GETTING STARTED AT KENT/ QUICK ENROLMENT GUIDE

You will become a registered student at the University of Kent when you attend Arrivals Weekend on 19 – 20 September 2015. To complete registration, you must provide us with specific information before you arrive. Full details are available online at www.kent.ac.uk/gettingstarted

You must:
• enrol online and submit a photograph (in .jpg format)
• claim your Kent IT account
• arrange fee payments
• register your modules online
• apply for accommodation (if you have not already done so)
• ensure you are fully immunised
• register with Student Support and Wellbeing, if you need to.

1 Enrol online
You will need:
• your Kent ID number
• a passport photograph (.jpg format)

Your Kent ID number will be notified to you via a ‘Your place at Kent – how to enrol’ message in your Kent applicant portal in-tray. You will be sent an email to let you know when this message appears in your in-tray. Please do not attempt to enrol until you have received your Kent ID number.

Next: Access your online enrolment page
Go to https://sds.kent.ac.uk/external/enrolment/enrol.php

• Input your Kent ID number when prompted to do so, together with your date of birth. If you are studying in Brussels, you should view the Brussels pages at www.kent.ac.uk/gettingstarted/brussels
• You will be asked to submit a passport photograph of yourself for your KentOne student ID card. The system will prompt you to submit the photograph.

Important!
Your photograph MUST:
• be head and shoulders only
• be on a white background
• be in .jpg format.

Please ensure the photograph is clear as it will be on your KentOne card for the whole period of your studies and cannot be changed.

Can’t upload your photograph?
If you experience problems uploading your photograph, you can email it to GettingStarted@kent.ac.uk Please ensure you state your name, Kent ID number, and the campus where you will be studying on the email.

2 Claim your Kent IT account
You need to claim your Kent IT account to start managing your studies. You need it to register your modules, start using your email, set up your Wi-Fi and lots more.
• If you have only just received your Kent ID number and confirmation of your place, please wait two working days before claiming your account
• If you have received your place through Clearing there may be a delay in receiving access to student email while we process your request.

Follow the instructions online at www.kent.ac.uk/gettingstarted/it.html to claim your IT account.

3 Arrange fee payments
In order to fully register prior to your arrival, you need to arrange payment of your fees. Follow the instructions online at www.kent.ac.uk/gettingstarted/fees.html

4 Register modules online
Most full-time programmes are made up of compulsory and optional modules. The majority of new full-time students are required to choose and register their optional modules online. Please note: some programmes do not have optional modules in the first year of study.

Follow the instructions online at www.kent.ac.uk/gettingstarted/modules.html

5 Apply for accommodation
You should have already applied online for accommodation but, if you have not, go to http://kenthospitality.kent.ac.uk/myaccommodation/ to complete an application.

While we always try to allocate you the type of accommodation you request, please note that this is not always possible and individual preferences cannot be guaranteed.

When will I find out what accommodation I have?
Offers of University accommodation are sent by email during the week commencing Monday 17 August onwards, after the A-level results are published. For Insurance, Adjustment and Clearing applicants, offers of any available accommodation are emailed from early September onwards.

We also offer accommodation to Insurance, Clearing and late acceptances, where possible, but this is subject to availability and is not guaranteed. See www.kent.ac.uk/gettingstarted/accommodation.html for further information.

6 Ensure you are fully immunised
It is very important that you have been immunised against meningitis and measles, mumps and rubella (the MMR vaccine) before attending university. An open letter for you to print and take to your doctor explaining the necessity of these vaccinations is available from the University Medical Centre website: www.umckent.co.uk

7 Register with Student Support and Wellbeing (if you need to)
If you have specific learning difficulties, physical or sensory impairments, medical conditions, or mental health concerns, you should contact Student Support and Wellbeing. Our advisers can also assist you with applications for the Disabled Students’ Allowance.

Contact information for the Canterbury and Medway campuses, plus details of how to register are available online at www.kent.ac.uk/gettingstarted/support-wellbeing.html

Failure to complete all the enrolment stages will result in delays to your registration and your access to student/campus activities.

Important!
Completion of enrolment is only part of the registration process. To formally complete registration ALL students must report, in person, during Arrivals Weekend (19-20 September 2015). You must bring photographic ID with you and this MUST be a passport.