

Online enrolment

Instructions and explanations for new postgraduate research 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 the semester. If you haven't completed the enrolment process, this may affect your funding or some of your associated access such as your Library access.

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.

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

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How to log in to the RISIS portal

Please start by logging into the [RISIS Portal](#).

Staff and current student login

If you are a member of staff or a current student, sign in below with the same details you use to access other University systems such as email, OneDrive or MS Teams.

Staff and student sign in with Microsoft

Applicants and past students login

Applicants and past students - log in with your registered email address as the username and your RISIS password. If you have forgotten your password or need to set a password, please use the request new password button below.

Username

Password

Log in

Request new password

Welcome

Latest news

If you have a University email account, with a username ending in reading.ac.uk or student.reading.ac.uk, please make sure you have no text in the Username and Password boxes before clicking on the 'Staff and students sign in with Microsoft' button.

Need further help logging into RISIS?

Staff and current students

As part of the sign in process, you will be asked to complete Multi-Factor Authentication (MFA) provided by Digital Technology Services (DTS). Further information and support can be found on the Digital Technology Services (DTS) Office 365 login page.

If you are a member of University staff who requires access to RISIS for your job role and has yet to be given access, please ask your line manager to contact the Student Information Systems (SIS) Team, giving your University username.

Applicants and past students

You should use your registered email address as the username together with the appropriate password: please refer to guidance emailed to you.

If you have logged in previously and now want to reset your login password, please use the 'Request new password' button.

If you haven't set your password or logged in before, please use the 'Request new password' button below.

For more help, please email the Student Information Systems (SIS) Team from the email address you have registered with the University.

Please note that all images are screenshots only: you must start from the web page, and you cannot log in from the screenshots provided.

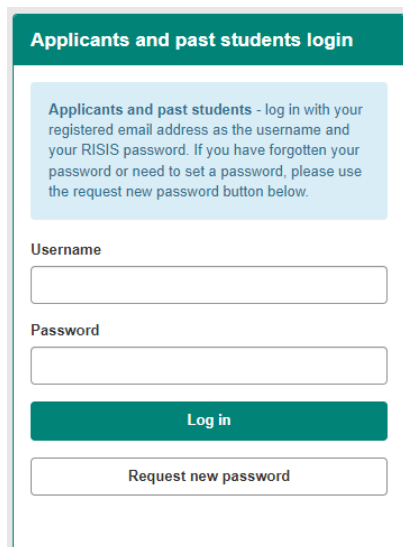
Please also note that some of the screenshots may reference previous academic years – these are for illustrative purposes only.

Enter your login details in the 'Applicants and past students login' box:

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.

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The screenshot shows a login interface with a teal header bar containing the text 'Applicants and past students login'. Below the header is a light blue box with instructions: 'Applicants and past students - log in with your registered email address as the username and your RISIS password. If you have forgotten your password or need to set a password, please use the request new password button below.' The form includes two input fields: 'Username' and 'Password'. Below these fields are two buttons: a teal 'Log in' button and a white 'Request new password' button with a teal border.

Need further help logging in?

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

If you haven't set your password, logged in before, or have logged in previously and now want to reset your login password, please use the **Request new password** button.

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 **Request new 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. You will then be sent an email enabling you to set up a new password.

If you still have not succeeded in logging in, don't worry. In the Welcome section on the right of the page under **Applicants and past students**, please click on the Student Information Systems (SIS) Team link to email us. We will reply to your email as soon as possible as we work in office hours.

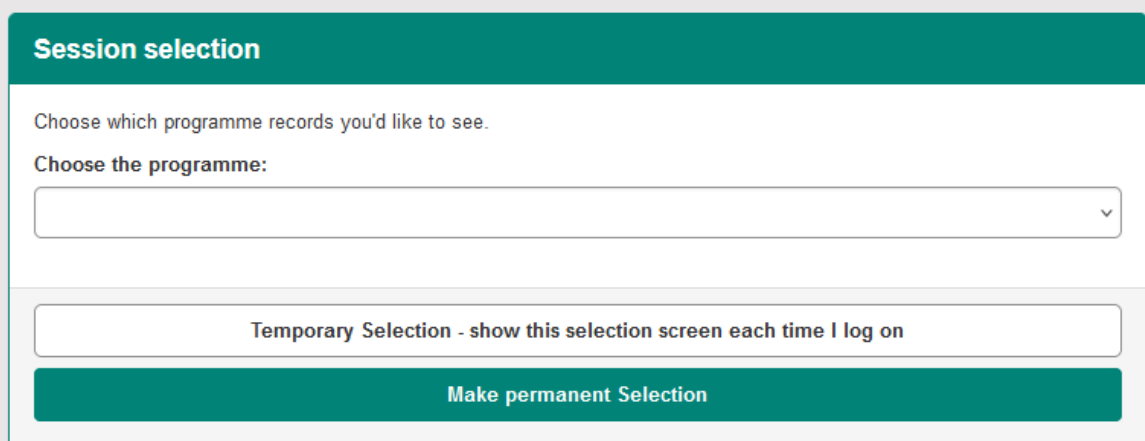
Please note that, for reasons of data protection, we can only reply to the email address we hold against your records on the database.

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 all students will see this page. If you have studied on another programme at the University of Reading as well as your current programme, you may be asked to select the programme record you want to access before continuing with enrolment.

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.



Session selection

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](#)

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 an area 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 Online Enrolment to access the online enrolment homepage.

Enrolment Overview for 2023/4

The Fee Payment box below only relates to the payment required in order to complete enrolment. For detailed information about your fees and payments, please see the 'My Finance Report' option which you can access via the Information menu above.

Online Enrolment	Online Enrolment Incomplete - Rules and Regulations - Personal Details - HESA Details - Fees Details
Fee Payment	Fee Payment Info
Identification Check	Identification Check required
Campus Card	Campus Card not yet available
Username	Username not yet available

Stage 1

The online enrolment process is divided into a number of stages, including Rules and Regulations, Personal Details, HESA Details and Fees. Depending on your circumstances, you may not need to complete every stage. After completing each stage, you will return to the enrolment overview page, where you can continue with the next available 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 **Rules and Regulations** to start the online enrolment process.

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 [email the Student Help team](#).

If you are a **returning student** and you need further help, please [contact your Support Centre](#).

```
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.

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.

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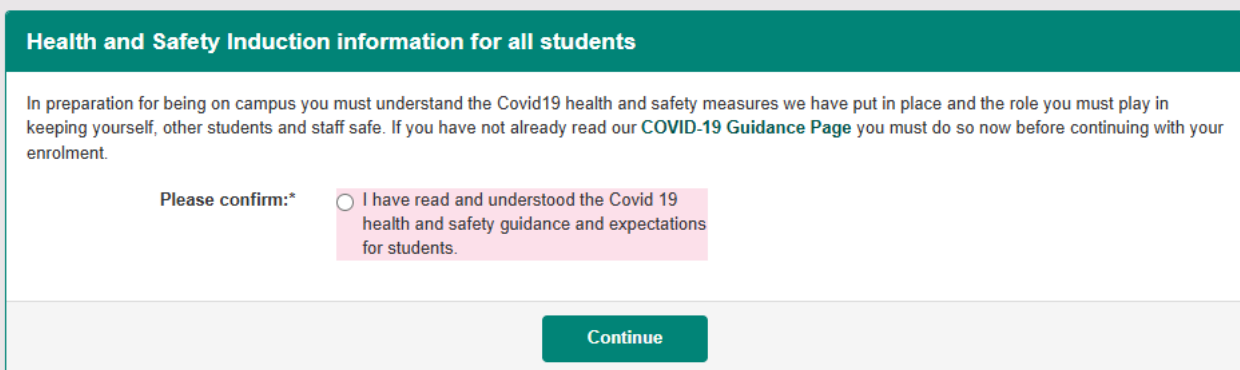
If you have studied on a previous programme at Reading, and you think you have logged into the wrong programme records, then please let us know: we will need to reset your records so that you have to select the appropriate programme of study next time you log in. If this is the problem, or if you have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

Rules and regulations

Health and Safety

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.

After reading and understanding the health and safety guidance, select the confirmation option to confirm this and then click **Continue**.



The screenshot shows a web form titled "Health and Safety Induction information for all students". The form contains a paragraph of text explaining the need to understand Covid19 health and safety measures. Below this, there is a "Please confirm:*" label and a radio button option that reads "I have read and understood the Covid 19 health and safety guidance and expectations for students." A green "Continue" button is located at the bottom right of the form.

Health and Safety Induction information for all students

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 **COVID-19 Guidance Page** you must do so now before continuing with your enrolment.

Please confirm:*

☐ I have read and understood the Covid 19 health and safety guidance and expectations for students.

Continue

Regulations for Student Conduct

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 University's 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.

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University Rules and Regulations

Please read the **Regulations for Student Conduct** which can be found in the University's **Policies and Procedures**.

Please also read the University's **Institutional Home Office Compliance 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 in our **Criminal Convictions Disclosure Policy**.

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

Harassment and Sexual Misconduct training

All new students must complete the mandatory Harassment and Sexual Misconduct training courses before completing enrolment.

Please read the information on the page and complete the required courses, if you have not already done so.

Once you have completed the courses, select the appropriate confirmation option and click **Continue**.

If restrictions in your home country prevent access to the training platform, select the alternative confirmation option and follow the instructions provided before clicking **Continue**.

Harassment and Sexual Misconduct training

Mandatory requirement: At Reading, we're committed to creating a safe, fun and respectful community for everyone. To make this possible, all students must complete mandatory Harassment and Consent training before completing enrolment.

- **Tackling Harassment and Sexual Misconduct**
- **Consent Matters**

If you have not yet taken the two courses please exit online enrolment and take these courses as soon as possible. You should allocate between two and three hours to complete them. **Further information, including how to access the courses, can be found on our dedicated [Mandatory Training webpage](#).** Please return to this screen once you have completed the courses.

Please confirm that you have taken the courses

- *
- ☐ I have completed both courses to the best of my ability
 - ☐ Restrictions in my home country prevent me from accessing the training platform. I will take these two courses within 3 days of receiving my campus card (or completing online enrolment if not studying on campus) AND I will use my university email address to register with the Epigeum training platform (this allows us to verify that you have completed the courses)

Continue

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Fair Processing

This page shares 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 bold 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.

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 read the University's [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.

Confirm

At this point, your screens are being updated to record that you have completed this section of online enrolment.

You may find there is now a short delay before moving onto the final step of Stage 1.

Stage 1 completion

You have now completed Stage 1: Rules and Regulations of online enrolment.

Please click on the **Finish button** to return to the RISIS enrolment overview page and begin the next stage.

I wish to enrol for the Session 2023/4

Thank you for completing the **first stage** of the online enrolment process (Rules and Regulations).

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

Finish

Stage 2

The Rules and Regulations box is now green to show that you have completed Stage 1, and you should click on the **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.

Online enrolment

Welcome to the University's online enrolment process

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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 [email the Student Help team](#).

If you are a **returning student** and you need further help, please [contact your Support Centre](#).

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.

Personal details

These are the details that we hold about you.

The preferred name field is your opportunity to let us know what you'd like to be called (e.g. Chris instead of Christopher). We recommend that you complete this as 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 email link provided below these details on the page to email the relevant team.

Red boxes are mandatory: you must put something in these boxes.

If you do not complete the mandatory fields then you will not be able to continue to the next screen.

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.

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When you have completed the section, please click on **Store & Continue**.

Please check and update your personal details

Your Preferred Name - please **do not** enter your family name here. The name you enter here will appear before your family name on your University Campus Card as well as on most University lists.

Your Preferred Name*

Title

Family Name

Forenames(s)

Full legal name - This is how your name will appear on any official documents produced by the University, such as letters in support of visa applications and your graduation certificates.

Full legal name

Previous Family Name (if any)

Date of Birth

Gender

If any of the non-editable fields are incorrect, please notify the relevant office as soon as possible, pgadmissions@reading.ac.uk.

Nationality*

Country of Domicile - please select the country in which you are/were a permanent resident prior to entry to the University.

Country of Domicile*

If you are a member of staff at the University, please enter your 6 digit employee number

Store & Continue

Emergency contacts

Next of Kin

The University asks all students to provide emergency contact details (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.

When you have completed the section, please click on **Store & Continue**.

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Please check and update your emergency contact details

Next of kin details

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.

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 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.

Please note, you can update these details 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).

Next of kin contact name*	
Relationship to you*	
Phone number for next of kin*	
Translation Language	

Store & Continue

Trusted Contact

A trusted contact is someone you would feel comfortable for the University to contact should we have a very serious concern about your health, wellbeing or safety and feel you need more support than it is appropriate for us to provide. Most students are happy for their next of kin to be their trusted contact but some wish to name someone different, e.g. a long standing reliable supporter or friend. It should be someone over the age of 18 that you feel is able to provide you with help.

When you have completed the section, please click on **Store & Continue**.

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Trusted Contact Details

Trusted contact details

A trusted contact is someone you would feel comfortable for the university to contact should we have a very serious concern about your health, wellbeing or safety and feel you need more support than it is appropriate for us to provide. Most students are happy for their next of kin to be their trusted contact but some wish to name someone different, e.g. a long standing reliable supporter or friend. It should be someone over the age of 18 that you feel is able to provide you with help.

If you nominate someone other than your next of kin you should seek their permission before providing their details. If you nominate someone who lives outside the UK it is important that we are able to communicate with them using the contact details you provide bearing in mind that we will be communicating in English.

When would we contact your trusted contact?

The University would only contact the person you nominate in the most serious of circumstances where we felt there was a significant danger to you or others. Our priority would be to ensure your safety and wellbeing. **We would not contact them in relation to your academic performance, attendance or in relation to misconduct allegations** (unless they relate to serious concerns about your safety or that of others).

Please note, you can update these details 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).

Trusted contact name*	
Relationship to you*	
Phone number for trusted contact*	
Email address for trusted contact*	

Store & Continue

Additional personal details

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.

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**.

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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. To find out more about how your data is used you can read the [HESA Student Collection Notice](#).

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 for the purposes of equality monitoring. This includes our requirements for HESA returns and the University's own monitoring and statistical reporting. Legal sex is separate from your gender (displayed on the previous Personal Details page) which is recognised by the university. To find out more about how your data is used you can read the University's [Data Protection: Student Privacy Notice](#).

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

Student Parents

This page is for you to 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**.

Student Parents

Please indicate whether you have children or other dependants* ☐ Yes ☐ No ☐ Prefer not to say

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.

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 & Continue

Address details (several screens)

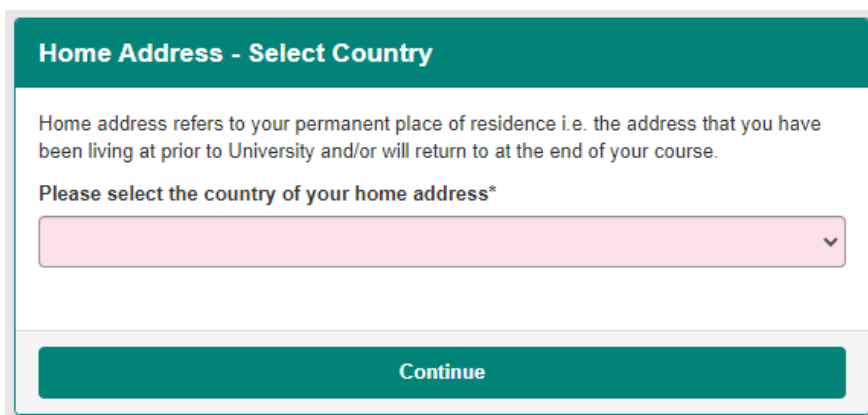
The next screens ask you to check your 'Home' and 'Contact' address details. Please check the details we hold for you and update them where necessary.

You can change these at any time once you have enrolled.

Updating your home address

On Home Address screen, please select the country of your **home** address (i.e. your permanent place of residence).

Please enter the country of your home address and click the **Continue** button.



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.

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.

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Amend Home Address - UK

Please enter your **home address** details below. Home address refers to your permanent place of residence i.e. the address that you have been living at prior to University and/or will return to at the end of your course.

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

Store & Continue

If your home address is not in the UK please update your address in the fields provided.

Amend Home Address - Overseas

Please enter your **home address** details below. Home address refers to your permanent place of residence i.e. the address that you have been living at prior to University and/or will return to at the end of your course.

Address Line 1*

Address Line 2

Address Line 3

Town/City

Store & Continue

Once this section is completed, click the **Store & Continue** button.

Semester time/contact address

The next few pages are for you to review your contact/ semester-time address.

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

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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.

Once you have reviewed this section, click the **Store & Continue** button.

University Accommodation

According to our records, you are currently living in University Accommodation, as shown below.

If these details are incorrect, please **notify us as soon as possible**.

Contact/Semester-time address

Address Line 1	
Address Line 2	
Address Line 3	
Address Line 4	
Address Line 5	
Postcode	

You are expected to be living in University Accommodation during the 2024/5 academic session. For further information on your accommodation offer, please check Accommodation Online which is accessed from the Actions menu at the top of the screen. **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.**

Parking Permits

We discourage students from bringing cars to University as part of our policy to reduce congestion in the area. Any parking permits that are issued for halls and campus are awarded to students with mobility issues or with other extenuating circumstances. More information on the qualifying criteria and application process can be found on the [halls parking permit webpage](#).

If you are eligible you should **apply now**.

You must ensure that you have applied for and obtained a parking permit before bringing a vehicle with you.

Note: if you are living in UPP managed halls your tenancy agreement also precludes you from parking in roads adjacent (within one mile) of your hall.

Store & Continue

If you are not in University accommodation, then please enter the country of your contact address and click the **Continue** button.

Contact Address - Select Country

Your contact address is the address where you will be living during semester-time and will be used for important University updates or information – it is essential that this is kept up to date.

Please select the country of your contact address*

Continue

UoR online enrolment – new postgraduate research students

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.

Amend Contact Address - UK

Please enter your **contact address** details below. Your contact address is the address where you will be living during semester-time and will be used for important University updates or information – it is essential that this is kept up to date.

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

Store & Continue

If your contact address is not in the UK please update your address in the fields provided.

Amend Contact Address - Overseas

Please enter your **contact address** details below. Your contact address is the address where you will be living during semester-time and will be used for important University updates or information – it is essential that this is kept up to date.

Address Line 1*

Address Line 2

Address Line 3

Town/City

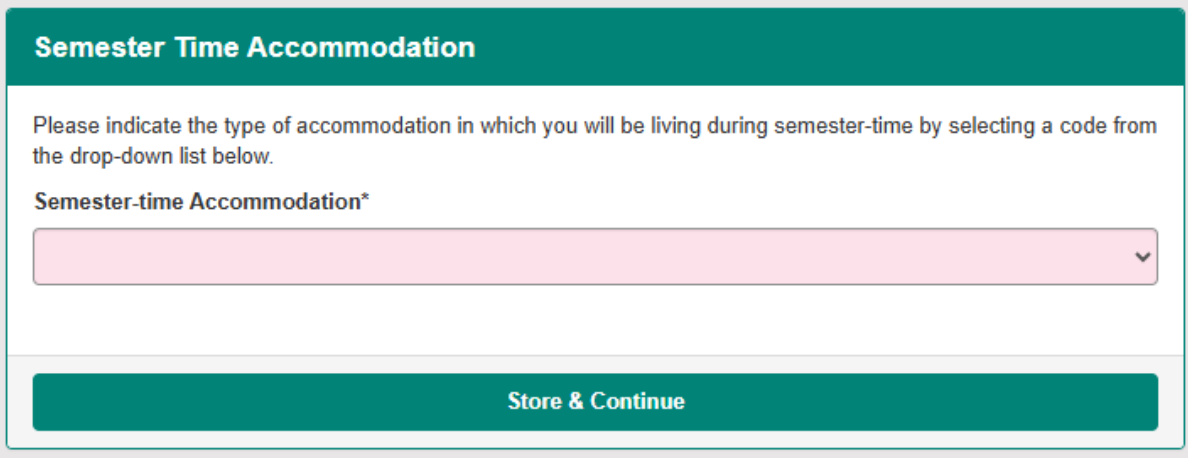
Store & Continue

Once this section is completed, click the **Store & Continue** button.

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If you're not in University accommodation, the University collects information about students' travel patterns to help understand commuting times.

Please select the option that best reflects the average time it will take you to travel to the campus where most of your timetabled teaching takes place, then click **Store & Continue**.

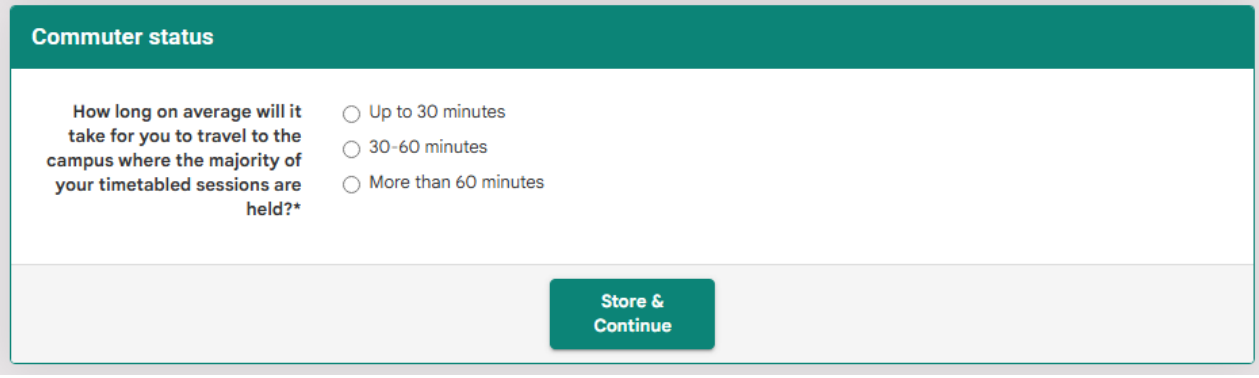


The screenshot shows a form titled "Semester Time Accommodation" with a teal header. Below the header, there is a text prompt: "Please indicate the type of accommodation in which you will be living during semester-time by selecting a code from the drop-down list below." This is followed by a label "Semester-time Accommodation*" and a pink drop-down menu. At the bottom of the form is a teal button labeled "Store & Continue".

Commuter Status

The University collects information about students' travel patterns to help understand commuting times and support planning.

Please select the option that best reflects the average time it will take you to travel to the campus where most of your timetabled teaching takes place, then click **Store & Continue**.



The screenshot shows a form titled "Commuter status" with a teal header. Below the header, there is a text prompt: "How long on average will it take for you to travel to the campus where the majority of your timetabled sessions are held?*" This is followed by three radio button options: "Up to 30 minutes", "30-60 minutes", and "More than 60 minutes". At the bottom of the form is a teal button labeled "Store & Continue".

Phone and email details

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

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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 Students' Union 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.

Once this section is completed, click the **Store & Continue** button.

Phone & 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		Home phone number	
Country dialling code for contact phone number		Contact phone number	
Country dialling code for mobile phone*		Mobile phone number	

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 timetable 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. Please note, you can update this 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).

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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.

New students please note. If you provide us with a new personal email address, you will need to use the new email address as your username next time you log into the RISIS portal, until you collect your University username at the end of enrolment.

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).

Before your University email address is activated, your personal email address will be made available to Reading Students' Union 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 whether or not you agree to your personal email address being used in this way.

Reading Students' Union Email Agreement ☒ Yes ☐ No

[Store & Continue](#)

Programme details

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 your programme details are correct, please select the **‘Yes...’** option and click on **Confirm**.

If these details are wrong, we need to correct it before you go any further, otherwise you may be charged the wrong fees. Please select the **‘No...’** option and click on **Confirm**. This will take you to a page with details 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.

UoR online enrolment – new postgraduate research students

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 of study	
Mode of attendance	
Fee status	
School/Department	
Chief Supervisor	
Other Supervisor	
Minimum Registration Date	
Maximum Registration Date	

Are your programme details 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

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 EU) 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 provided by [UKCISA](#), which you can use to help you if you want to check if you are being charged the correct level of fee.

Keeping in Touch - Careers Support

Depending on the year of your programme, you will be asked some questions about your email preferences after you have finished your studies.

The Careers Centre offers support, opportunities and events for up to two years after you complete your course.

Please select the option that best reflects whether you would like to receive careers-related emails after graduation and whether you would like your MyJobsOnline account converted to a graduate account. Once you have made your selection, click **Continue**.

UoR online enrolment – new postgraduate research students

Keeping in Touch - Careers Support

Careers support, opportunities and events are available up to 2 years after you complete your course. The Careers team can keep you updated with news, events, opportunities and resources relevant to graduates.

If you are happy for us to do so, we will convert your MyJobsOnline (MJO) account to a graduate/alumni account upon completion of your course and will send you emails through this system - this will also enable you to book events and one-to-one career consultations.

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

Consent to receive emails from the Careers Centre*

☐ Yes, I would like to receive career emails and have my MJO account converted to a graduate account on completion of my course

☐ Yes, I would like to receive career emails, but I do not wish to have my MJO account converted to a graduate account on completion of my course

☐ No, I do not wish to receive career emails

If you consent to receiving emails, this is the email address we will use to contact you:

Please note, you can update your personal email address once you have completed online enrolment by clicking on the Information menu option and selecting Personal Data.

Continue

Alumni consent

After you complete your studies, the University can stay in touch with information about alumni benefits, events, volunteering opportunities and other ways to remain involved with the University community.

Please select your preferred communication options and click **Store & Continue** to save your choices.

Keeping in Touch - Alumni

After you finish your studies, we will keep in touch with you about how you can benefit from ongoing alumni support, events, University and Alumni news, volunteering opportunities and other ways that you can stay involved. This may be via phone or post.

We may also contact you via email with your permission.

☒ Yes, please keep me up to date about alumni support, benefits, events, volunteering opportunities and University and Alumni news by email

☒ Yes, please contact me about your charitable fundraising appeals by email

You can find more information about how we handle your personal information, and how to update your contact preferences, in our [Privacy Notices](#).

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

Store & Continue

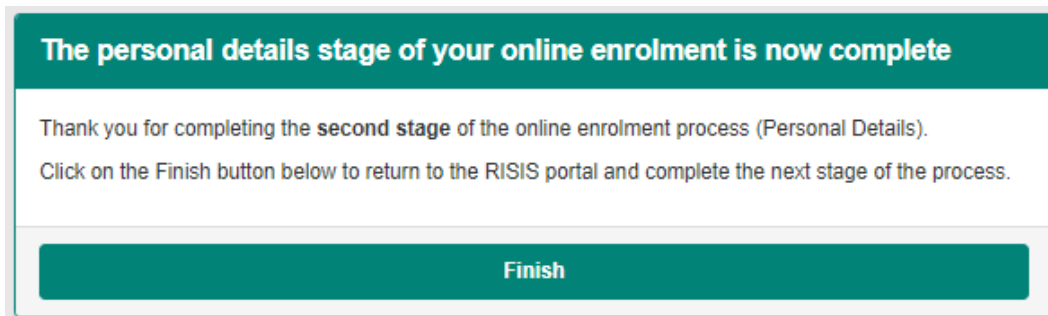
At this point, your screens are being updated to record that you have completed this section of online enrolment.

You may find there is now a short delay before moving onto the final step of Stage 2.

Stage 2 completion

You have now completed Stage 2: Personal Details of online enrolment.

Please click on the **Finish button** to return to the RISIS enrolment overview page and begin the next stage.



Stage 3

The Personal Details box is now green to show that you have completed Stage 2, and you should click on the **HESA Details** link to continue with your enrolment.

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.

[More information on HESA and its function.](#)

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 [email the Student Help team](#).

If you are a **returning student** and you need further help, please [contact your Support Centre](#).

Rules and Regulations

Personal Details

HESA Details

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.

HESA Details

Disability

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

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.

Please review this information and indicate whether the information held is correct or not.

Please note, due to technical limitations, that if you have declared multiple disabilities to our Disability and Advisory Team then what is considered to be your **primary** disability will be shown.

Once you have made your selection, please click **Continue**.

UoR online enrolment – new postgraduate research students

Please check your disability details

Please check your disability details shown below.

If your disability code is missing or incorrect, please inform the Disability Advisory Service (DAS) using the option below. **Please note:** technical limitations prevent putting more than one disability in this field. If you have declared multiple disabilities to DAS, then what is considered to be your **primary** disability will be named on this screen.

Mental health issues are included as disabilities under the Equality Act, however if you wish to access counselling or other mental health support while studying, you will need to register separately with the Counselling Service and/or Student Welfare Team.

Disability

Are your disability details correct?*

☐ Yes - click Continue to continue with online enrolment

☐ No - click Continue to inform the Disability Advisory Service and then continue with online enrolment

Continue

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 **Continue**.

What if the information shown is wrong?

If the information shown is wrong, please select '**No...**' **option**, and then click on **Continue**. This will take you to a screen which asks you to contact the Disability Advisory Service to confirm the correct information. You can use the link in that screen to contact them 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.

Selecting the '**No...**' **option** will not affect the enrolment process: you can carry on with the online enrolment process by clicking on **Continue**. 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

The University has to collect ethnicity information as part of our statutory HESA return to Government for reporting purposes. The information is held within our statistics and your personal details are not linked to those statistics.

Please choose the option that best reflects your ethnicity or ethnic group, or select **Prefer not to say** if you do not wish to disclose this information.

Once you have made your selection, please click **Store & Continue**.

UoR online enrolment – new postgraduate research students

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. To find out more about how your data is used you can read the [HESA Student Collection Notice](#).

What is your ethnicity or ethnic group?*

Store & Continue

Unique Learner Number

Some UK students have been issued with a 10-digit Unique Learner Number. If you are an overseas student, you might not see this screen.

Please note this is **NOT** the UCAS number, the UKPASS number, the UCAS Personal ID or any other number.

[More information about Unique Learner Numbers.](#)

If you have a Unique Learner Number, please enter it in the field on this page. If you do not have a number, please leave the field blank.

Click on **Store & Continue**.

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

Store & Continue

Highest Qualifications on Entry

The University needs to check that we have the right details on the database for the highest qualifications you had when you arrived. These details also need to be included in our statutory return to HESA.

Please review the highest qualification recorded for you. If the information is correct, select '**Yes**' and click **Confirm**.

UoR online enrolment – new postgraduate research students

If the information is incorrect or missing, select '**No...**', 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.

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.

Highest Qualification on Entry

First degree of UK institution

Is this data correct?*

☐ Yes

☐ No - the above details are incorrect

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

Confirm

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.

At this point, your screens are being updated to record that you have completed this section of online enrolment.

You may find there is now a short delay before moving onto the final step of Stage 3.

UoR online enrolment – new postgraduate research students

Stage 3 completion

You have now completed Stage 3: HESA Details of online enrolment.

Please click on the **Finish button** to return to the RISIS enrolment overview page and begin the next stage.

The HESA details stage of your online enrolment is now complete

Thank you for completing the **third stage** of the online enrolment process (HESA Details).

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

Finish

Stage 4

The HESA Details box is now green to show that you have completed Stage 3, and you should click on the **Fees** link to continue with your enrolment.

Not all students will need to complete all of the screens in this section.

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.

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 **email the Student Help team**.

If you are a **returning student** and you need further help, please **contact your Support Centre**.



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.

Fees

Fee details

This screen advises you of 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 may also be required to pay research expenses as part of your Research degree. Please refer to your offer letter and any other documentation from your Admissions team for further clarification.

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 [UKCISA](#) which you can use to help you if you want to check if you are being charged the correct level of fee.

Please review the fee information displayed, including your programme of study, mode of attendance, fee status and tuition fee details. If the information is correct, select '**Yes...**' and click **Confirm**.

UoR online enrolment – new postgraduate research students

If any details are incorrect, please select ‘**No...**’ and click **Confirm**. You will then go to a screen that gives you a link to email the University Admissions Office to have the corrections made.

Please don't try to continue with online enrolment if the fees are incorrect. We need to get your records right first. The Admissions Office will let you know when the corrections have been made.

Please check your fee details

Fees Information - Part 1

Please note that you must complete this section even if you have already paid some or all of your tuition fees.

This screen shows the total tuition fee for your programme of study for this year, and how it has been calculated. The next screen (Fees Information - Part 2) 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:

Programme of study

Mode of Attendance

Fee Status

Details	Amount

Is the data shown above 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.

The next screen (Fees Information - Part 2) 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.

Confirm

Sponsorship details

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.

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

UoR online enrolment – new postgraduate research students

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.

Please review your fee and funding information carefully, check that the amounts shown are correct and select the option that best reflects your circumstances.

If your details are correct, select '**Yes..**' and click **Confirm**.

Please check your fee details

Fees Information - Part 2

If you have notified the University that your tuition fee will be paid all or partly by the Student Loans Company or by a sponsor in 2025/6 the details will be shown below. Examples of a sponsor might be a private company, a government body or a scholarship scheme.

Sponsor/SLC	Amount	Reference

Total fee:

Amount to be paid by Sponsor / SLC / Discount:

Amount to be paid by student:

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

If the tuition fee amount to be paid by you is £2,000 or less the whole fee must be paid before enrolment can be completed.

If the tuition fee to be paid by you is greater than £2,000 then the fee may be paid in two instalments. You are required to pay the first instalment in order to complete enrolment.

A later screen in the online enrolment process will allow you to pay your tuition fee 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 the online enrolment process and paid the amount which is due for tuition fees. Please note that if you have already paid your tuition fee liability then you can continue to the end of the online enrolment process and your record will be updated in due course to show that you have paid.

If you 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.

If you are a postgraduate student and already hold a qualification from the University of Reading which would entitle you to an **alumni discount** and this is not already shown in the details above, please select 'No - I may be eligible for an alumni discount'.

Are your details correct?*

☒ Yes - my details are correct

☐ No - my sponsor details are missing or incorrect

☐ No - I may be eligible for an alumni discount

Confirm

I have a sponsor but it's not showing my sponsor or it's incorrect on the screen.

If your sponsor details are not showing on the screen or it's incorrect, 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.

UoR online enrolment – new postgraduate research students

Notify incorrect sponsor details

As you have confirmed that your sponsorship details are incorrect or incomplete, please upload a copy of your sponsorship document.

Important: once you have uploaded your document, please click the **Return to portal** button below whilst you wait for any updates to be made. Failure to do so will mean that any changes made to your records will not be visible. 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).

Upload your sponsorship document/SLC application letter

Please attach a copy of your sponsorship document/SLC application letter

Browse My Computer

Upload

Back

Return to portal

I already hold a University of Reading qualification and I believe I'm entitled to an alumni discount, but it's not showing on the screen.

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.

Once you have reported the issue, click **Return to portal** while your record is reviewed and updated. You can continue with online enrolment once the issue has been resolved.

Notify incorrect sponsor details

If you think your fee details are missing an alumni discount, you will not be able to proceed with online enrolment until this has been checked and resolved.

Please notify the relevant office as soon as possible, pgadmissions@reading.ac.uk.

Once the problem has been resolved, you may continue with online enrolment.

Please ensure that you click on the Return to portal button below whilst you wait for any updates to be made. Failure to do so will mean that any changes made to your records will not be visible.

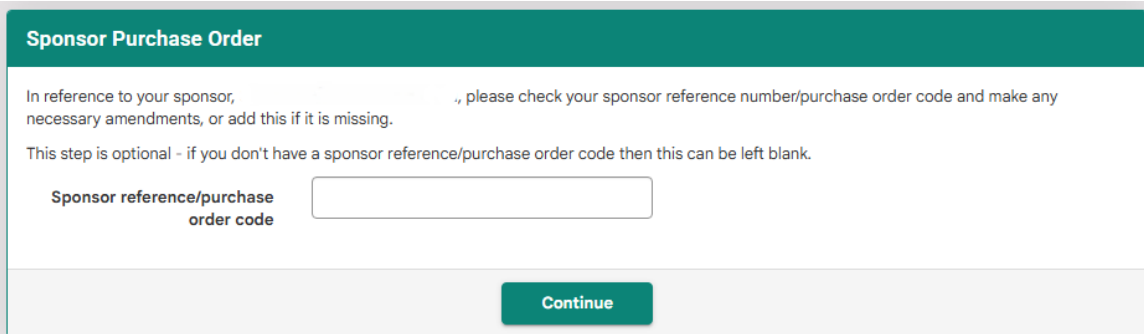
Back

Return to portal

Sponsor Reference/ Purchase Order

If your tuition fees are being paid by a sponsor and you know your Sponsor Reference number (or Purchase order number), please check that the number provided is correct and make amendments if necessary, then click **Continue**.

If you do not know your Sponsor Reference or purchase order code number, please leave the field blank and click **Continue**.



The screenshot shows a web form titled "Sponsor Purchase Order" in a teal header. Below the header, the text reads: "In reference to your sponsor, , please check your sponsor reference number/purchase order code and make any necessary amendments, or add this if it is missing." This is followed by a note: "This step is optional - if you don't have a sponsor reference/purchase order code then this can be left blank." There is a text input field with the label "Sponsor reference/purchase order code" to its left. At the bottom of the form is a teal button labeled "Continue".

Sponsor consent form

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.

Most sponsors want to know how your studies are progressing and it is usually a condition of their sponsorship. The University needs your permission to release details of your academic progress to your sponsor.

Please read the information provided and select whether you consent to the University sharing this information.

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.

Once you have made your choice, click **Store & Continue**.

UoR online enrolment – new postgraduate research students

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.

Consent to inform sponsors of progress*

☐ 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

☐ 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

Store & Continue

Fees Disclosure

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 **Store & Continue** to save your preference.

Fees 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.

Fees disclosure*

☐ 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.

Store & Continue

Pay your fees

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.

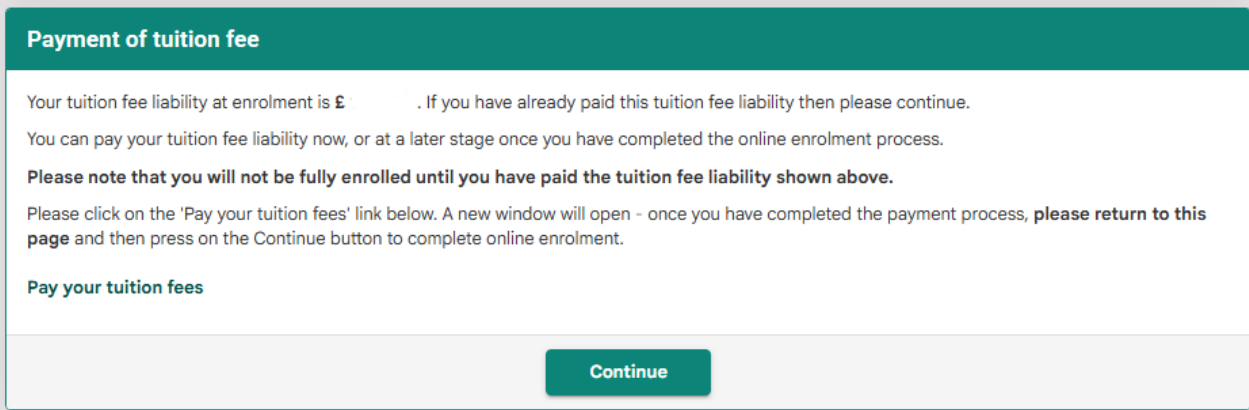
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If you want to pay your tuition fee liability now, please select **Pay your tuition fees** link on the page and complete the payment process in the new webpage that opens. Once you have completed the payment process, please return to the enrolment page and click **Continue** to proceed.

If you need to pay the tuition fee liability later, select **Continue**. You will have access to a link on the Enrolment Overview page, which you can return to when you are ready to pay your fees.

If you have already paid your tuition fees, click **Continue**.

Payment of Tuition Fee page providing students with the option to pay their tuition fees online and continue with enrolment once payment has been made or arranged, as explained on the page.



Payment of tuition fee

Your tuition fee liability at enrolment is £ . If you have already paid this tuition fee liability then please continue.

You can pay your tuition fee liability 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.

Please click on the 'Pay your tuition fees' link below. A new window will open - once you have completed the payment process, please return to this page and then press on the Continue button to complete online enrolment.

[Pay your tuition fees](#)

Continue

IMPORTANT

We will charge your account in the first week of the semester. 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 the semester 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 semester.

Finish online enrolment

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

Please click on **Finish** to close off the process of online enrolment and return to the RISIS Portal home page. From here you can review any remaining actions required to complete your enrolment, such as paying fees, ID checks and campus card collection.

The Fee Details stage of your online enrolment is now complete

Thank you for completing online enrolment.

Your portal options will now have been updated, and you will no longer have access to the online enrolment process. The RISIS Portal 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.

Please click on the Finish button below to return to the RISIS Portal home page.

Finish

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, the Online Enrolment box in the Enrolment Overview is green and the steps listed as completed, 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.

Enrolment Overview for 2023/4

The Fee Payment box below only relates to the payment required in order to complete enrolment. For detailed information about your fees and payments, please see the 'My Finance Report' option which you can access via the Information menu above.

Online Enrolment	Online Enrolment complete - Stage 1: Rules and Regulations - Completed - Stage 2: Personal Details - Completed - Stage 3: HESA Details - Completed - Stage 4: Fees - Completed
Fee Payment	Tuition Fee Payment required
Identification Check	Identification Check required
Campus Card	Campus Card not yet available
Username	Username not yet available

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.

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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. To make this payment, click on **Fee Payment** to go to the online Fees Payment site.

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/Irish 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 original passport ready**. In addition, you will also need to show one of the following:

- Vignette (visa sticker in your passport if applicable)
- If your course is more than 6 months based in the UK, an electronic share code to share your digital immigration permission with the University.
- If you applied for your Immigration permission from outside of the UK, you will also need to show your travel ticket (electronic copies are acceptable).
- If you have made your new visa application from inside the UK and are awaiting the decision, you will need to provide evidence of a valid submitted visa application, your most recent immigration permission and a share code.
- If you do not have an entry stamp in your passport, you will need evidence of your entry date to the UK this can be a train, plane or ferry ticket/booking which can be shown to a member of staff electronically or hard copy.

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.

If you are a **British or Irish national**, 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.

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

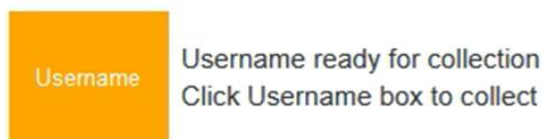
Once we have received your payment, or have received confirmation from your sponsor, and have had a copy of your visa and passport or photo identification, you will be able to follow a link to collect your University username.

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.

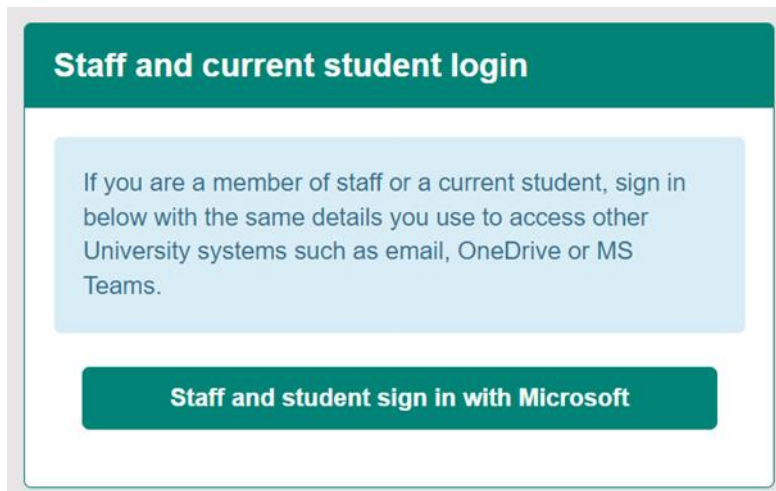
Once your username has been generated, the Username box in the Enrolment Overview will be orange to show that your username is ready for collection.

Clicking on **Username** will take you to another page for you to collect and activate your University Username.



During the University username collection process 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.

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My username isn't available to collect

Whilst the DTS database and the student database are linked, the data needs to be refreshed on a daily basis. If you have only just finalised the remaining actions, it may be that there has been a delay in the data transfer as username generation can take 24 – 48 hours at peak times.

Please log out and then look again in 1 to 2 days. If you still can't collect your username, please email the Student Information Systems (SIS) Team on risis@reading.ac.uk and we will investigate the problem.