Guide to Online Registration (29 May)

Online Registration is located here:

https://direct.sussex.ac.uk/register.html

The online pages themselves contain detailed instructions – please make sure you read those carefully and follow the instructions. This document shows you what each tab on the pages looks like and contains some guidance and answers to frequently asked questions.

Make sure you start Online Registration promptly when it opens on 29 May. Your checklist must be cleared by 11 June at the latest (see page 18).

Remember: Online Registration does not involve signing up for modules or classes. You should have already received your module confirmations from us. Once your checklist is cleared, you will be able to see your timetable/schedule on Sussex Direct:

https://direct.sussex.ac.uk/login.php
Welcome to
Online Registration

You need to use the Online Registration System at the start of each academic year to let us know you will be attending and fill out some important information.

Collect Username and Password
For new students
Click here to start.

Login to Online Registration
If you know your username password

Information about registration
Induction and freshers week information
How to

Get your username & password

To register online you need a University of Sussex username and password which you can collect using your student candidate number. This number is emailed to new students on 1 September for courses starting in September and approximately 2-3 weeks before the start of your course at other times of the year.

Your candidate number is found at the top of the offer letter you received in the mail after you paid your application fee.

Please email issoffice@sussex.ac.uk if you do not have your candidate number.

Now click here:  
Get Username and Password

please wait for a few moments while we issue your username

Please note:

- YOU MUST RECORD YOUR USERNAME AND PASSWORD AND KEEP THEM SOMEWHERE SAFE.
- You will need this username and password to access IT facilities throughout your studies at the University of Sussex.
- Your username and password must be entered exactly as they are shown, the characters are case sensitive. You should always type your username in lower case (not capitals).
- If you know your Sussex username but you’ve forgotten your password, you can reset it with the forgotten password page. If you’re still unable to log in, email IT Services for advice at support@its.sussex.ac.uk or call on +44 (0) 1273 678090 between 9.00am and 5.30pm (BST) Monday to Friday.
Welcome to

Online Registration

To register as a student at the University of Sussex:

- Click the orange buttons shown at the top of the page (Personal, Funding and so on) and complete the questions in each section.
- Look for your Checklist which will show green ticks next to the tasks you have completed (like the example on the right).
- Fill in as much as you can but there might be some sections you can't complete until you arrive at Sussex (for example, if we need to scan your passport).

To get started, please answer the question(s) below:

I confirm that I wish to register with the University and will be attending to study:

Proceed >
You must upload your photo so that we can print your I.D. card in advance.

If you don't upload your photo, you may face long queues at the Print Unit when you arrive.
Instructions for this page
- Check the information in Your Contact Details is correct
- Check the information in Your Permanent Home Address is correct

Then go to the Study page.

Related Links
- Postcode Finder

Current Check List
- Enter Ethnic Origin ✓
- Confirm Personal Details ✗
- Enter Next Of Kin ✓
- Visa Clearance ❓
- Academic Conditions Met ✓
- Acknowledge Regulations ✗
- Make Data Protection Choices ✗
- Accept Financial Guarantee ✗
- Pay Fees ✗
- Pay Other Charges ✗
- Pay Rent ✓
- Confirm Term Time Address ✗
Check that you are taking the correct number of sessions.

<table>
<thead>
<tr>
<th>Your Course</th>
<th>Help</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree:</td>
<td>V&amp;E International Summer School: Session 1 &amp; 2</td>
</tr>
<tr>
<td>UCAS Course Code:</td>
<td>NONE</td>
</tr>
<tr>
<td>Department:</td>
<td>International Summer School</td>
</tr>
<tr>
<td>School:</td>
<td>International School - non degree programmes</td>
</tr>
<tr>
<td>Course Convenor (s):</td>
<td></td>
</tr>
<tr>
<td>Study Level:</td>
<td>UG</td>
</tr>
<tr>
<td>Start Date:</td>
<td></td>
</tr>
<tr>
<td>End Date:</td>
<td></td>
</tr>
<tr>
<td>Registration Number:</td>
<td></td>
</tr>
</tbody>
</table>

If any of this information is incorrect, please inform the International Summer School Office.

Related Links:
- Academic Office
- University Library
- University Bookshop

Check List:
- Enter Ethnic Origin: ✔
- Academic Conditions Met: ✔
- Acknowledge Regulations: ✗
- Make Data Protection Choices: ✗
- Accept Financial Guarantee: ✗
- Pay Fees: ✗
- Pay Other Charges: ✗
- Pay Rent: ✔
- Confirm Term Time Address: ✗
You can find the Financial Guarantee at the bottom of the page.
Would you like to receive occasional emails from the Students Union with useful news and events for students? You can unsubscribe at any time.

Do you want to sign up to the free social networking site for Sussex students - SPLASH? (Student Personal Learning and Social Homepages). You can view University information in the same place as your other web resources such as photographs from Flickr, videos from YouTube and content from Facebook. By default only basic personal information will be visible publicly (name, email address, course titles) but you can change the privacy settings once you've logged in.

Other Declarations

Are there any days on which you cannot attend an exam due to observation of religious festivals or holy days? Yes ☐ No ☐

Do you have any competitive sport or work placement commitments linked to your course of study? Yes ☐ No ☐

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Financial Guarantee

Please read the following statement, scrolling down as necessary, and then click on the "Accept" button below.

Financial Guarantee

Terms & Conditions of Payment

Liability

- You are liable to pay all sums due to the University on or before the due date.
- Several standard payment options are available including payment in full.
- The university requires that on or before registration tuition fees and rent are paid or an arrangement is entered into to pay such amounts using standard payment options offered by the University. Students cannot carry debts forward from one academic year to the next.
- Facilities exist to pay by credit or debit card.
- There are no interest or premium charges where payment is made by one of the University’s standard payment options. In the event of any payment by cheque or by other means being refused by a bank or card issuer for whatever reason, a £10 administration fee may be charged.

Now click here: Accept
**Online Registration**

To register as a student at the University of Sussex:

- Click the orange buttons shown at the top of the page (Personal, Funding and so on) and complete the questions in each section.
- Look for your checklist which will show green ticks next to the tasks you have completed (like the example on the right).
- Fill in as much as you can but there might be some sections you can't complete until you arrive at Sussex (for example, if we need to scan your passport).

You will need to provide the information listed below:

- **Personal**
  - Check (and change if necessary) your personal details - name, age, ethnic origin, etc.

- **Contact Details**
  - Check (and change if necessary) your home address and other contact details
  - Enter the name and contact details of your next of kin (for example, husband, wife, parent)

- **Study**
  - Check that you are listed as taking the right study programme
  - Make a note of your academic advisor’s contact details, if applicable

- **Fees**
  - Arrange to pay your tuition fees
  - Pay any other charges for which you are liable

- **Rent**
  - Arrange for the payment of any rent for which you are liable

- **Formalities**
  - Confirm your acceptance of University regulations
  - Confirm your acceptance of University data protection policy
  - Read and accept the University’s financial guarantee

- **Term Address**
  - Check (and change if necessary) your term time address
You will already have paid the £200 application fee.

Check the next ‘Fees’ tab to see what fees are still outstanding.

If you are sponsored and this is not shown on your account then you will need to send or fax (on 01273 877367) a copy of your funding letter to Student Accounts so that we can change your details. You will then be able to complete your registration online.

If you wish to discuss any aspect of your tuition fee liability please contact the Student Accounts Office.
This ‘Credit’ means that you have already paid the £200 application fee.
### Payment Options: ISS - Physics lab fee

**Total Due:**

Pay by Card in full

[Pay Now!](#)

*Information on payment methods*
Please check the items you want to pay for and click 'Continue' to proceed

Student Details

Student ID
Transaction Reference
Customer name

Please click on Continue to proceed

Please click here to cancel the process.
Payments

Payments often take a few hours on the system to go through during busy periods.

If you have just made a payment but it is still showing as ‘Not yet paid’, please check back in 24 hours. If it has not gone through after 24 hours, contact issoffice@sussex.ac.uk
Instructions for this page
- Pay Rent
- Check the information in Student Account: Rent is correct

Student Account: Rent

<table>
<thead>
<tr>
<th>Date</th>
<th>Our Ref</th>
<th>Description</th>
<th>Amount</th>
<th>Payment Status</th>
<th>Payment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>ISS Northfield rent S1&amp;2:</td>
<td></td>
<td>[Arrange to Pay]</td>
<td>Not yet paid</td>
</tr>
</tbody>
</table>

If you wish to discuss any aspect of your account please contact the Student Accounts Office

Related Links
- Student Accounts Office
- View Complete Account

Check List
- Enter Ethnic Origin ✓
- Confirm Personal Details ×
- Enter Next Of Kin ✓
- Visa Clearance ✓
- Academic Conditions Met ✓
- Acknowledge Regulations ×
- Make Data Protection Choices ×
- Accept Financial Guarantee ×
- Pay Fees ×
- Pay Other Charges ✓
- Pay Rent ×
- Confirm Term Time Address ×
Your room number will be shown here. **Write it down** and bring it with you on Arrivals Day.

You can have any mail re-directed to this address during your stay over the summer.

If it is blank, contact [issoffice@sussex.ac.uk](mailto:issoffice@sussex.ac.uk)
Your checklist must look like this by 11 June.

For students from the European Union, this may automatically turn to a green tick.

For all other students, this will remain a yellow circle until you arrive on campus to have your passport scanned.

Once your checklist looks like this, you do not need to do anything else.
Class Schedule

After your checklist looks like the example of page 18, you will be able to view your class schedule for the summer. A yellow banner will appear to say that you haven’t completed registration but please ignore this as it refers to us scanning your passport once you arrive.