

Online Registration for New Home or EU Students

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

Home → Personal Details → Personal Information → Addresses → Course Information → Student Funding → Online Registration → Applications → Academic Record →

Home

Welcome to Imperial College Student e-Service

By accessing this service you can:-

- View your status with the College for the current session.
- Upload your photograph for your College ID card (only available to you up to and including 27 Sep 2013)
- Register Online
- Update your Personal and Address Details to make sure they are up to date
- Track the progress of any new applications you make (if you are declining an offer of admission for your first choice course and now wish to be considered for your second choice please contact your Admissions team: <http://www3.imperial.ac.uk/registr/abouttheregistry/contacts#admissions>)
- Access useful links providing information about the services we offer and to pay your tuition fees on-line

Please do not use the 'Back' and 'Forward' buttons on your browser as they will not work within Student e-Service. Please use the tabs above to navigate between pages.
Please ensure that you log out of Student e-Service using the 'Logout' link at the top of the page.

If you have any difficulties using the facility please click on the 'Frequently Asked Questions' link (within 'College Links' on the right) to access our online help facility.

Registration

- Undergraduate students in receipt of a loan from Student Finance England (also known as the Student Loans Company) do not need to bring their payment schedule letter into Registry as the College has procedures in place to confirm your attendance directly to Student Finance England.
- If you are a non-European international student you must input your passport number and upload the page of your passport containing your personal details and photograph. You can do this in the Personal Details tab. Failure to provide this information is likely to lead to the termination of your registration with the College and mean that we will have to report you to the UKBA which could result in your visa being revoked.
- You must register at the start of your course and again at the start of each subsequent academic year using the online registration system.
- You will receive an email each year informing you when it is time to register.

Your current status is : Ready to Register Online

College Links

- [Tuition Fee Payments](#)
- [Request a Statement or Transcript](#)
- [How to Register](#)
- [New Students Website](#)
- [Transport for London Student Discount Application](#)
- [Opening a Bank Account](#)
- [Council Tax](#)
- [Document Requests](#)
- [Term Dates](#)
- [International Students/Visas](#)
- [Imperial College Bursaries](#)
- [Student Finance](#)
- [Student Hub](#)
- [Providing Passport and Visa information - Overseas students](#)
- [Frequently Asked Questions](#)

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 Home or EU Students

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

Home → **Personal Details** → Personal Information → Addresses → Course Information → Student Funding → Online Registration → Applications → Academic Record →

Personal Details | Passport/Visa

Your Personal Details

ID Photograph

Please upload a photograph which will then be used for your College ID card. Once you have registered, your photo will be reviewed to ensure that it meets our quality standards. If your photograph is accepted and you are residing in Student Halls you will be issued with an ID card by your Warden after your safety talk. If you live in Private Accommodation your card will be sent to your department for distribution. If your photograph is rejected you will be notified by email at the address(es) listed below.

Please read the **photograph criteria** before taking and uploading your photo.

You will be able to upload a photograph up to and including 27 Sep 2013. If you are unable to upload a photograph before this date, you can go to the [Security ID Card Office](#) with proof of your registration to get a photo taken.

Personal Details

Title	
Last Name	
First Names	
Preferred Given Name	
Date of Birth	
Gender	
Country of Citizenship	
College Identifier	

If any of your Personal Details in this section are incorrect please click on the Notify Us button. Please note most changes to Personal Details will require you to bring documentary evidence into the Registry.

Upload Photograph

Notify Us

Online Registration for New Home or EU Students

This will take you to the following screen

Personal Details | Passport/Visa

Personal Details: Personal Details > Photograph Upload

The guidance below will help you send us an acceptable photograph and will help avoid the need for us to ask you to upload another photograph.

File Size Requirements

- Photograph file type should be .jpeg or .jpg (Convert other file formats by opening with MS Paint and save it selecting 'Save as type: JPEG')
- File size should not exceed **30** KB (Reduce file size using photo editor, link below)

Photo Quality Requirements

- Taken against a white background so that your features are clearly distinguishable against the background
- Only you must be visible, no other people or objects
- Must be recent and a true likeness of you
- A close up of your head and shoulders
- Sharp focus, clear and in good light
- You must face forward and be looking straight towards the camera
- Your eyes open (no sunglasses, nor heavily tinted glasses and no hair across your eyes)
- Hair must not be covered unless for religious beliefs or medical reasons

I need to edit, crop or resize my photo to meet the requirements listed above --> [Go to photo editor](#)

I have a photo which meets all the requirements listed above --> [Go to photo upload](#)

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.

Imperial College London Student e-Service

Home | Personal Details | Personal Information | Addresses | Course Information | Student Funding | Online Registration | Applications | Academic Record

Personal Details | Passport/Visa

Personal Details: Personal Details > Photograph Upload >

Upload ID Card Photo

My photo meets the following requirements:

- File size is less than 30 KB and file type is JPEG or JPG
- White background with no other people or objects visible
- Close up of head and shoulders
- Recent photo
- Sharp focus, clear and in good light
- Facing forward with eyes open and hair uncovered (unless for religious or medical reasons)

Note on the Data Protection Act. By uploading your photograph and personal information you consent to us processing your data for general administrative purposes. These purposes include the production of your College Identity card, and storage of your image on the College's security database. (access to which is strictly controlled)

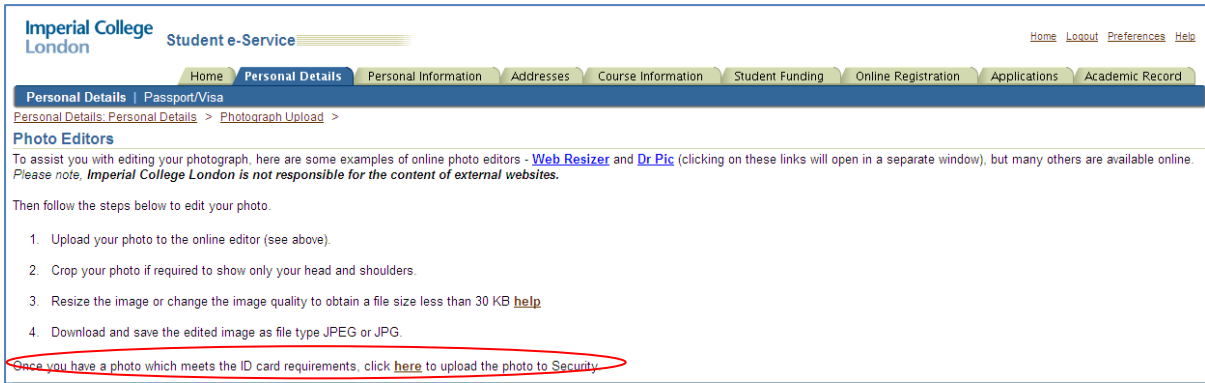
* Your Photograph

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 Home or EU Students



Imperial College London Student e-Service

Home Personal Details Personal Information Addresses Course Information Student Funding Online Registration Applications Academic Record

Personal Details | Passport/Visa

Personal Details: Personal Details > Photograph Upload >

Photo Editors

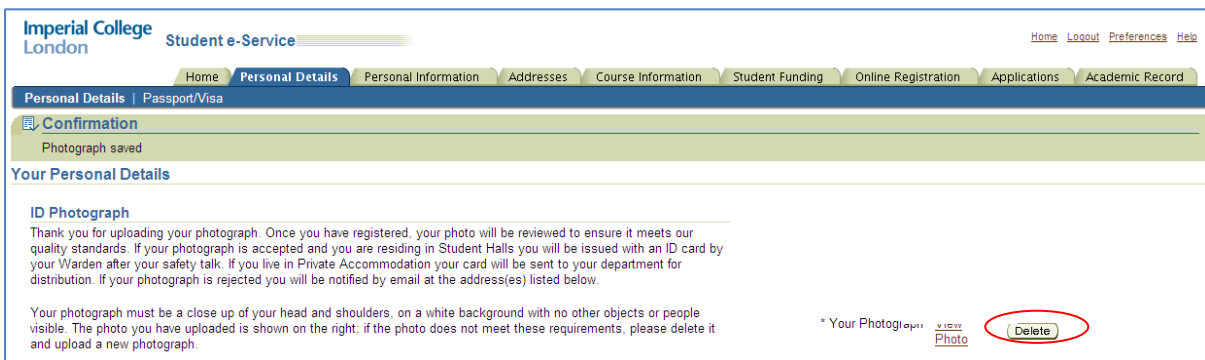
To assist you with editing your photograph, here are some examples of online photo editors - [Web Resizer](#) and [Dr Pic](#) (clicking on these links will open in a separate window), but many others are available online. Please note, **Imperial College London is not responsible for the content of external websites.**

Then follow the steps below to edit your photo.

1. Upload your photo to the online editor (see above).
2. Crop your photo if required to show only your head and shoulders.
3. Resize the image or change the image quality to obtain a file size less than 30 KB [help](#)
4. Download and save the edited image as file type JPEG or JPG.

Once you have a photo which meets the ID card requirements, click [here](#) to upload the photo to Security.

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



Imperial College London Student e-Service

Home Personal Details Personal Information Addresses Course Information Student Funding Online Registration Applications Academic Record

Personal Details | Passport/Visa

Confirmation

Photograph saved

Your Personal Details

ID Photograph

Thank you for uploading your photograph. Once you have registered, your photo will be reviewed to ensure it meets our quality standards. If your photograph is accepted and you are residing in Student Halls you will be issued with an ID card by your Warden after your safety talk. If you live in Private Accommodation your card will be sent to your department for distribution. If your photograph is rejected you will be notified by email at the address(es) listed below.

Your photograph must be a close up of your head and shoulders, on a white background with no other objects or people visible. The photo you have uploaded is shown on the right; if the photo does not meet these requirements, please delete it and upload a new photograph.

* Your Photograph [View Photo](#) [Delete](#)

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 Home or EU 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
6. 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.

The screenshot shows a form titled "Disability and Disability Living Allowance". It contains two sections: "Disability" and "Disability Living Allowance", both of which are circled in red. Each section has a dropdown menu. To the right of the form, there is a message: "We are required to collect information on disabilities so please check and update if necessary." Below this message is a "Save" button. At the bottom of the form, there is a note: "Please select a value for both Disability and Disability Allowance. Please click the 'Save' button on the right after selecting the appropriate values from the drop-down lists".

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 Home or EU Students

Imperial College London Student e-Service [Home](#) [Logout](#) [Preferences](#) [Help](#)

[Home](#) [Personal Details](#) [Personal Information](#) **Addresses** [Course Information](#) [Student Funding](#) [Online Registration](#) [Applications](#) [Academic Record](#)

Confirmation
Emergency Contact Information Saved

Your Address Details

HOME Address 123 London Road United Kingdom SW7 2AZ	Update	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 - SW7 2AZ
TERM Address 55 London Road United Kingdom SW7 2AZ	Update	Please click on Update to amend the address displayed or to enter a new address. The Term Time address is where you will be living while attending the College, it may differ from your Home Address. (Please note that you must provide a Term Time address). If you do not yet know your term-time address, please enter your home address here and then update this when your actual term-time address is known. UK postcodes must be entered in the following format - SW7 2AZ
Emergency Contact Details Mr. John Smith Brother 456 London Road London United Kingdom SW11 2DL Telephone: +447 Mobile: +447	Edit	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 Edit to change their details.

[Add New](#)

Online Registration for New Home or EU 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.

Home → Personal Details → Personal Information → Addresses → **Course Information** → Student Funding → Online Registration → Applications → Academic Record →

Course Information | Research | Interruption of Study

Your Course Details

This page shows your current course details.

Your current status is: Ready to Register Online

Course Code	JF52
Course Title	Materials Science & Engineering (BEng 3YFT)
JACS Code	J511
Qualification Aim	BEng degree of Imperial College London and the Associateship of the Royal School of Mines (ARSM)
Course Year	YEAR 1
Undergraduate/Postgraduate	Undergraduate
Full Time / Part Time	Full Time
Start Date	28-Sep-2013
Planned End Date	27-Jun-2016
Department	Department of Materials
Location	South Kensington
Fee Status	Home

If the course displayed is not correct because you have recently transferred course you can still register. At busy times of the year, we are not always able to process course transfers immediately. If you are unsure please go ahead and register but email us with the new course details as well. It is important that you are registered with the College and the course details can be corrected later.

[Notify Us](#)

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.

Online Registration for New Home or EU Students

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.

The screenshot shows the Imperial College London Student e-Service interface. The top navigation bar includes links for Home, Personal Details, Personal Information, Addresses, Course Information, Student Funding, Online Registration (highlighted), Applications, and Academic Record. A red box highlights an error message in the top left corner:

ERROR: Please complete the following details before registering:-
(1) Your **Home address** using the Addresses page;
(2) Your **Emergency Contact** using the Addresses page;
(3) Your **Term address** using the Addresses page;
(4) Your **Term Address Type** using the Addresses page;
(5) Your **Disabled Student Allowance** using the Personal Details page;
(6) Your **Religion** using the Personal Information page;
(7) Your **Gender Identity** using the Personal Information page;
(8) Your **Sexual Orientation** using the Personal Information page;

A red oval highlights the text "Step 1 of 3" in the center of the page. Below the error message, the page title is "Online Registration". A notice states: "Please read this notice before you complete the registration process." The notice includes sections for "DATA COLLECTION NOTICE STUDENTS" and "TUITION FEE LIABILITY". At the bottom, there is a section for "Overseas Students" with a checkbox for "I have checked my passport and visa details held on Student sService and confirm that they are correct." and another checkbox for "I accept the terms and conditions and wish to register". A "Register" button is located at the bottom right of the form.

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 Home or EU Students

You will then see a summary of your details.

The screenshot shows the 'Online Registration' page for Imperial College London. The page is titled 'Imperial College London Student e-Service' and includes navigation links for Home, Logout, Preferences, and Help. The main navigation bar contains tabs for Home, Personal Details, Personal Information, Addresses, Course Information, Student Funding, Online Registration (selected), Applications, and Academic Record. The page content is as follows:

Online Registration
Online Registration: Online Registration >

Step 2 of 3

YOUR REGISTRATION IS ALMOST COMPLETE
Please check that all the following details are correct before proceeding with your Registration.

Home Address 123 Exhibition Road London United Kingdom SW7 2AZ	Term Time Address 55 London Road United Kingdom SW7 2AZ
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Your Emergency Contact
Mr. John Smith

Important Personal Details
Term Time Accommodation: Own Residence
Disability Living Allowance: No disability

Buttons:

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 Home or EU Students

This is the final stage of the online registration process.

Imperial College London Student e-Service

Home Logout Preferences Help

Home Personal Details Personal Information Addresses Course Information Student Funding Online Registration Applications Academic Record

Step 3 of 3

Your registration for Academic Year: is confirmed.

College Identifier
Full Name
Course Code
Course Title
Attendance Type
Start Date
Planned End Date

Please print this page to use as proof that you are registered at Imperial College for the Academic Year shown. New students should bring along this printed confirmation page at start of term to collect your College ID card.

You can now make fee payments online at this location : <http://www.imperial.ac.uk/payments/>

If you are in receipt of a College bursary or scholarship please click [here](#) to access your electronic payslip

Printable Page

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 Home or EU 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.