Re: Registration – September 2015

Congratulations on gaining your place at The University of Manchester. This letter will detail what actions you need to take before you begin your studies as well as what to expect when you arrive in Welcome Week. During this week, which commences on Monday 21 September 2015 there will be induction and registration events, along with other activities, to welcome you to Manchester.

Please read the get ready guide as it will guide you through the registration process: http://www.welcome.manchester.ac.uk/getready/

Welcome Week (21-25 September)

Welcome Week Timetable of Events
You must attend the Welcome Week events beginning on Tuesday 22 September

Ask Me
If you have any queries regarding registration or Welcome Week please email mathematics@manchester.ac.uk or telephone +44 (0)161 275 0176. It is also important to inform us if you are going to arrive after 21 September.

A provisional programme of the events that will take place during Welcome Week is shown below.

<table>
<thead>
<tr>
<th>Welcome Week Events:</th>
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<tr>
<td><strong>Monday 21 September 2015</strong></td>
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<td><strong>Tuesday 22 September 2015</strong></td>
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If your offer is still conditional please can you send any outstanding proof of meeting your conditions to us as a matter of urgency? Please e-mail your remaining documents to pgt-maths@manchester.ac.uk. If you are unable to meet your conditions in time, please let me know if you wish to defer your entry or withdraw your application. For current MSc students, who are not expected to receive their final results until November/December, please send us a copy of your results so far. We will require a copy of your final result by the end of December 2015.

A finalised programme of the events that will take place during Welcome Week, together with your Welcome Pack and Crucial Guide, will be available for you w/c Monday 14 September 2015.

**Information for all Postgraduate Students**

- **Induction Module**
  After you have completed IT sign up and confirmed your place, you will gain access to the full view of My Manchester, your personal student portal (https://my.manchester.ac.uk/). You will need to log in with your new username and password. Once you have access to My Manchester, browse and familiarise yourself with the content in the tab headers. Before you arrive you will need to access the MATH70000 Induction Module in Blackboard, the university’s online learning environment which can be found under the tab ‘Blackboard’ (available from **Monday 14 September 2015**).

  The module will provide important information regarding your studies in the School of Mathematics, including the Health and Safety and Academic Malpractice courses. You MUST complete these courses before 2 November 2015.
• **Crucial Guide:** The Postgraduate Crucial Guide contains a lot of useful information and you should read it through before your arrival in Manchester. The Crucial Guide is available online at [http://www.studentnet.manchester.ac.uk/crucial-guide](http://www.studentnet.manchester.ac.uk/crucial-guide)

• **Registration**
Please register for your programme on-line. Registration starts from 1st September 2015. Once you have confirmed your attendance and are ready to register you need to complete your IT Sign-up at [www.manchester.ac.uk/itservices/itaccountmanager](http://www.manchester.ac.uk/itservices/itaccountmanager). You can complete registration from any PC with an internet connection and may carry out registration, including online payment, off campus. A step-by-step guide of how to complete your registration can be found in the Crucial Guide and online at [http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/registration/](http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/registration/). If you prefer to pay your tuition fees over the telephone, please contact the Registration Helpline on +44 (0)161 306 5544. If you are not able to complete your financial registration online, you will be able to do so in person at the venues shown below. For this you will need to take your log-on details, banking details and payment and a sponsorship letter (if applicable).

• **International Students Arrival**
Before you can collect your Student Card, international students need to Check-In. Here we will scan your passport and visa – a requirement of the Tier 4 visa. You will also have the opportunity to book an appointment for police registration, if required, and collect a bank confirmation letter which will help you to set up a UK bank account. After completing Check-In, you will receive a check-in card which will allow you to complete registration and collect your Student Card.

• **Qualification Checks for Tier 4 Visa Students (International (non-EU) students only)**
We will also be asking you to bring your original academic transcripts or certificates relating to your qualifications. This is nothing to be concerned about - we are simply required to confirm the information that we provided to the home office in your CAS statement as part of our responsibilities as a Highly Trusted Sponsor of Tier 4 students.

**The documents that you will need to provide are those that were listed in your CAS statement.** If your CAS statement included a declaration that you meet the English language requirement, you must also provide the original certificate.

Once you have completed registration you will be able to collect your Student Card from one of the following venues. International students will need to bring their passports and ID cards with them to the international check in venue in order to collect their Student Card.
<table>
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<tr>
<th>Student Card Collection</th>
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<tbody>
<tr>
<td><strong>Venue</strong></td>
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<tr>
<td>Library (55 on the map)</td>
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<tr>
<td>Owens Park (Fallowfield Campus)</td>
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<tr>
<td>Whitworth Hall (50 on the map)</td>
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<tr>
<td>Council Chamber (Whitworth Building campus map ref 50)</td>
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<tr>
<th>International Check In Venues</th>
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<tbody>
<tr>
<td><strong>Venue</strong></td>
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<tr>
<td>Whitworth Corridor</td>
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<tr>
<td>Whitworth Hall (building 50)</td>
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</table>

- **Help**

  If for any reason you are unable to complete registration online, or you would like to speak to someone please contact the registration team on +44 (0) 161 275 5000, option 4, available Monday-Friday between 10.00am and 4.00pm. For further information log in to My Manchester and choose Academic Life then click on Registration, Registration Process, Paying your Tuition Fees and then Help.

- **Accommodation**: If you have not already arranged accommodation in Manchester, please do so as soon as possible by contacting the Accommodation Office. In addition, the Accommodation Office can provide details of private lettings. Their contact details are:

  [http://www.accommodation.manchester.ac.uk](http://www.accommodation.manchester.ac.uk)
  email address: accommodation@manchester.ac.uk;
tel +44(0)161-275 2888; fax +44(0)161 275 3213.

- **Orientation Programme for International Students**

  Orientation Programme for new international students for the 2015/16 year, will take place from 17 - 20 September. Attendance at the Orientation Programme itself is strongly recommended for all new international students. You can find the orientation guide at
http://www.manchester.ac.uk/international/arrival/orientation/ and this contains details of all of the events available as part of the programme.

- **PG Workrooms**
  Research Students will be allocated a space in a workroom with a desk and computer within the School of Mathematics for the duration of their programme. Room details and keys will be given to when you come to collect your Welcome Pack.

**Important information for students funded through the school only (School Scholarships, Industrial Bursaries)**

- **Tuition Fees**
  If you were notified of a funding award, the School of Mathematics will be making arrangements to pay your tuition fees. Please contact mathematics@manchester.ac.uk immediately if you have any problems with your funding from the School.

- **Maintenance Allowance**
  If you were awarded a stipend to cover the cost of your maintenance, you will be paid at the beginning of each month by direct debit into your personal bank account starting from October. **PLEASE MAKE SURE THAT YOU ENTER YOUR BANK ACCOUNT DETAILS ONTO THE SYSTEM AT THE TIME OF YOUR REGISTRATION**

  If you are expecting to receive an award from the University of Manchester make sure you have entered you bank account details into the student system so that we can pay you.

  Make sure you are logged in to My Manchester using your central username (e.g mfbxiskv) and password – which you were given when you signed up for your IT account.

  - If you haven't used the University's central computing facilities before you may sign up now to activate your central account and obtain your username and password.
  - If you have forgotten your password call +44 (0) 161 306 5544, or go to the Account Recovery process

  Go to the 'My Services' Tab and click the 'Student System' link

  Click Campus Finances and then View Financial Aid and click on the green button to enter your bank details.

  **Note:** If you cannot see this green button, this means that we already have bank details on record for you.

  If you wish to change your bank account details, please visit the Student Services Centre during opening hours to complete the appropriate paperwork.
Useful Resources

My Manchester (including Crucial Guide)
https://app.manchester.ac.uk/Default.aspx

School of Mathematics Postgraduate Taught Student Handbook
http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-students/

Mathematics Registration
http://www.maths.manchester.ac.uk/study/postgraduate/information-for-current-students/

Orientation Guide (International (non-EU) students)
http://www.manchester.ac.uk/international/arrival/orientation/

International Society
http://www.manchester.ac.uk/study/international/why-manchester/multicultural/community-societies/society/

English Language Proficiency Test Date
http://www.langcent.manchester.ac.uk/english/academicsupport/testing-service/

Accommodation Office
http://www.accommodation.manchester.ac.uk

Manchester Student Homes (Private housing bureau)
http://www.manchesterstudenthomes.com/

If you have any queries regarding your registration, please do not hesitate to contact the Mathematics Teaching and Learning Office on +44 0161 275 5802/ 50176 or the registration helpline on +44 (0)161 306 5544.

We look forward to welcoming you to Manchester in September.

Yours sincerely,

Anna Bigland

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