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 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

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**
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.
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**

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**
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
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**

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**
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**
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
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](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

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.

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