To: All new BSc Functional & Clinical Anatomy students

September 2017

Dear Student,

Mandatory online registration and arrangements for tuition fee payments for the 2017/18 academic session

Welcome to the Faculty of Health Sciences. In order that you can successfully register and start your new programme of study without delay, I would be grateful if you could carefully read and act upon the information contained in this letter, noting the necessary deadlines. The following refer to Faculty arrangements; they supplement any arrangements made separately by your course.

1. Uploading a photograph for your Student card – deadline 9th September
   1.1 At the registration event (see paragraph 4, below), you will be issued with a University of Bristol student card bearing your photograph. This is valid for the duration of your programme of study and should be kept securely. You should carry it whenever you are on University premises, and you should show it to any member of University staff on request.
   1.2 More details about the function of the card can be found on page 2 of the “Registration Guide for New Undergraduates” available at bristol.ac.uk/students/new-undergraduates/registration
   1.3 In order for the University to be able to produce your card for collection at the registration event, you must upload a photograph online. Before 9th September, please visit the image upload website, bristol.ac.uk/cardservices read the guidance and follow the instructions carefully.
   1.4 For identity checking purposes, you will be asked to enter your family name, your date of birth and your student number (which can be found in your offer letter).
   1.5 If you have any problems obtaining or uploading an electronic image you can still apply for a University card when you arrive, but you might experience some delay at this busy time.

2. Payment of Tuition Fees for the Academic Session 2017/18 – deadline by Payment Plan 14th October
   2.1 Tuition fees become due on the first day of term.
   2.2 Please refer to pages 10-11 in the “Registration Guide for New Undergraduates” available at bristol.ac.uk/students/new-undergraduates/registration for details on how to pay, instalment options, and contacts for the Student Funding Office etc.
   2.3 If you are self funded and wish to pay by instalments, you need to set up your on line payment plan immediately.

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3. **Online Registration – deadline 9th September**
   3.1 Students register online via www.bristol.ac.uk/studentinfo/new. In order to log in, you will need your surname, date of birth and your student number as stated in 1.4. Help screens will provide more detailed information on the process.
   3.2 The Student Info site is then used throughout the year by students to update addresses and emergency contact details, to view unit registration and exam timetable information (where appropriate).
   3.3 The facility to register will be available from **4th-9th September 2017**. It is imperative that you register within this period.
   3.4 At the end of the process, you should print the ‘Certificate of Registration’ page, which will include a reference number and the date of registration, as proof that the online process has been completed.
   3.5 If you have difficulties with the online registration process, please try again later. If problems persist and you cannot complete registration, please contact the Education Administration Manager in the Faculty Office. For this reason, please do not leave registering until after the Faculty Office has closed.

4. **Registration event – Tuesday 19th September at 10am**
   4.1 This will take place at the Wills Memorial Building, Seminar Room 1.5, Queens Road, Bristol, BS8 1RJ.
   4.2 You must bring your printed ‘Certificate of Registration’ (see 3.4 above). If you have registered online but been unable to print this on paper, you should arrive 15 minutes early and use the help desk facilities to print the certificate.
   4.3 If you have registered and submitted your photograph according to the timescale above, you should be able to collect your Student card at the event.

Thank you in advance for registering in good time and alerting the Faculty Office of any difficulties.

Yours faithfully,

Nicholas Iles
Education Administration Manager