



Dear student,

Important information: online enrolment

Before starting your course, you must complete online enrolment. If you are planning to study on campus, please ensure you do this before you arrive. If you are planning to study by distance, there will be a short delay between completing online enrolment and gaining access to online learning materials.

Information for Postgraduate students:

We recommend completing the steps below **at least two working days** before term starts (you can find your start date in your offer letter) to allow time to gain access to everything you need to begin your studies.

Information for International Foundation programme (IFP) students:

We recommend completing the steps below **at least two working days** before your induction on 8 January to allow time to gain access to everything you need to begin your studies.

To complete online enrolment:

1. Log in to the [RISIS Portal](#) using your Reading ID number (yours is) and your date of birth as your password in the format DDMMYYYY. You will need to upload a photo of your ID (and a copy of your visa if you are an international student studying inside the UK), so have these ready.
2. [Pay half of your fees](#), or indicate how you will pay (e.g. by a sponsor such as Student Finance England or scholarship).

Please also pay attention to our COVID-19 [health and safety information](#), which you must read before arriving.

Studying on campus in January: what you need to do

Current government guidelines require all international arrivals travelling from countries not on the [exemption](#) (travel corridor) list to [self-isolate](#) in their accommodation for 14 days, although the government has recently announced plans to introduce [testing](#) in the future to help reduce this time. You will also need to complete a [passenger locator form](#), which you can submit 48 hours before you arrive.

You will be able to collect your Campus Card from **11-22 January, 10:00-15:00** (please note collection will not be open on the weekends). You will need to visit the Palmer Building, which is number 26 on our [campus map](#). If you arrive on campus after 22 January, you will be able to arrange to collect your Campus Card from the Carrington Reception (building 135 on our map). It is important that you collect your Campus Card so that you can activate your IT account, access your email account, and use the campus Wi-Fi. If you are required complete a 14-day period of self-isolation, **please ensure you complete this first**.

Information for overseas offer-holders only:

If you are studying on campus in January and selected to collect your Biometric Residence Permit (BRP) from the University, you will be able to do this when you collect your Campus Card. You can find further guidance on our [website](#). If you will not be on campus from 11-22 January, you will be able to book an appointment to collect your BRP. Once again, if you need to self-isolate, **please ensure you complete this first**.

Not studying on campus in January: what you need to do

If you plan to study by distance in January, you will be able to indicate this and complete enrolment without collecting a Campus Card. Please ensure that you complete online enrolment at least two working days before the start of term.

You can find guides to help you complete online enrolment on our [website](#).

If you need to get in contact with us, we recommend that you do so before our winter closure period (22 January - 4 January). If you have any specific questions about COVID-19, please get in contact via with our dedicated COVID-19 Support Team. Contact details, as well as opening hours, are available on our [website](#).

Best wishes,
The Welcome Week Team

