

Registration Information

1. After you have accepted the offer of a place at the University of Greenwich you will be emailed your **user name and password** (after 04/01/12). If you do not receive this email, and have accepted our offer, please contact the **helpline** on: **020 8331 9000**. There is more information here: <http://www.gre.ac.uk/students/reg>
2. When you have your user name and password please complete **part 1 of registration (online)**. You will need to pay your fees at this point / provide evidence to say that you are getting them paid by student finance. **NOTE:** If you are an **international student** please do **NOT** complete Part 1 registration until you are in the UK and have your visa.
3. You cannot register unless you are able to pay your **fees**. If you have any problems or queries concerning this do contact us or call the university helpline.
4. Once you have completed part 1 of registration you will need to come to the University to complete **part 2**. This involves confirming your identity and showing us your qualifications. Until you have completed part 2 you are not fully registered!
5. For part 2 you will need to bring your **passport or birth certificate** to confirm your identity. You will also need to bring **certificates** of all your relevant qualifications. Do find them **NOW** as you cannot fully register without them.
6. **Part 2** will be completed at the University either on **Wednesday 18th** or **Thursday 19th January**. Please bring all the necessary information with you on both days.
7. Please note you will only have access to **university facilities** (computer labs, online lecture notes, library etc) once you are fully registered. Regardless of your registration status please attend **all classes** from 18th January.

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