

Easy How-To Guide: Study Abroad Online Registration

As a Study Abroad student, you will now have access to the Online Registration Portal. Online Registration allows students to enter enrolment information prior to arrival.

Online Registration takes less than 5 minutes to complete. This will create a faster and easier enrolment process in London—which means more time for students to enjoy their Study Abroad experience at **University of the Arts London**.

Students can access the UAL Student Portal here: https://sits.arts.ac.uk/urd/sits.urd/run/SIW_LGN

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1. Logging into the UAL Student Portal

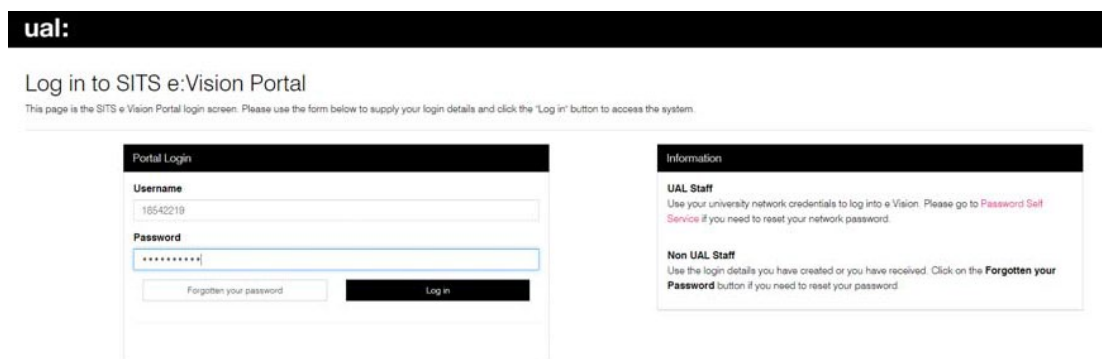
[Access the UAL Student Portal](#)

For **Username** enter your 8-digit Student ID number

*Remember—Your Student ID number comprises only numeral (0123456789) and no letters (ABC...)

For **Password** enter your personal UAL password

*The first time you log into the portal, use your date of birth in this format:
dd/mm/yyyy (please include the forward slashes “/”). You will be prompted to re- set your password.



The screenshot shows the 'Log in to SITS e:Vision Portal' page. At the top, there is a black header with 'ual:' in white. Below the header, the text 'Log in to SITS e:Vision Portal' is displayed, followed by a small instruction: 'This page is the SITS e:Vision Portal login screen. Please use the form below to supply your login details and click the "Log in" button to access the system.' The main content area is divided into two sections. On the left, the 'Portal Login' section contains a 'Username' field with the value '16542219', a 'Password' field with masked characters, and two buttons: 'Forgotten your password' and 'Log in'. On the right, the 'Information' section contains two sub-sections: 'UAL Staff' with instructions to use university network credentials and a link to 'Password Self Service', and 'Non UAL Staff' with instructions to use login details and a link to 'Forgotten your Password'.

2. Access My Online Registration

Select My Online Registration from the menu banner.

If you have any difficulty accessing the Online Registration Task, please contact studyabroadoffice@arts.ac.uk



The screenshot shows the UAL Student Portal home page. At the top, there is a black header with 'ual:' in white. Below the header, there is a navigation menu with the following items: 'Home', 'My Pre-registration', 'my Personal Details & Messages', 'my Application(s)', and 'my Funding'. The 'My Pre-registration' item is highlighted with a green box. Below the navigation menu, the text 'Home Page' is displayed. At the bottom, there is a 'System Message(s)' section with a message that reads: 'Hello CHIARA26, welcome to your UAL portal.'

This will take you to the Online Registration Task. You will need to complete the steps of Online Registration **in order**.

If you do not have the information or document to upload for any given step, please leave the field blank and continue with the Online Registration task. Any incomplete field can be amended later or completed during the enrolment process.

ual: CHAWAN TEST2026 Logout

Home Page My Pre-registration my Personal Details & Messages my Application(s) my Funding

My Pre-registration

My Pre-registration

Return CHAWAN to your Study Abroad BA (Hons) Three-Dimensional Design pre-registration

 NO IMAGE AVAILABLE

In order to complete pre-registration, please complete each of the following steps in the process. As you successfully complete each step you will see a green indicator ✓. Any steps in the process which are incomplete will be highlighted by a red indicator ✗.

Once you have completed pre-registration, you will receive information on the next steps to complete enrolment.

Please click [here](#) to view the University's privacy policy.

Your enrolment status is **Not Enrolled** ✗

Online Pre-Registration Steps

Personal Details	Incomplete ✗	Start	(You can make further changes in this step until you have completed the enrolment process)
Contact Details	Incomplete ✗	Start	
Emergency Contact Details	Incomplete ✗	Start	
Programme Details	Incomplete ✗	Start	
Visa and Immigration Details	Incomplete ✗	Start	
Upload Photo	Incomplete ✗	Start	
Terms & Conditions of Registration	Incomplete ✗	Start	

3. Check Personal Details

Check that your personal details are correct. If any of your details are incorrect, please contact studyabroadoffice@arts.ac.uk

ual: CHAWAN TEST2026 Logout

Home Page My Pre-registration my Personal Details & Messages my Application(s) my Funding

Personal Details

This is the information you have provided on your application. The data will be used for your student record. If any information on this page is incorrect, please contact the Admissions Team - Contact details are available on the website [here](#).

Title

Forename

Middle Name(s)

Known as

Family Name

Date of Birth

Date	Month	Year
28	02	1998

Gender

[Continue](#)

Once you have checked your details, press **Continue**

Please enter your background information.

*If there are any personal details you prefer not to disclose, please select **Prefer Not to Say**

Once you have entered your background details, press **Continue**

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Background Information

On this page we are collecting background information on you - this will be used to provide statistical information to the Higher Education Statistics Agency (you can access the HESA website [here](#)). Please note that there is an option to not disclose any of this information if you wish. We will process this data with your consent, which you can withdraw at any time by contacting your Admissions Team.

Legal Nationality

Ethnic origin*

Country of permanent address

Does your parent/guardian have a higher education qualification?*

Parental occupation* Laboratory technicians

Do you have a Disability?*

Gender Identity - are you still the same Gender you were assigned at Birth*

Do you have a dependent aged 16 or under?*

What is your religion/belief?*

What is your sexual orientation?*

Do you have caring responsibilities for an adult family member, friend or neighbour?*

[Continue](#)

4. Check Contact Details

Check your permanent address details. If any of your details are incorrect, please contact studyabroadoffice@arts.ac.uk.

You will also need to add your Term Time Address in London (if known) and your contact phone number in London (if known). If you do not know the address where you are living or your London contact phone number, you may leave these fields blank. Please send your contact details in London to studyabroadoffice@arts.ac.uk as soon as possible. We cannot complete your enrolment until your Term Time contact details have been confirmed.

Once you have entered your contact details, press **Next**

The screenshot shows the 'Contact Details' page on the UAL website. The page has a black header with the UAL logo and navigation links. The main content area is white and contains two sections: 'Permanent Address' and 'Term Time Address*'. Each section has a table of fields with their current values. At the bottom of each section is an 'Edit' button. At the bottom of the page are 'Back' and 'Next' buttons.

Permanent Address	
Address	25A PALACE ROAD WESTMINSTER LONDON
Postcode	W6T 2SD
Country	Afghanistan
Telephone	+901 901-224-224-224
Mobile Number	No information on record
UAL Email Address	No information on record

This is the information you have provided on your application. If any details are incorrect please contact the Admissions Team.

Term Time Address*	
Term Time Accommodation Type	INSTITUTION MAINTAINED PROPERTY
Address	SPRING HILL 17 FLOODEN STREET CAMDEN LONDON
Postcode	SE5 8UH
Country	United Kingdom
Mobile Number	No information on record
Email Address	No information on record

5. Enter Emergency Contact Details

Please enter the contact details of your preferred Emergency Contact person. This may be a friend or family member. If you do not know the contact details of your Emergency Contact person, you may leave this area blank.

*It is recommended that you do not list another Study Abroad student as your Emergency Contact person.

*The Emergency Contact person can be based in the UK or in your home country

Once you have entered your Emergency Contact details, press **Next**

ual:
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Emergency Contact Details

Please provide us with an emergency contact. This is the person we will get in touch with in the event of an accident or emergency during your period of study.

Emergency Contact Details

Relationship*
FATHER
Forename*
Michael
Family Name*
Talman
Mobile*
+044 07956 233 8978
Country*
Email Address
michaeltalman@mailinator.com

Edit

Exit
Next

Please enter the contact details of your preferred Contact person at your Home Institution or Study Abroad Provider. This may be a Study Abroad Advisor, Academic Advisor, or contact person in London. If you do not know the contact details of your Home Institution Contact person, you may leave this area blank. Please send your Contact person's details to studyabroadoffice@arts.ac.uk as soon as possible. We cannot complete your enrolment until your emergency contact and Home Institution contact details have been confirmed.

Once you have entered your Home Institution Contact details, press **Save**

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Home Institution Contact Details

Please provide information on your point of contact at your home institution.

Title *
Princess
Princess
Forename of Contact
Family Name of Contact *
SDFGHKL
Relationship (e.g. Study Abroad Advisor / Professor) *
vbn
Email Address
Contact Phone Number *
123456

Save

6. Check Programme Details

Check your Study Abroad programme address details. If any of your details are incorrect, please contact studyabroadoffice@arts.ac.uk

Once you have checked your Study Abroad course details, press **Continue**

ual:
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Programme Details

This is the information you have provided on your application. If any details are incorrect please contact the Admissions Team.

Academic Year	2018/19
Course	Study Abroad BA (Hons) Three-Dimensional Design
Pathway	BA (Hons) Three-Dimensional Design (Full Time)
Programme	CCW Study Abroad Courses
College	Camberwell Chelsea Wimbledon Colleges
Mode of Attendance	Full time according to Funding Council definitions
Level of Study	Study Abroad
Dates of Study	24-Sep-2018 - 21-Jun-2019

Exit
Continue

7. Enter Visa and Immigration Details

Enter your visa type and passport details.

*Most students studying for programmes lasting less than 6 months will arrive with a Standard Visitor visa. Students studying on longer programmes may require a Student visa. If you are unsure what visa you will need or how to obtain a visa, [check our visa and immigration page](#).

ual:
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Visa & Immigration Details

UAL has a legal obligation to hold your visa and immigration data, to ensure you have the correct permission to study in the UK. If you are not sure what to upload, please visit our website [here](#).

This is the information you have provided on your application. If any details are incorrect please contact the Admissions Team.

Current Immigration Status	Overseas Confirmed – Tier 4 General
Passport Upload	Upload files

Please upload an electronic copy of your passport. **You will need to bring the original to your enrolment event.**

Passport Number			
Passport Expiry Date	Date	Month	Year

Continue
Exit

If you do not know your passport or visa details, you may leave this area blank. Once you have entered your passport details, press **Continue**

ual:
CHIARA26 TESTF2F26
Logout

Home Page
My Pre-registration
my Personal Details & Messages
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my Funding

Visa & Immigration Details

UAL has a legal obligation to hold your visa and immigration data, to ensure you have the correct permission to study in the UK. If you are not sure what to upload, please visit our website [here](#).

This is the information you have provided on your application. If any details are incorrect please contact the Admissions Team.

Visa Upload	Upload files
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If you already have your BRP/visa please upload it now - click [here for an example of what to upload](#). If you do not have your BRP/visa card yet please **do not upload** anything at this point - you will be able to upload it at a later stage. **You will need to bring the original to your enrolment event.**

Visa Number			
Visa Expiry Date	Date	Month	Year

Continue

If you have already received your visa, please enter your visa details.

*Some students will obtain their visa when they arrive in the UK and pass through passport control. If you have not arranged your UK immigration permission when you are completing the Online Registration task, please leave this area blank. Please send your UK immigration permission documents to studyabroadoffice@arts.ac.uk as soon as possible. We cannot complete your enrolment until your UK immigration permission status has been confirmed to study.

*If you are joining a course that is shorter than 6 months and arranging your **Standard Visitor** permission upon arrival at the UK border, you must upload a **copy of the stamp** you received in your passport. If you entered the UK through the eGates and you do not receive a stamp in your passport then you must upload either a copy of your boarding pass or your flight/train tickets as **evidence of your date of entry** to the UK.

*If you are already in the UK when you are completing the Online Registration task, you must upload your stamped **entry clearance vignette**. If you enter the UK through eGates, you must also upload a boarding pass or flight/train tickets as **evidence of your date of entry** to the UK as you will not receive an entry stamp. If you have already collected your Biometric Residence Permit (BRP), you **must upload both sides of your BRP card**.

*If you do not know your visa number or your visa expiration date, please leave these areas blank.

Once you have entered your visa details, press **Continue**

8. Upload Photo

UAL requires a photo from each student to be uploaded on the system to identify who they are. The photo will be used to create your student ID card. The photo should be recent and the student face should be clearly visible.

To submit an ID photo, click **Browse My Computer** and select the photo you wish to use. Then click **Upload**.

*It is not mandatory for you to upload a photo at this time, however it will not be possible to generate your student ID card until you have submitted an ID photo. If you do not submit an ID photo when you complete the Online Registration task then you will need to send an ID photo via email to studyabroadoffice@arts.ac.uk before the start of your course

Once you have completed this step, press **Next**

The screenshot shows the UAL online registration interface. At the top, there is a navigation bar with the UAL logo and user information (CHIARA26 TESTF2F26 Logout). Below the navigation bar, there is a breadcrumb trail: Home Page > My Pre-registration > my Personal Details & Messages > my Application(s) > my Funding. The main content area is titled 'Upload Photo' and contains the following text: 'Please upload your student photo, this will be used for your ID card and identification purposes.' Below this, there is a section titled 'Upload Student Photo' with the text: 'Please upload your student photo, this will be used for your student card.' This is followed by a list of requirements: 'Your photos must: be a close-up of your full head and upper shoulders, contain no other objects or people, be in clear contrast to the background.' Below the requirements, there is a note: 'You can upload a maximum of 1 individual file. Only PDF / JPG / PNG files are accepted. Maximum file size 5MB'. There are two buttons: 'Browse My Computer' and 'Upload'. Below the buttons, there is a note: 'Uploaded files can be cropped using the "Edit Image" button before the "Upload" button is clicked.' At the bottom, there is a note: 'Please click "Upload" before you click on the "Next" button. Uploaded files will appear below as well as on the main screen.' A 'Next' button is located at the bottom right of the form.

9. Complete Online Registration

You're almost done with Online Registration and ready to begin your Study Abroad experience!

Select **Terms & Conditions of Registration**.

Once you have read the [Terms & Conditions of Registration](#), please **tick the box to indicate that you agree**.

Please indicate how you would like us to contact you in the future. When you have finished please select **Complete Online Registration**

The screenshot shows the UAL (University of the Arts London) online registration interface. At the top, the UAL logo is on the left, and the user's name 'CHIARA26 TEST2F26' and a 'Logout' link are on the right. Below the header is a navigation bar with links: 'Home Page', 'My Pre-registration', 'my Personal Details & Messages', 'my Application(s)', and 'my Funding'. The main content area is titled 'Terms and Conditions'. It contains the following text: 'Please read and confirm that you have accepted our [terms and conditions](#) to complete your pre-registration.' Below this is a checkbox labeled 'I have read and accept the Terms & Condition of Registration*'. Further down, there is a paragraph about marketing communication, followed by two checkboxes: 'I would like to join the marketing email mailing list' and 'I would like to join the marketing SMS mailing list'. A footnote explains that 'Intersections' is a weekly roundup of events. Below this is another checkbox: 'I would like to join the diversity mail list "Intersections"'. A paragraph about the Students' Union (Arts SU) follows, with a link to their website and an email address. At the bottom, there is a checkbox: 'I would like to opt out of the Arts SU membership'. At the very bottom of the form are two buttons: 'Exit' and 'Complete Pre-Registration'.

Once you have completed Online Registration, you can log out of the UAL Student Portal.

Please remember to complete the Online Registration Task before your Study Abroad programme begins. You will not be able to complete enrolment until the Online Registration Task is complete.

If you have any difficulty accessing the Online Registration Task, please contact studyabroadoffice@arts.ac.uk