

## Online Registration Procedure

- The University would have sent you an email regarding online registration. The email will read as: TO ACCESS THE REGISTRATION SYSTEM, PLEASE CLICK “HERE”. You will need to click on the link ‘HERE’ in your email to take you to the University registration portal

*To access the registration system, please click [here](#). You will need to sign in to the system with the following user name and password (this will be your University ID):*

- Once you click on that link, a new webpage will open up. The url for the new webpage will show as: <https://student-registration.app.solent.ac.uk/>
- Scroll down on this page. You will see: Start Your Enrolment Process. Click on the button **Start Enrolment**
- A new webpage will open up along with a pop up window in the middle of your computer screen. Put in your **Username** and **Password** that has been sent in your email by the University.
  - If your Username in the University email was 5ANSHK87 then you have to type the Username to login as [5ANSHK87@solent.ac.uk](mailto:5ANSHK87@solent.ac.uk)
  - Your Password will be: **alterDDMMYY** wherein DDMMYY is your DOB as given in your passport.
- After entering your Username and Password, click on **SIGN IN**
- A new web page will open up with the url: <https://student-registration.app.solent.ac.uk/Registration>
- Go to the bottom of the new page. Click on **REGISTER ME**
- A new page will open up. Put your **Username** and **Password**. Please note that password will be same as used before i.e. **alterDDMMYY**. Username will be **5ANSHK87** and **not [5ANSHK87@solent.ac.uk](mailto:5ANSHK87@solent.ac.uk)**. Click on **LOGIN**

- You will be asked to put the answers to the following questions as given below. Only questions with the **RED \*** are mandatory. Rest can be skipped if you wish to.
  - Previous Surname – LEAVE BLANK
  - Sex \* – MALE / FEMALE
  - Email address \* - Enter your personal email address
  - Telephone
  - Mobile
  - Term Address \* - SOUTHAMPTON SOLENT UNIVERSITY, EAST PARK TERRACE, SOUTHAMPTON SO14 0YN
  - Term phone
  - Term mobile
  - Term e-mail address \* - Put your personal email address
  - Term accommodation code \* - Other rented accommodation
  - Mailing address \* - Enter your Indian residential address
  - Upload photograph – Many students face technical error issues whilst uploading photograph. Alternatively, you can email your photograph and passport 1<sup>st</sup> page to [warsash.admissions@solent.ac.uk](mailto:warsash.admissions@solent.ac.uk). The photograph is required for making your student ID card.
  - Nationality – India
  - Domicile – India
  - Ethnic origin \* - Asian or Asian British
  - Religion \*
  - What is your sexual orientation \*
  - Is your gender identity the same that you were assigned at birth \*
  - Last school / college you attended? \* ANY NON-UK INSTITUTION
  - Where did you gain your highest academic qualification? \*
  - What is the highest level you have attained? \* LEVEL 3
  - Qualification on entry? \* MATURE STUDENT ADMITTED ON BASIS OF PREVIOUS EXPERIENCE
  - WMA Discharge Book number? Enter your CDC number
  - Who will pay your fees? \* PAID IN FULL BY STUDENTS / PARENTS
  - Have either of your parents obtained a higher educational qualification? \*

- Occupation of main wage earner at your home address? \* **SEAFARER**
- Enter your passport number & issue date and expiry date. \*
- Visa number: **000000** ; start date: For e.g. **if today is 12 Dec 2020, put visa start date as 11 Dec 2020** and **put end date as 1 year forward i.e. 10 Dec 2021**. Even if you have not received your visa, you will need to put in the information to proceed to the next page. **If you have received the visa, put the actual visa details**. Else, put the data above as given.
- Next of kin: put details of your **father / mother / sibling** as you may want to whom the University may contact in case of emergency.
- Do you have any criminal convictions? \* **NO**
- **TICK BOX** – I have read the University’s data protection rules.
- **TICK BOX** – I have read the University’s terms and conditions
- Now you will come on the payment page. Do not make any payment as asked for. This will be done only after the visa is received. Just take a screenshot of this page. Send this screenshot image to the University and email to them that I have completed the online registration till the payment page. Once you have received the visa, you will be making the balance academic fees payment to the University. Once the University has received your payment, they will take about 2 – 3 working days to upload the payment on the Solent University portal. You can login after 3 days to check that the payment has been updated or not. Thereafter, you will simply click on SUBMIT button and your online registration would be completed. If you have already paid the full academic fees to the University already before receiving the visa, you can email to the University when sending this screenshot to update your full fees payment on the University portal and then you can go and click on the submit button to complete your registration. Once registration is completed, you will read the message on the computer screen that YOUR REGISTRATION IS COMPLETE.

If you have studied any course earlier at WMA, Southampton Solent University, a lot of the above information would be pre-filled only and you may just need to put in your visa and passport details to complete the online registration.