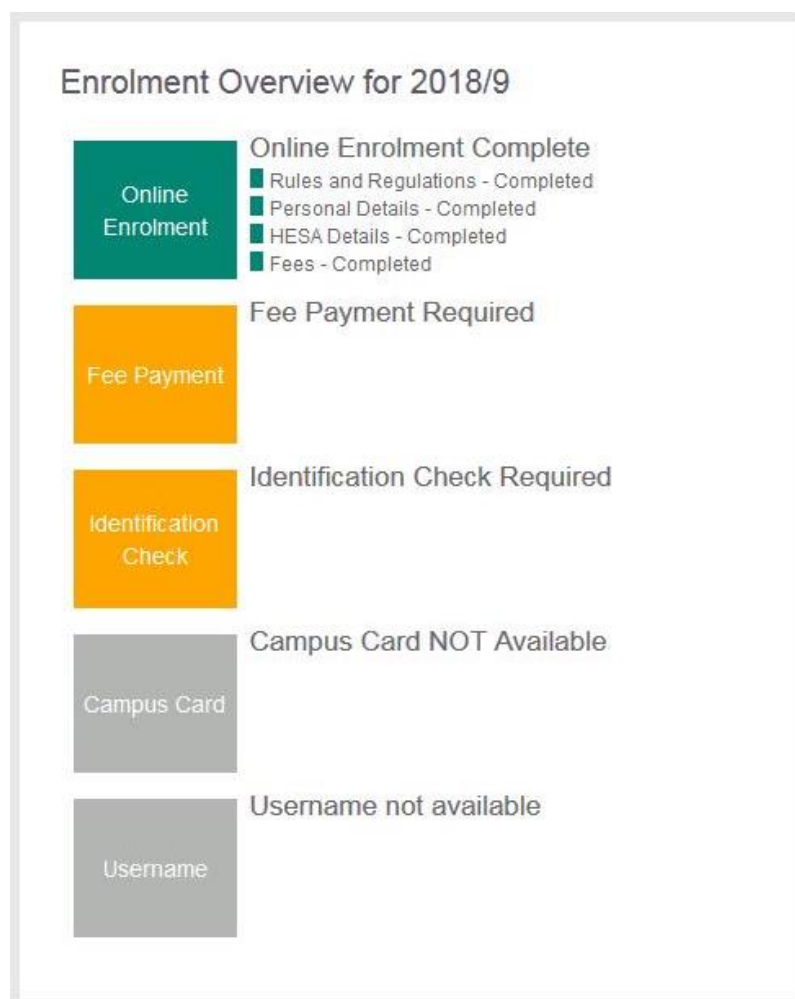
Finish

Thank you, you've finished the online enrolment process!

Clicking on Finish will now close off the process of online enrolment.

Please note that if you now log off, before collecting your username, you can still log in using your registered personal email address and password.

## Next steps after online enrolment



Now that you have completed online enrolment, you will see that the Online Enrolment box in the Enrolment Overview is green, to show that the online enrolment process is complete. Depending on your course of study, some of the next steps may vary, so it is important to review the information displayed on your RISIS Portal home page after you have completed online enrolment.

The online enrolment overview and the content of the RISIS Portal home page will provide you with guidance on what the next steps are for you to complete your enrolment with the University. A summary of the next steps is provided below.

### Payments to the University

We need your payment against tuition fees to complete your enrolment. If you have already paid 50% of your tuition fees, or you have a sponsor, then the Enrolment Overview will show that Fee Payment is complete. If you haven't yet paid 50% of your tuition fees, and you don't have a sponsor, then the Enrolment Overview will remind you that you need to make this payment to enrol fully. Clicking on the orange Fee Payment box will take you to the online Fees Payment site.

## Errors

### I have already paid my fees: why am I still seeing this screen?

The Finance database and the student database are not directly linked, though there are regular transfers of information. If you have only just paid your fees, it may be that there has been a delay in the transfer from Finance to our database. Please log out and then look again in another day. If you still have the message asking you to make a payment, then please contact the University Admissions Office who will be able to adjust your records on checking the Finance database.

### Visa and passport details and Identification check

This will be done in-person when you arrive on campus.

If you are a **non-UK national**, you will need to have your immigration permission checked before you can collect your Campus Card. During Welcome Week this will be in the Palmer Building. Please have your student ID number and passport ready. In addition, you will also need to show one of the following:

- Biometric Residence Permit (BRP) and/or vignette (visa sticker in your passport)
- Electronic share code (to share your digital immigration permission) e.g. EUSS, BNO and Student. If you applied for your Student permission from outside of the UK and entered the UK via the passport eGate, you will also need to show your travel ticket.
- Evidence of a valid submitted visa application and your most recent immigration permission
- Visitor stamp in your passport or travel ticket to the UK in the absence of a stamp

You will not be able to progress your enrolment without providing evidence of your Immigration Permission. If you have any questions regarding your Immigration Permission please email [immigration@reading.ac.uk](mailto:immigration@reading.ac.uk).

If you are a **home student**, please present your government issued photo identification (e.g. passport, driving licence or military ID) to the Palmer building when you arrive on campus. If you are unable to present a government issued ID document then please bring with you 2 forms of official documentation (e.g. birth/marriage certificate plus a utility bill/bank statement.) For further queries on ID checks please contact [studenthelp@reading.ac.uk](mailto:studenthelp@reading.ac.uk).

Once you have done this, the Enrolment Overview will show that the Identification Check is complete.

### Campus card

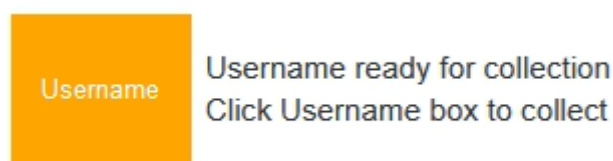
On arrival at the University, please collect your Campus Card in person from the Palmer Building. Before your Campus Card is issued, your ID and/or immigration documents will be checked, so please make sure you bring those with you.

Your photo will be displayed on your Campus Card. **We strongly encourage you to upload your photo on the RISIS Portal before you collect your Campus Card.** If you have not already uploaded your photo, your photo will be taken when you collect your card.

## University username

Once we have received your payment, or have received confirmation from your sponsor, and have had a copy of your visa and passport or photo identification, you will be able to follow a link to collect your University username. Your username will be very important to you. You will use it to access your mailbox for University email; and to log into any computer in the computer rooms on campus, or to access the internet on those computers, or to log onto the wireless networks on campus. You will also use that username to log into Blackboard and other virtual learning environments; into student timetabling; into the Finance Office database to make a payment; and, after you have collected your username, you will use it to log into the RISIS Portal, the student database.

Once your username has been generated, the Username box in the Enrolment Overview will be orange to show that your username is ready for collection.



Clicking on the Username box will take you to another page for you to collect and activate your University Username. As part of this process, and to validate your identity, you will be asked to confirm on screen your student number and your date of birth. You will also be asked to enter **the answer to your account recovery question**. Don't worry if you have forgotten this answer, you can find a reminder of your answer by clicking on the 'Reminder – account recovery answer' button on the RISIS Homepage.

If you require a reminder of your account recovery answer for collecting your University username, please click the button below.



During the University username collection your username will be displayed on screen, and you will need to create and enter a password to go with that username. After you have collected your University username, you will then be able to log into the RISIS Portal using your University username and associated password via the 'Staff and student sign in with Microsoft' button at the top of the login page for the RISIS Portal.

