

Easy How-To Guide: Study Abroad Pre-Registration

As a confirmed Study Abroad student, you will be given access to the Pre-Registration Portal. Pre-Registration allows students to enter enrolment information prior to arrival.

Pre-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.

Access the [UAL Student Portal](#).

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

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1. Logging into the UAL Student Portal

Students can access the UAL Student Portal here:

https://sits.arts.ac.uk/urd/sits.urd/run/SIW_LGN

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.

ual:

Log in to SITS e:Vision Portal

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.

Portal Login

Username

Password

[Forgotten your password](#)

Information

UAL Staff
Use your university network credentials to log into e:Vision. Please go to [Password Self Service](#) if you need to reset your network password.

Non UAL Staff
Use the login details you have created or you have received. Click on the **Forgotten your Password** button if you need to reset your password.

2. Access My Pre-Registration

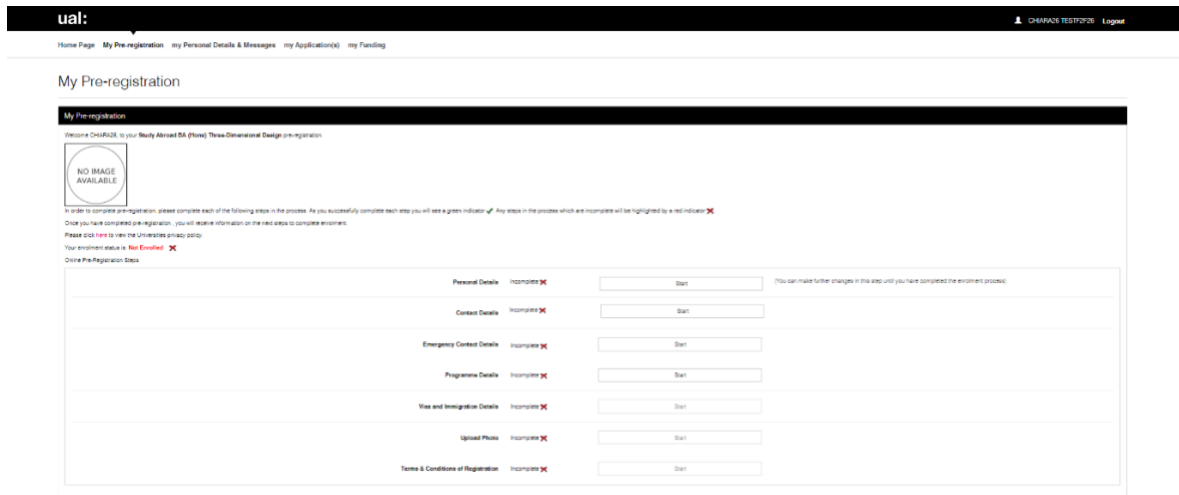
Select My Pre-Registration from the menu banner

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



This will take you to the Pre-Registration Task. You will need to complete the steps of Pre-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 Pre-Registration task. Any incomplete field can be amended later or completed at your Enrolment session.



3. Check Personal Details

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

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	MS
Forename	CHUFADE
Middle Name(s)	
Known as	CHUFADE
Family Name	TEST2F225
Date of Birth	Date: 28 / 02 / 1998
Gender	Female

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**

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	Chinese
Ethnic origin*	Asian - Indian
Country of permanent address	China
Does your parent/guardian have a higher education qualification?*	No
Parental occupation*	Laboratory technicians
Do you have a Disability?*	No disability
Gender Identity - are you still the same Gender you were assigned at Birth?*	Yes
Do you have a dependent aged 16 or under?*	No Dependents
What is your religion/belief?*	Christian
What is your sexual orientation?*	Gay woman/bisexual
Do you have caring responsibilities for an adult family member, friend or neighbour?*	Yes

Continue

4. Check Contact Details

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

You may also add your Term Time Address in London (if known). If you do not know the address where you are living, you may leave this area blank.

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

The screenshot shows the 'Contact Details' page on the UAL website. The page has a navigation bar at the top with 'Home Page', 'My Pre-registration', 'My Personal Details & Messages', 'My Application(s)', and 'My Funding'. On the right, it shows the user's name 'SHARON TESTER' and a 'Logout' link. The main content area is titled 'Contact Details' and includes a note: 'We are required to hold your home and term time addresses for your records - Please check the details below and update your term time address.' There are two main sections: 'Permanent Address' and 'Term Time Address*'. The 'Permanent Address' section displays the following details: Address: 23A PALACE ROAD, BEECHDALE, LONDON; Postcode: NW1 3SD; Country: Afghanistan; Telephone: +011 901-224-4334(LUKAI); Mobile Number: No information on record; UAL Email Address: No information on record. Below this is a note: 'This is the information you have provided on your application. If any details are incorrect please contact the Admissions Team.' The 'Term Time Address*' section displays: Term Time Accommodation Type: INSTITUTION MAINTAINED PROPERTY; Address: BRIDGE HILL, 17 FLOODEN STREET, CANNERSWELL, LONDON; Postcode: SE5 8UH; Country: United Kingdom; Mobile Number: No information on record; Email Address: No information on record. At the bottom of the form, there are 'Edit' buttons for both sections and a 'Next' button.

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.

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

ual: CHARA26 TESTF2F26 Logout

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

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	michealtalman@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.

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

ual: CHARA26 TESTF2F26 Logout

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

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 that 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: CHIARA26 TESTF2F26 Logout

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

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.Sep2018 - 21.Jun2019

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 Short Term Study visa. Students studying on longer programmes may require a Tier 4 visa. If you are unsure what visa you will need or how to obtain a visa, please visit our **Next Steps for Offer Holders** guide: <https://www.arts.ac.uk/study-at-ual/study-abroad/next-steps-for-offer-holders/visas-and-immigration>

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**

The screenshot shows the 'Passport Upload' section of the UAL application form. At the top, it says 'Current Immigration Status' with a dropdown menu set to 'Overseas Confirmed - Tier 4 General'. Below that is the 'Passport Upload' section with an 'Upload files' button. A note states: 'Please upload an electronic copy of your passport. You will need to bring the original to your enrolment event.' Underneath are fields for 'Passport Number' and 'Passport Expiry Date' (with sub-fields for Date, Month, and Year). A pink 'Continue' button is at the bottom.

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 do not have your visa yet, leave this area blank

*For more information about obtaining the appropriate visa, please visit our **Next Steps for Offer Holders** guide: <https://www.arts.ac.uk/study-at-ual/study-abroad/next-steps-for-offer-holders/visas-and-immigration>

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

The screenshot shows the 'Visa Upload' section of the UAL application form. It features a 'Visa Upload' section with an 'Upload files' button. A note states: '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.' Below are fields for 'Visa Number' and 'Visa Expiry Date' (with sub-fields for Date, Month, and Year). A black 'Continue' button is at the bottom.

Some students will receive a vignette in their passport when they receive their visa. If you have received a vignette, please upload a photo

*This is not required for all types of visa. If you have not received a vignette, please leave this area blank

Some students are required to register with the police when they arrive in London as a requirement of their visa

*If you are not required to register with the police or have not yet registered, please leave this area blank

Once you have uploaded additional visa documents (if required), press **Continue**

ual: CHIARA26 TESTF2F26 Logout

Home Page My Pre-registration my Personal Details & Messages my Application(s) 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](#).

Entry Vignette Upload

If you have your entry vignette please upload it now. If you do not already have your entry vignette you will be able to upload it at a later stage. **You will need to bring the original to your enrolment event.**

Police Registration Upload

If you have your police registration please upload it now. If you do not already have your police registration you will be able to upload it at a later stage. **You will need to bring the original to your enrolment event.**

8. Upload Photo

Most Study Abroad students have already submitted an ID photo. This may or may not be visible on the portal at this time. If you wish to submit a new photo, click **Browse My Computer** and select the photo you wish to use. Then click **Upload**

*You are not required to upload a photo at this time

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

ual: CHIARA26 TESTF2F26 Logout

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

Upload Photo

Please upload your student photo, this will be used for your ID card and identification purposes.

Upload Student Photo

Please upload your student photo, this will be used for your student card.

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

You can upload a maximum of 1 individual file. Only PDF / JPG / PNG files are accepted. Maximum file size **5MB**

Uploaded files can be cropped using the "Edit Image" button before the "Upload" button is clicked.

Please click "Upload" before you click on the "Next" button. Uploaded files will appear below as well as on the main screen.

9. Complete Pre-Registration

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

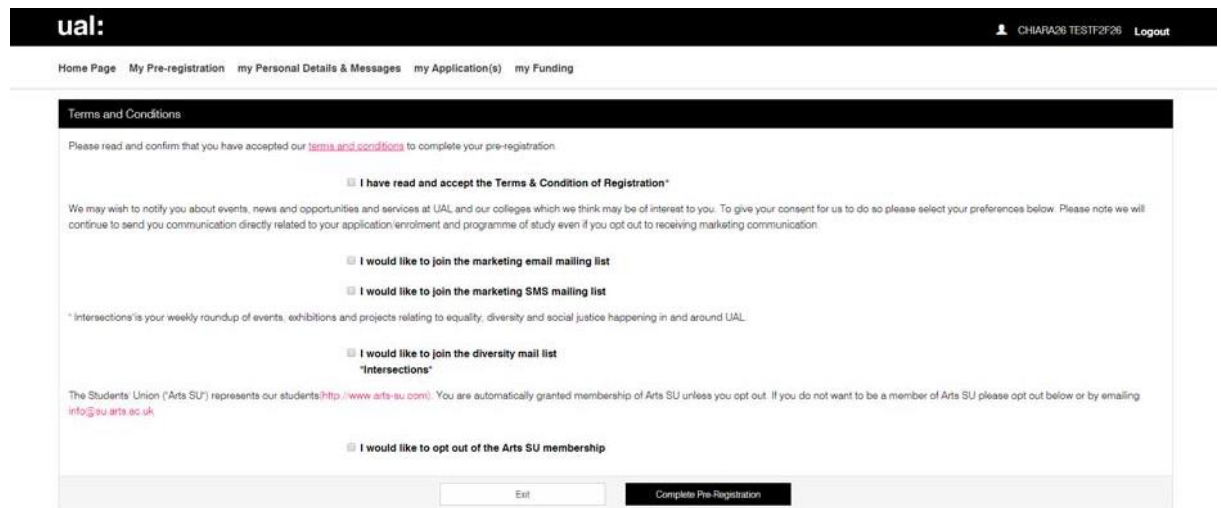
Select **Terms & Conditions of Registration**

Please read the Study Abroad Terms and Conditions: <https://www.arts.ac.uk/study-at-ual/study-abroad/study-abroad-terms-and-conditions>

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 Pre-Registration**



The screenshot shows the UAL Student Portal interface. At the top, the 'ual:' logo is on the left, and the user's name 'CHIARA26 TESTF2F26' and a 'Logout' link are on the right. Below the header is a navigation menu with links for 'Home Page', 'My Pre-registration', 'my Personal Details & Messages', 'my Application(s)', and 'my Funding'. The main content area is titled 'Terms and Conditions' and contains the following text:

Please read and confirm that you have accepted our [terms and conditions](#) to complete your pre-registration.

I have read and accept the Terms & Condition of Registration*

We may wish to notify you about events, news and opportunities and services at UAL and our colleges which we think may be of interest to you. To give your consent for us to do so please select your preferences below. Please note we will continue to send you communication directly related to your application/enrolment and programme of study even if you opt out to receiving marketing communication.

I would like to join the marketing email mailing list

I would like to join the marketing SMS mailing list

* Intersections is your weekly roundup of events, exhibitions and projects relating to equality, diversity and social justice happening in and around UAL.

I would like to join the diversity mail list "Intersections"

The Students' Union (Arts SU) represents our students: <http://www.arts-su.com/>. You are automatically granted membership of Arts SU unless you opt out. If you do not want to be a member of Arts SU please opt out below or by emailing info@su.arts.ac.uk

I would like to opt out of the Arts SU membership

At the bottom of the form, there are two buttons: 'Exit' and 'Complete Pre-Registration'.

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

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

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