IMPORTANT ENROLMENT INFORMATION

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Tue 01/10/2019 19:04

To:Lisboa-Wright, Alexander <A.LisboaWright@2017.ljmu.ac.uk>;

Importance: High

Ref: **PN816460/PGR/0/REGISTRATION**

Dear Postgraduate Researcher,

This email is to let you know about the re-enrolment procedure for this year. Registration is really important because it confirms that you are a student at LJMU and it is your opportunity to check and, if necessary, update your personal information held by the University.

This procedure needs to be completed by all continuing students who have not yet completed their research degree awards. This includes:

- PGR Students who have submitted a thesis for examination and are awaiting their viva voce examination; provided you submit your thesis for examination within 4 weeks of the anniversary of your start date you will not be required to pay a further writing-up fee.
- PGR Students who have had their viva and are either in the process of making any required amendments and corrections to their thesis or are awaiting the relevant examiner(s) approval of amendments and corrections to their thesis. You will not be required to pay a further writing-up fee.
- PGR Students who have been asked to revise and resubmit their thesis for re-examination. You will be required to pay a resubmission fee.

The process allows you to complete most of the re-enrolment process remotely:

Stage 1: To get started, click **here.** This will take you to a log in page, where you should type in your LJMU username and password. Once you've done this, you should click on 'Begin Student Registration'. You will be asked to check, and if appropriate update, a range of personal information plus the name of your programme to ensure that you are registered correctly. It will take a little time to check your details but you don't have to check everything in one go; you can complete sections at different times, just remember to save any changes as you go along.

Please note: You cannot change either your name or permanent home address details, you must use the online form myservices.ljmu.ac.uk and will need to attach documents as proof of your change of name.

Stage 2: You should make arrangements to either pay your fees at www.ljmu.ac.uk/about-us/public-information/financial-information/online-payments or provide a sponsor letter or evidence that LJMU is paying your fees, by uploading to myservices.ljmu.ac.uk/Forms/TuitionFeeCertification.aspx.

Please note: If you do not provide a valid sponsor letter or evidence that LJMU is paying your fees you will be liable to pay your tuition fees and will receive an invoice from the University for this amount.

If you are an international student, you are required to have paid a minimum of 50% of the tuition fee prior to re-enrolment each year or supply sponsorship for the full tuition fee. In addition, you must also produce a valid passport and visa to Registry Services on an annual basis in order to comply with UK Visas and Immigration (UKVI) requirements. Please refer to the Before You Arrive website to confirm your enrolment information. This is essential if you wish to continue your studies and must be done before the University can complete Stage 3 of the re-enrolment process.

Stage 3: The University will receive automatic notification that you have successfully completed the first two stages of the re-enrolment process. They will then complete stage 3 of the process, which is to activate your student record for the new academic year.

Please note: If you do not complete Stages 1 and 2 above then the Doctoral Academy cannot complete Stage 3 of the process.

LJMU is committed to providing first-class support to students and to responding to student feedback. We are now offering most of our services online via the My LJMU portal, meaning that you do not have to make a special trip to complete essential administrative processes. For a full list of online services available, please visit the Registry Services webpages, or email registryservices@ljmu.ac.uk if you have any queries.

If you have any general queries about re-enrolling for the 2019/2020 academic year, please contact the Student Registration Helpline:

- Tel: +44 (0)151 231 3289 (9.00am – 4.30pm, Monday to Friday)
- Email: studentregistration@ljmu.ac.uk

Yours sincerely,

The Doctoral Academy Team