

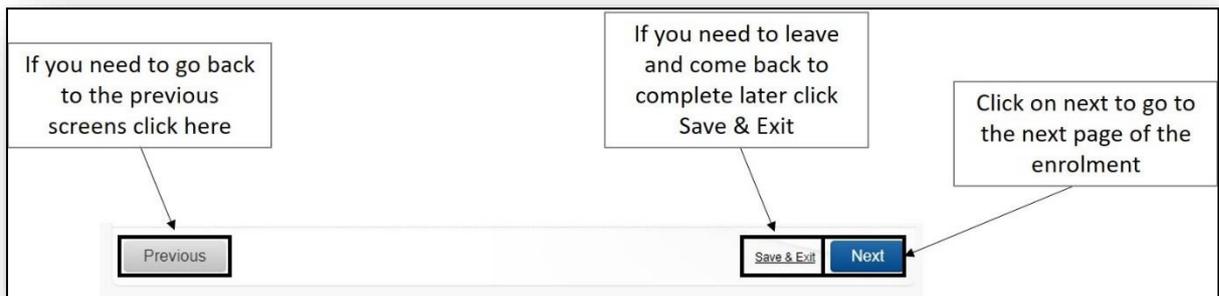
Online Enrolment Guide

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Top tips before you begin your enrolment

1. Make sure you read the information at the top of each page in the grey box – this will help guide you through what you need to do.
2. You will see buttons at the bottom of most of your screens which can take you back to your previous screen, save your progress for you to come back and complete later and the next button to take you to the next page. Please see screenshot below:



3. If you need more help if the question is underlined you can click on the question and a help box will open.



You can see where you are in your enrolment process by looking at the navigation on the right hand side your screen as highlighted below.

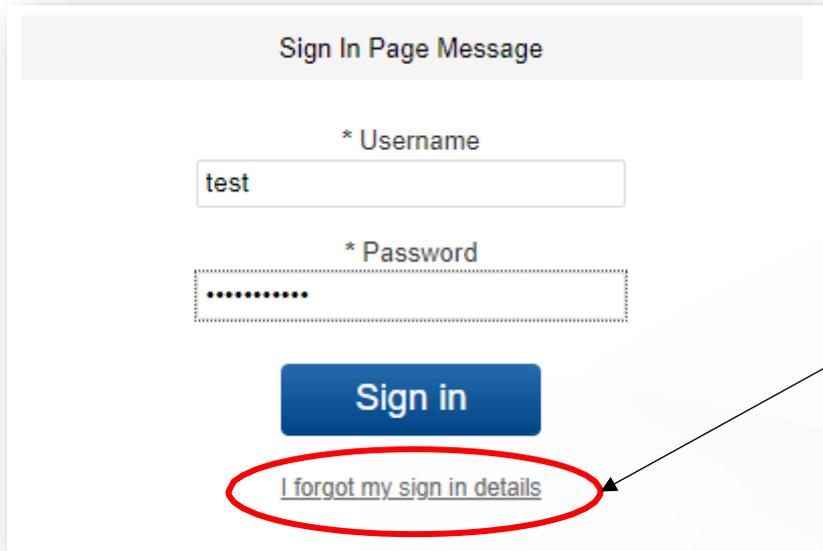


How do I access my online enrolment?

Step 1 – Logging in to the My QAHE portal

Click the link in the enrolment email you have received or alternatively click here: <https://eu-quercus.elluciancloud.com/app/qahe/f?p=1202:LOGIN>

You will need to login using the portal details you registered with when applying and accepting your offer.

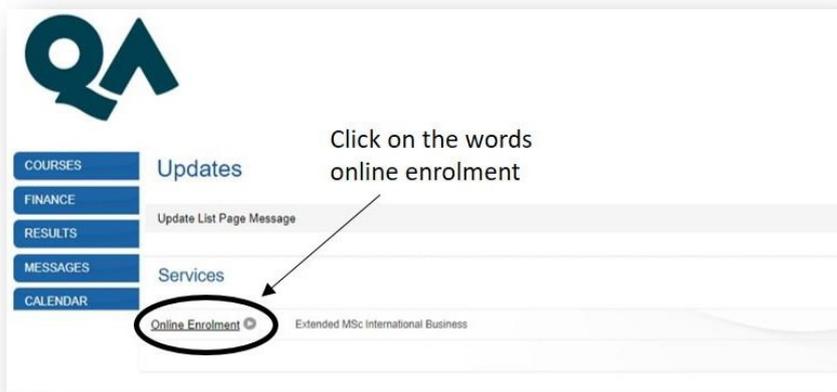


The screenshot shows a 'Sign In Page Message' form. It has two input fields: '* Username' with the text 'test' and '* Password' with masked characters. Below these is a blue 'Sign in' button. At the bottom of the form, the text '[I forgot my sign in details](#)' is circled in red. An arrow from the text on the right points to this link.

If you have forgotten your password, select this button circled and follow the instructions on screen.

Step 2 – I'm logged in – how do I get to the online enrolment?

Once you have logged in to your portal you should see your online enrolment in the middle of your screen as shown below.



Completing your online enrolment

- 1) Once you have clicked on the online enrolment link as shown in the previous step, the first page will show the information for the course and mode of study you will be enrolling on. This will be the course you have accepted your offer for.

Once you have checked these details select “next”.

- 2) On the next couple of pages you will be asked to confirm some personal details. Please select the option that most suits your circumstances.

Filling in the address page

You will be asked to provide the details for 3 different address types:

- Home Address – this is your permanent residence address – if you are an overseas student please provide your overseas address here. Please include a contact number and email address – if you are an international student please provide your overseas details.
- Term Address – this is the address you will be living in during your studies with us and should be a UK address. Please make sure you include your contact number and email address as this is where we will communicate with you.
- Mailing Address – this is a contact address where we can contact you if we need to and is likely to be the same as your term address. It is important that we can contact you on the address provided.

Please make sure you complete all 3 addresses and provide your mobile number and email address in all of the address requested.

If the address is the same as the previous address you can select this box to autofill the details.

Term Address

Same as Home

Document upload

You will need to make sure these documents are available on the device you will be using.

Please make sure you upload all documents that are required on this page, if you do not upload all documents required we will be unable to process your enrolment.

British students

- Photo page of your British Passport; or
- Full birth certificate and National Insurance letter/card; or
- Certificate of Naturalisation

European students

- Photo page of your passport; or
- European national identity card
- Proof of pre-settled/settled status or proof of application (if applicable)

Students with student immigration permissions

- Valid passport photo page or EU ID card
- Valid visa copy (Biometric card, vignette sticker inside passport or stamp).
- If your leave is based on a family member please provide their ID document, proof of relationship to you and proof of their current residence.

HESA question help

- Dependants – if you have anyone, especially a family member, for financial support.
- Disability - A disability is defined as having a physical or mental impairment that has a 'substantial' and 'long term' negative effect on your ability to do normal daily activities (including studying).
- Disability allowance – Are you currently in receipt of Disabled Students' Allowance?
- Domicile - the country that a person treats as their permanent home, or lives in and has a substantial connection with.
- Last institution attended – if overseas please select 'Other non-UK institution'. If you studied at a UK institution you can't find on the list please select 'Other UK institution.' This can also be found near the top of the list.
- Occupation code – What is your current job role? If you cannot find your job title please select a role from the list that is most similar to your role.
- Parent education – have your parents studied at a higher education level.
- Term time accommodation – where you will live whilst studying at the University e.g. do you own your own home/rent/parents' house.
- Sex identifier – Please specify your legal gender.
- Care leaver – Any adult who spent time in care as a child (i.e. under the age of 18). Such care could be in foster care, residential care (mainly children's homes), or other arrangements outside the immediate or extended family.
- Student Support number – if you do not have a student support number (Scottish Candidate Number) please type N/A.
- Source of tuition fees – if SFE please select paid in full by Student Awards Agency
- Sexual orientation - a person's identity in relation to the gender or genders to which they are sexually attracted.

Photo upload

Please upload a recent colour photo of your head and shoulders against a blank background without any obstructions.

This photo will be used for verification purposes and for your student ID card (when these become available).

Please do not upload any photo's containing the below:

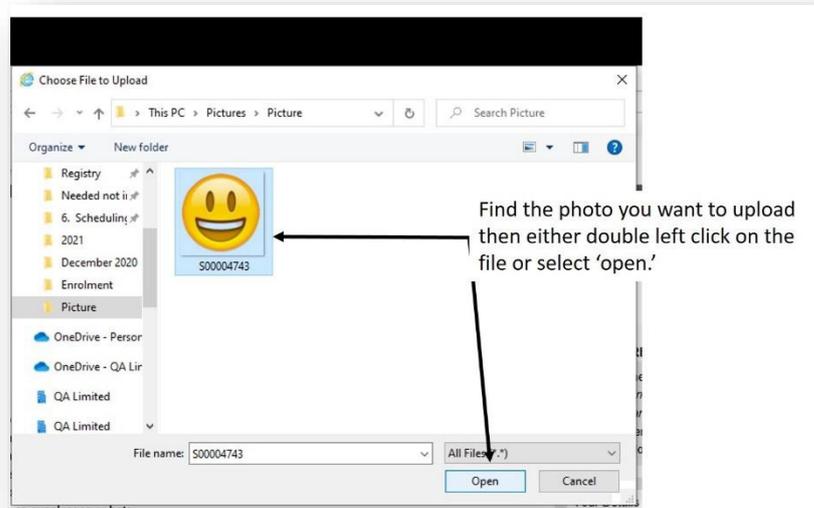
- Photos with filters or edited by any software
- Photo's containing other people or objects
- Anything obstructing your face such as sunglasses or hats
- Photos containing other people
- Photos of another photo
- Photos of the photo from your supplied ID documents

How do I upload my photo?

1. Make sure the picture you want to upload is saved on your device.



2. This will upload the file explorer – you need to find where the document is saved on your device and select it by either double clicking or by selecting 'open'. Once you have done this click next at the bottom right of the page.



Socio Economic classification

"The interaction between financial and social factors." Please select the description that is most suited to your circumstances.

Student Finance Customer reference number

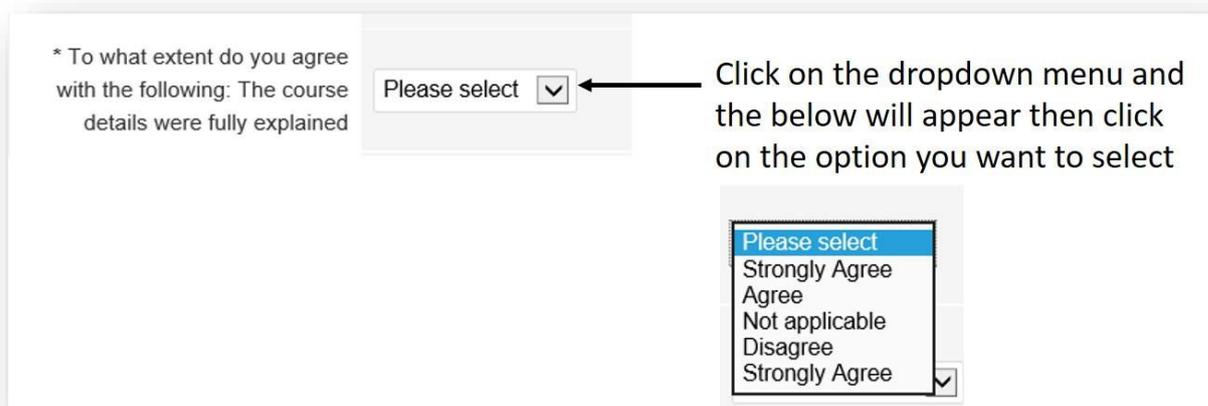
If you are funding your course through a student loan please provide your customer reference number – this can be found on communications that have been sent to you by the loans company.

Agency survey

QA Higher Education are committed to providing excellent service to our students ensuring that you have been given all the support and information needed to make an informed choice about where and what you study. We also expect this from anyone or any organisation that represents us. Your feedback is important to us.

1. Question 1 is asking for the name of the agency who helped you to apply to the University. If you came direct to the University please put QA Higher Education.
2. Read the next 5 statements and select from the dropdown menu next to them which best reflects how you feel with "Strongly Agree" being the highest and "Strongly Disagree" being the lowest.

Below is a screenshot of an example question.



3. For the question "Overall, I am satisfied with the support received" you will need to select the rating from the dropdown menu like you did with the previous statements.

10 is the highest level of satisfaction and 1 would be the lowest level of satisfaction.

Careers survey

Please read each of the questions in this section carefully.

1. Question 1: Are you currently in any type of employment?

If you are currently not in any type of employment/unemployed please select "No" from the dropdown menu then go to question number 12.

2. Question 2: What is the name of the company / organisation that you work for?

Please type the name of the organisation you work for in the box next to the question.

You do not need to answer this question if you are unemployed and answered no to question 1.

3. Question 3: What is your job title?

Please type your job title in the box next to the question. You do not need to answer this question if you are unemployed and answered no to question 1.

4. Question 4: Do you feel your current employment is related to your degree programme?

Please select Yes or No from the dropdown menu next to the question.

You do not need to answer this question if you are unemployed and answered no to question 1.

5. Question 5: What do you mainly do in your job? Please list your typical activities and responsibilities.

Write in the text box next to the question the main things you do in your job.

You do not need to answer this question if you are unemployed and answered no to question 1.

6. Question 6: Which of the following best describes the basis on which you are currently employed? You do not need to answer this question if you are unemployed and answered no to question 1.

Please select the best statement which suits your circumstances from:

- Employed – permanent – this means you currently have a job with guaranteed working hours.
- Employed - fixed term contract – this means you currently have a job with guaranteed working hours for a set amount of time for example a 9 month contract.
- Employed - zero hours contract – this mean you currently have a job but you don't have guaranteed working hours.
- Self-employed - this means you employ yourself and pay your own salary for example if you own your own business.
- Internship – working in a company for work experience
- Voluntary - working without payment

7. Question 7: How many hours, on average, do you work each week?

You do not need to answer this question if you are unemployed and answered no to question 1.

Choose from the options which suits your circumstances most frequently between:

- 1 – 16
- 17 – 34
- 35+

8. Question 8: On average over the last 6 months how much gross income (before deductions like tax, national insurance) have you earned through employment on average?

You do not need to answer this question if you are unemployed and answered no to question 1.

Choose which is closest to an estimated amount you have earned on average each month in the last 6 months from:

- £100 - £499
- £500 - £999
- £1,000 - £1,499
- £1,500 - £2,499
- £2,500+

9. Question 9: To what extent do you agree with the following statement: My current employment fits with my future career ambition?

You do not need to answer this question if you are unemployed and answered no to question 1.

Please choose which statement from the dropdown menu best suits what you feel with Strongly Agree being the highest and Strongly Disagree the lowest.

10. Question 10: To what extent do you agree with the following statement: My programme of study is directly linked to my desired future career and employment?

You do not need to answer this question if you are unemployed and answered no to question 1.

Please choose which statement from the dropdown menu best suits what you feel with Strongly Agree being the highest and Strongly Disagree the lowest.

11. Question 11: To what extent do you agree with the following statement: My programme of study is directly linked to my desired future career and employment?

You do not need to answer this question if you are unemployed and answered no to question 1.

Please choose which statement from the dropdown menu best suits what you feel with Strongly Agree being the highest and Strongly Disagree the lowest.

12. Question 12: Did you attend Secondary School (age 11 - 16) in the UK?

If you did not attend school in the UK please select no from the dropdown and go to question 14.

If you did attend secondary school in the UK please select from the 2 options:

- Yes - state funded – this means a public school that is government funded
- Yes - private/independent – this means the school was not privately funded

13. Question 13: Were you, at any point in secondary school, eligible for free school meals?

Please select yes or no from the dropdown menu.

14. Question 14: Did you attend 16-19 education in the UK, and if so, what type?

Did you attend a UK education establishment between the ages of 16 -19 years old. If no please select no from the dropdown and go to question 16. if yes please select the option from the dropdown that best suits you:

- Yes – state-funded 6th form - this means 6th form at a government funded school
- Yes – independent/private 6th form – this means you attended 6th form at a privately funded school
- Yes – Further Education College – please select this if you went to college rather than 6th form
- Yes - Apprenticeship
- Yes – Other – please select this if your education option isn't available on the list.

15. Question 15: Did you, at any point in 16 - 19 education, receive Educational Maintenance Allowance and/or funding from the 16-19 Bursary fund.

You only need to answer this if you attended education in the UK between the ages of 16 – 19. If this does not apply please go to question 16.

If you did receive Educational Maintenance Allowance or Funding please select the most option most relevant to you from the dropdown menu,

16. Question 16: Is your course funded through Student Finance England?

Please select yes or no from the dropdown menu,

17. Question 17: Which category of student most reflects you?

- UK Student – You must be ordinarily resident in the UK on the first day of the first academic year of the course. You must have been ordinarily resident in the EEA or Switzerland or Turkey or the overseas territories throughout the three year period preceding the first day of the first academic year of the course.
- EU Student – tuition fee only – if you are an EEA or Swiss National and are only receiving the Tuition fee loan from a Student Finance Loans company
- EU Resident 5+ years – if you are a European student and have resided in the UK for over 5 years

- EU Migrant Worker - If you have lived in the UK for less than 5 years and more than 3 years and are applying for a Student Finance Loan
- International Student

18. Question 18: Are you in receipt of a Maintenance Loan from Student Finance England?

You do not need to answer this if you selected no to question 18.

If yes – please select yes from the dropdown menu and go to question 19

If no or I don't know please select your answer from the dropdown menu and go to question 21

19. Question 19: How much Maintenance Loan do you receive from Student Finance England per year?

You do not need to answer this if you selected no to question 18.

Please select the most answer most suitable from the dropdown menu. If you do not yet have your answer from Student Finance please select "I don't know" from the dropdown menu

20. Question 20: Are you in receipt of any means-tested Maintenance Grant or Special Support Grant from Student Finance England?

Please select the most suitable answer to your circumstances from yes, no or I don't know from the dropdown menu.

21. Question 21: Do you have any registered disabilities or special educational needs?

Please select yes or no from the dropdown menu.

22. Question 22: Please briefly tell us what your aspiration are with regard to your career in 5 years' time. For example, I would like to be running

my own business which would probably be a shop selling my own clothing range or I would like to work for a bank and be at manager grade.

Please write a brief paragraph of your future career ambitions in the text box next to the question.

Changes to student contract

Please read the information that on the screen and select I agree from the dropdown menu to acknowledge you have read and understood.

Final step

Remember to click submit:

* [Click here to read the Terms and Conditions and then tick to accept.](#)

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