Pre-Enrolment Guide

Our Pre-Enrolment guide provides detailed instructions on how to complete the Pre-Enrolment process. You can also watch our Pre-Enrolment video guide and if you have any further difficulties (including during login) then please contact enrolment@northampton.ac.uk.

What is Pre-Enrolment?

Pre-Enrolment is an online process which needs to be completed prior to commencing your studies. During Pre-Enrolment you will need to:

- Confirm personal details;
- Enter address information;
- Confirm the last educational institution you studied at;
- Upload a copy of photographic identification (e.g. passport or driving licence);
- Confirm how you will pay your fees;
- Agree to our terms and conditions;
- Upload a passport style photograph.

Getting Started with Pre-Enrolment

- To start the pre-enrolment process you need to Activate your pre-enrolment account.
- You will be prompted to enter the email address you have used previously with us. Then click **Activate**.
- If you are a new student, you will have receive an email with a temporary password.
- If you are a returning student or have used self-service before then use your current password or reset it.

Login to Pre-Enrolment

- Go to the Pre-Enrolment website
- Click login
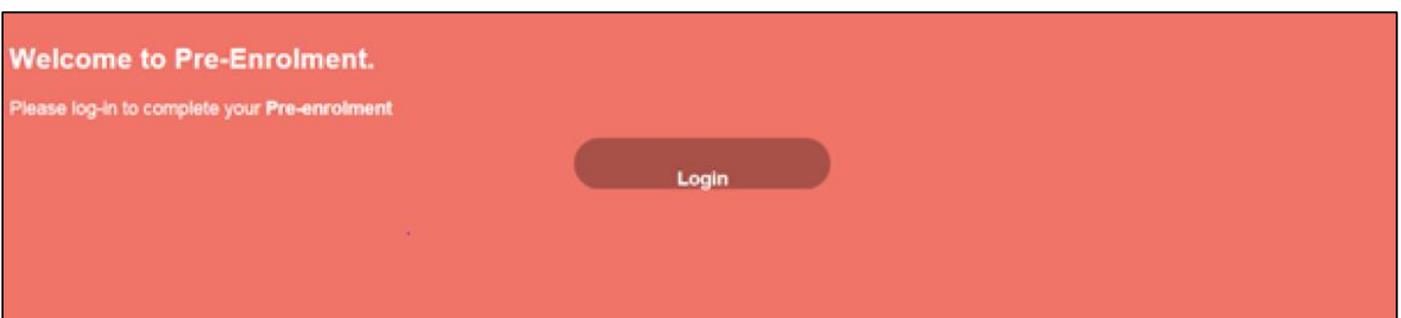
- Enter your email address. This is the one we have used to communication with you (e.g. during your application)
- Enter your password:
  - If you are a new student, use the temporary password you have just received via the Activate process
  - If you are a returning student or have used self-service before then use your current password or reset it.

- ☐ Click login
- ☐ Click review my status

- ☐ Click Pre-enrolment (left hand side menu)
- ☐ Select the correct programme and click pre-enrol on your course (in the tasks column)

- ☐ Click OK to confirm
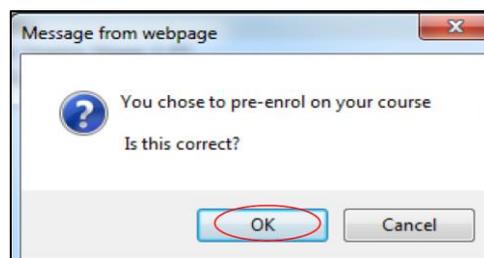
During the subsequent screens you will be asked to confirm and update information. Questions which are marked with an * are mandatory fields and some fields are locked and cannot be changed. Please navigate through the screens by clicking the next and save button

Personal Details

Please check the information on the personal details page including:

- About you
- Where are you from?
- Other details

Student Status

You have been allocated Home or Overseas status.

If the details below are incorrect or you have any queries regarding your Student Status, please contact the relevant Admissions team.

Home: admissions.admissions@northampton.ac.uk

Overseas: intadmissions@northampton.ac.uk

Address Details

On the address page you need to enter your:

- Permanent Address – this is the address you normally live at when you are not studying (e.g. your home address)
- Term Time Address (click to open) – this is the address where you are living whilst studying

Please enter your contact details.

Full Time students please ensure your Term Time address is correct as it will be used for your Council Tax certificate on successful enrolment.

- **Permanent address:** this is where you are staying when you are not studying, usually your home address
- **Term Time address:** this is where you are staying during term time - (If you do not know your term time address yet please select "Same as Permanent address" in the Term Time address section and select accomodation type "7. Not Known")

Permanent Address

Address *   [_____] [?]
   [_____] [?]
   [_____] [?]
   [_____] [?]
   [_____] [?]

Country   [England ▾] [?]

Postcode *   [_____] [?]

External E-mail   [_____] [?]

Telephone Number   [_____] [?]

Mobile Number   [_____] [?]

Term Time Address *

< Back & Save   Save   Next & Save >

Next of Kin

On the next of kin page, you will need to enter the name of somebody who we can contact in an emergency:

1. Contact Name - Enter the name of your emergency contact
2. Relationship – Confirm how you know your emergency contact. If you do not want to enter the type of relationship then please enter "prefer not to say"
3. Telephone – Enter a contact phone number for your emergency contact

Previous Education

On the previous education page you need to enter the details of the last educational institution which you studied at:

1. Enter the name of the institution and click search
2. Select the institution in the drop-down list or if the institution isn't listed then enter the details manually
3. Enter the month and year when you started
4. Enter the month and year when you finished
5. Click add institution

Previous Education　　　　　　　　　　　　　　< Back & Save　Save　Next & Save >

Please enter/confirm the details of the institution you most recently attended.

Use the search facility below to find your institution, enter part of its name in the first text box and then click "Search".

If your institution is not in the list please select 'Other...' and then enter the name and address details for your institution.

Please ensure you enter the dates (month and year) you studied there in the "From" and "To" fields, then click "Add Institution" to add it to your list.

Institution Details

Institution *　　[　　　]　Search　[?]
　　　　　　　　[　　　　　　　▼]　[?]
From *　　[　▼] [?]　[　　　] [?]
To *　　[　▼] [?]　[　　　] [?]

Add Institution

Institution Name	From Month	From Year	To Month	To Year	
Bedford College	September	2014	June	2015	Delete

< Back & Save　Save　Next & Save >

Additional Details

We are required by law to collect information about you and your family:

1. Confirm if your parents have studied in Higher Education
2. Confirm details about your gender
3. Confirm if you are a care leaver. This information is confidential but lets the right people at the University know so that we can support you
4. If you are studying a professional health or education programme please confirm the status or your DBS and Occupational Health check

About Your Family

Do any of your parents have any higher education qualifications, such as a degree, diploma or certificate of higher education? *　　-- Please Select --　▼　[?]

Since your Disclosure and Barring Service declaration, have there been any changes to your DBS status? For example, caution, conviction etc. If you answer Yes, there have been changes to your status, you must contact us immediately. Following this declaration you must disclose any change in your DBS status within 14 days of the occurence. Failure to declare any change that has occured may affect completion of your studies and for some courses the Faculty may not be able to support your application to register with the professional body. *　　-- Please Select --　▼　[?]

About You

Is your gender identity the same as the gender you were originally assigned at birth? *　　-- Please Select -- ▼

What is your religion? *　　-- Please Select -- ▼　[?]

What is your sexual orientation? *　　-- Please Select -- ▼

Since your Occupational Health screening, have there been any changes in your health which would affect the answers you gave on your Occupational Health Screening form. If you answer Yes, there have been changes which would affect the answers you gave, you must contact us immediately. Following this declaration you must disclose any change in your Health status within 14 days of the occurence. Failure to declare any change that has occured may affect completion of your studies and for some courses the School may not be able to support your application to register with the professional body. *　　-- Please Select --　▼　[?]

Are you a care leaver? (A care leaver is defined as a person aged 25 or under, who has been looked after by a local authority for at least 13 weeks since the age of 14; and who was looked after by the local authority at school-leaving age or after that date.) *　　-- Please Select --　▼　[?]
　　　　　　　　　　　　　　[?]

National Insurance Number – For Professional Health courses only

Please enter your National Insurance (NI) Number in the field on this page.

Supporting Documents

The supporting documents page allows you to upload supporting documents:

1. You must upload to a copy of your photographic identification (e.g. passport or driving licence)
2. If your Student Loan was approved by another university then please upload your payment advice
3. If you are being sponsored then please upload a sponsor/employer letter confirm they are paying your fees

How to upload a document

1. Select the correct document type (e.g. Photographic ID Document) by adding X I the check box in the select column next to the document type you wish to upload
2. Click Choose File and navigate to your document
3. Click **Upload** box underneath the document table
4. Repeat for more documents

Please **ignore** the Loaded Documents box and Add button.

If your Student Loan has been approved for your studies at The University of Northampton please click Next & Save.

If your Student Loan was approved for another university please upload your payment advice.

If you have a sponsor or employer contributing towards your tuition fees then please upload proof (e.g. confirmation letter, purchase order, job offer letter etc)

Please ensure you upload your Photographic ID e.g. Passport or Driving License.

To upload documents:

1. Click the checkbox in the "Select" column of the grid below, next to the document type you wish to upload
2. Click "Browse" to navigate to the file you wish to upload
3. Click the "Upload" button

Please ignore the "Loaded Documents" box and the "Add" button.

File To Upload | Choose File | No file chosen

Loaded Documents
corporate-logo-col.jpg
personal statement.docx
Proof of pin.docx
tests.docx

Add >>

Course	Document Type	Document	Select
	Sponsor/Employer fee letter		☐
	Proof of other funding for fee		☐
	Photographic ID Document		☐

Upload

< Back & Save | Save | Next & Save >

Please ignore the Loaded Documents box and Add button

Photo Upload

The photo upload page allows you to provide a photo for your student card. Your photo must be a recent passport style (head and shoulders) with a blank background. It is ok to be wearing glasses and to smile 😊

1. Click **Choose File** and navigate to your saved photo
2. Click upload

Photo Upload | < Back & Save | Save | Next & Save >

Upload Photo

Your student record does not have a photo attached. Please select a photo below and then click "Upload" to attach it to your record.

Choose File | No file chosen | Upload

< Back & Save | Save | Next & Save >

3. Adjust your photo as required
   - Crop the photo so it only shows your head and shoulders
   - Rotate your photo
   - Delete if you want to upload another photo

Photo Upload

View Photo

The photo currently attached to your student record is shown below.

- If you wish to crop the photo drag out a rectangle over the image to the desired size and click "Crop".
- If you wish to rotate the image, click the appropriate rotate button.
- If you wish to delete the photo, click "Delete".

[Crop] [Rotate Left] [Rotate Right] [Delete]

Fees

The fees pages allows you to confirm how you will be paying for your fees.

1. Select one of the options to confirm how you will pay for your fees

Fees

Personal Details | Student Status | Address Details | Next Of Kin | Previous Education | Additional Details | Supporting Documents | Fees | Terms And Conditions | Confirm

Fees   < Back & Save | Save | Next & Save >

Please indicate how you will be paying your fees.

Please note, if the 'Next & Save' button doesn't work please reselect your fee payment option.

Course Overview

Course Code	Course Title	Session	
CBAADRAMA	BA Drama Stage 2 FT	2FT	

Student status: *Home*

Payment options:

1 Who will pay the fees?

- ○ Erasmus Student
- ○ PhD/MPhil Studentship
- ◉ Student Finance England, Payment Advice received
- ○ Student Finance England, awaiting Payment Advice
- ○ Student Finance England, intending to apply
- ○ Part-time undergraduate. Student Finance England
- ○ Self Fee Payer - Full Time
- ○ Self Fee Payer - Part Time (PT) - No Instalments
- ○ Self Fee Payer - PT - Instalment Plan Requested
- ○ Self Fee Payer - PG - No Instalments
- ○ Self Fee Payer - PG -Instalment plan requested
- ○ Sponsor/Employer to pay Fees - letter attached
- ○ Sponsor/Employer to pay Fees - letter NOT attached
- ○ NHS to pay Fees
- ○ Other Government body to pay fees

2 Paying All Fees

Student Finance England - I have received a University/College Payment Advice confirming my tuition fee loan.

< Back & Save | Save | Next & Save >

Terms and Conditions

The terms and conditions page is where you need to read and agree to our terms and conditions.

1. Read the terms and conditions

2. Click the checkbox to confirm that you agree to the terms and conditions

Submit Enrolments

1. Please click **Submit Enrolments** to finalise the process

2. Don't forget to log off

What Happens Next?

- On Campus Students – If you are studying on campus you will need to attend a face-to-face enrolment session so that we can finalise your enrolment. Information on when face-to-face enrolment sessions take place and important information about starting your studies can be found on our New Students Webpage
- Distance Learning Students – If you are studying via distance learning then your enrolment will be confirmed remotely by the Admissions Team