To: All new Teaching and Learning for Health Professionals (TLHP) students

August 2015

Dear Postgraduate Student

Mandatory online registration and arrangements for tuition fee payments for the 2015/16 academic session

Welcome to the Faculty of Health Sciences. In order that you can successfully register and start your new programme of study without delay, I would be grateful if you could carefully read and act upon the information contained in this letter, noting the necessary deadlines. The following refer to Faculty arrangements; they supplement any arrangements made separately by the TLHP Office.

1. Satisfying any conditions placed on your entry
1.1 In order that you can register quickly on your first module day (more details in paragraph 5, below), it is important that you refer to your online offer letter and satisfy any outstanding conditions by providing documentary evidence in advance.
1.2 As a last resort, you can bring the evidence to your first module day (see paragraph 5, below) but this will cause delays on the day. The Faculty is required to withdraw you from the programme two weeks after registration if you have not provided evidence of satisfying the conditions. If you envisage any difficulties with this, please contact the Faculty Office immediately.

2. Uploading a photograph for your Student card – deadline 8th September 2015
2.1 On your first module day (see paragraph 5, below), you will be issued with a University of Bristol student card bearing your photograph. This is valid for the duration of your programme of study and should be kept securely. You should carry it whenever you are on University premises, and you should show it to any member of University staff on request.
2.2 More details about the function of the card can be found on page 2 of the "Registration Guide for New Postgraduates".
2.3 In order for the University to be able to produce your card, you must upload a photograph online by visiting the image upload website, www.bristol.ac.uk/cardservices/newstudents, read the guidance and follow the instructions carefully.
2.4 For identity checking purposes you will be asked to enter your family name, your date of birth and your student number (from your offer letter).

3. Payment of Tuition Fees for the Academic Session 2015/16
3.1 Tuition fees are due on the first day of your programme of study.
3.2 Please refer to pages 10-11 in the enclosed “Registration Guide for New Postgraduates” for details of how to pay. Please note that you can only pay by one payment.
3.3 Details of how sponsors are managed are listed in the Registration Guide.
4. **Online Registration Deadline 8th September 2015**

4.1 Students register online via [www.bristol.ac.uk/studentinfo/new](http://www.bristol.ac.uk/studentinfo/new). In order to log in, you will need your surname, date of birth and your student number (printed on your offer letter). Help screens will provide more detailed information on the process.

4.2 The Student Info site is then used throughout the year by students to update addresses and emergency contact details, to view unit registration and exam timetable information (where appropriate).

4.3 The facility to register will be available from **31st August – 8th September 2015**. It is imperative that you register within this period.

4.4 At the end of the process, you should print the ‘Certificate of Registration’ page, which will include a reference number and the date of registration, as proof that the process is completed.

4.5 If you have difficulties with the online registration process, please try again later. If problems persist and you cannot complete registration, please contact the Faculty Office.

5. **Completion of Registration Process**

5.1 This will take place at your first day of your first module. Please ensure that you have registered online by the 8th September 2015.

5.2 Please bring your ‘Certificate of Registration’ (see 4.4 above) and any outstanding conditions to your first module day so we can complete your registration. Please note that you will need to make prior arrangements with the Faculty to bring evidence for outstanding conditions to the registration event.

Thank you in advance for registering in good time and alerting the Faculty Office of any difficulties.

Yours faithfully,

Allison Maggs
Senior Postgraduate Admissions Administrator