To: All new Clinical Oral Surgery (PG Cert) students

September 2017

Dear Postgraduate 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 school.

1. Satisfying any conditions placed on your entry
1.1 In order that you can register quickly at the registration event (more details in paragraph 5, below), it is important that you refer to your online offer letter and satisfy any outstanding conditions by providing documentary evidence in advance.
1.2 As a last resort, you can bring the evidence to the registration event after prior arrangement with the Faculty Office (see paragraph 5, below) but this will cause delays on the day. The Faculty is required to withdraw you from the programme two weeks after registration if you have not provided evidence of satisfying the conditions. If you envisage any difficulties with this, please contact the Faculty Office immediately.

2. Uploading a photograph for your Student card – deadline 9th September
2.1 At the registration event (see paragraph 5, 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.
2.2 More details about the function of the card can be found on page 2 of the "Registration Guide for New Postgraduates" url - http://www.bristol.ac.uk/media-library/sites/newstudents/documents/2017/pg-registration-guide-2017.pdf, url -
2.3 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, www.bristol.ac.uk/cardservices/newstudents, read the guidance and follow the instructions carefully.
2.4 For identity checking purposes you will be asked to enter your family name, your date of birth and your student number
2.5 If you have any problems obtaining or uploading an electronic image you can still apply for a University card when you arrive, but this is a longer process and you might experience some delay.
3. **Payment of Tuition Fees for the Academic Session 2017/18 – deadline by Payment Plan 14th October**

3.1 Tuition fees become due on the first day of term. The full annual tuition fee due for the 2017/18 session was set out in your offer letter.


3.3 If you are self funded and wish to pay by instalments, you need to set up your online payment plan by the 14th October.

3.4 Details of how sponsors are managed are listed in the Registration Guide.

4. **Online Registration – deadline 9th September**

4.1 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 (printed on your offer letter). Help screens will provide more detailed information on the process.

4.2 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).

4.3 The facility to register will be available from 30th August – 9th September 2017. It is imperative that you register within this period.

4.4 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 process is completed.

4.5 If you have difficulties with the online registration process, please try again later. If problems persist and you cannot complete registration, please contact the Faculty Office. For this reason, please do not leave registering until the last minute.

5. **Registration event – Friday 29th September, 9 am**

5.1 This will take place in the Cal Suite, Bristol Dental School, University of Bristol, Bristol Dental Hospital, Lower Maudlin Street, Bristol, BS1 2LY.

5.2 **Please bring original documents (with copy) to certify your offer conditions**, if you have not submitted certified copies (see 1.1 above); **and your ‘Certificate of Registration’** (see 4.4 above).

5.3 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,

Allison Maggs
Senior Postgraduate Admissions Administrator