Online Registration for New Overseas Students

You should see the following screen when you first login to Student E-Service

Check your status at the bottom of the screen.

It should read “Ready to Register Online”

You will find useful information in the College Links panel on the right hand side of your screen.
Online Registration for New Overseas Students

Passport and Visa Information

Overseas students need to complete the Passport/Visa section prior to completing their online registration.

If you have not completed the Passport/Visa section you will not be able to register.

If we are still waiting for your Passport and/or Visa information you will see the following message when you attempt to register

Your passport and/or visa details are missing. Please upload a copy of your passport and/or visa as soon as possible. If you require further advice please email: records@imperial.ac.uk

All international students must record their passport number and upload a scanned copy of their passport photo page.

International students that need to apply for a visa to study at Imperial will need to do this before a CAS can be issued.

Once you have been issued with a visa you must input your visa number and upload a scanned copy of your visa.

You will not be able to register until you have done this.

Once you have provided your Passport and/or Visa information this will need to be checked by Registry staff. Please allow 2 days between uploading your Passport and/or Visa information and attempting to register

If you need information or advice about CAS or Visas please refer to the International Office website http://www3.imperial.ac.uk/international
You can find the Passport/Visa information by selecting the **Personal Details** tab.

If you have **already** uploaded your Passport information to obtain a CAS you do **not** need to provide this again as part of the Registration process.

If you have **already** uploaded Passport information it will appear on the Passport/Visa page.
Online Registration for New Overseas Students

Uploading your Passport information

Click on the **Add New** button to enter your Passport details.

Once you have entered your Passport details you need to click on the **Upload File** link to upload a scanned copy of your Passport photo page.
Online Registration for New Overseas Students

Uploading your Visa information

Click on the **Add New** button to enter your **Visa** details.

You **only** need to upload Visa information for the visa that allows you to study at Imperial. This would usually be a Student Visa.

If you have another Visa that allows you to study in the UK, (for example Dependent Visa) then you will need to upload that Visa. Please refer to the International Office website for further information [http://www3.imperial.ac.uk/international](http://www3.imperial.ac.uk/international)

Once you have entered your **Visa** details you need to click on the **Upload File** link to upload a scanned copy of your Visa.
NEW STUDENTS ONLY – College ID Photograph

As part of the online registration process you must upload a photograph to be used for your College ID card.

It is important that you take the time to review the Photograph Criteria before taking your photograph.

When you are satisfied that your photo meets the College photograph criteria, select Upload Photograph on the right hand of your screen.
Online Registration for New Overseas Students

This will take you to the following screen

You will need to read the guidance notes provided on this page to ensure your photograph meets the College criteria

The **file size** of your photograph should not exceed **30kb**

If you are satisfied that your photo meets the College requirements select **Go to Photo Upload**

You will then be able to upload your photograph to the College for review.

If you need to make changes to your photograph, prior to uploading it select **Go to the Photo Editor**

From this screen you can link to **online photo editors** to assist you with editing or resizing your photograph.

Once you have made the necessary changes to your photograph you will be able to upload your photo by following the link at the bottom of the page.
Online Registration for New Overseas Students

When you have successfully uploaded a photograph you will see the following message on your personal details screen:

You will be able to view your photograph again to ensure it meets College requirements.

If your photograph does not meet these requirements you will need to delete it and upload a new photograph.

Once you have completed your online registration your photograph will be reviewed by the College and your ID card will be issued.
Online Registration for New Overseas Students

Personal Information
To successfully complete your online registration you need to complete the following questions;

1. Disability Information
2. Disability Living Allowance
3. Home Address
4. Term Address
5. Emergency Contact Details
6. Religion
7. Gender Identity
8. Sexual Orientation
9. Passport and Visa Information (International Students only)

The Disability section has two compulsory questions, Disability Information and Disability Living Allowance.

You will need to answer both the Disability question and the Disability Living Allowance question, highlighted below.

Navigate to the Addresses tab to view and update your current addresses.

You will need to complete all three fields on this page in order to successfully complete your online registration.

If your Home and Term addresses are the same you will still need to update your address in both the Home and Term address fields.

If you do not yet know your term address when you are completing your online registration, please give the same address as your home address and update it as soon as you know your term address.

UK postcodes must be entered in the format used in this example: SW7 2AZ
Online Registration for New Overseas Students

Imperial College London

Student e-Service

Addresses

Emergency Contact Information Saved

Your Address Details

HOME Address

123 London Road
United Kingdom
SW1 2AB

TERMS Address

55 London Road
United Kingdom
SW1 2AZ

Please click on Update to amend the address displayed or to enter a new address.

The Home address is the main address we use to send information to you such as examination results and degree certificates, so it is important you ensure we have the correct address at all times. It may differ from your Term Time address. (Please note that you must provide a Home address). UK postcodes must be entered in the following format - SW1 2AZ.

Emergency Contact Details

Mr. John Smith
Brother
436 London Road
London
United Kingdom
SW11 2BA
Telephone: 4467
Mobile: 4468

Please enter the contact details of the person you would like to be contacted in the event of an emergency while you are studying at the College. We only require one Emergency Contact for you. Click Add New to change your current Emergency Contact, or Editor to change their details.
Online Registration for New Overseas Students

Course Information

You will find details of your current course in the Course Information tab.

Please check these details carefully to ensure they are correct.

If your course details are not correct, please complete your online registration and use the Notify Us button to email us your correct course details.
Completing your Online Registration

When you select the Online Registration tab for the first time you should see the following screen.

If you haven’t provided all of the information required you will see an error message in the top left hand corner of your screen.

These errors will need to be corrected before you can proceed with your online registration.

If there are no errors, you will be able to read and accept the terms and conditions and continue with your registration.
Online Registration for New Overseas Students

You will then see a summary of your details.

Please review this information carefully.

Selecting Confirm will take you to the next stage of your registration.

If you need to make changes, select Cancel and you can return to the appropriate tab to update or correct the information.
Online Registration for New Overseas Students

This is the final stage of the online registration process.

Students need to **print** this page as proof of their registration.

New students should take the printed confirmation of registration page to the Halls of Residence safety talk in order to receive your College ID card.

Those not in Halls of Residence should take the printed page along to your Department in order to receive your College ID card.

**If you were unable to upload a photo, you will need to take the confirmation of registration page to the Security office in order to have your photo taken.**

All new students should print this page as confirmation of your registration.

If you arrive after week one of term you will not be able to upload a photo in Student E-Service.

You will therefore need to take your confirmation of registration page to the Security Office in order to have your photo taken.
Online Registration for New Overseas Students

To ensure you have successfully completed your registration, navigate to the Home screen by clicking on the Home tab.

Check your status at the bottom of the screen.

If you have successfully completed your registration your status should read **Registered or Registration in Progress**

Our system updates every hour. If our system has not yet updated your Registration information it will read Registration in Progress. If you see this status, you needn’t take any further action, and your registration is complete.