Ongoing - Research Postgraduate

Registration Instructions
Welcome to UCC

To take you through the registration process, we have developed this useful guide.

During registration, you will enrol on your degree programme, choose modules (if applicable), confirm/update your biographical information, complete fee payment, and download your confirmation of registration.

Wait until you receive an email to your student Umail account informing you that online registration and fee payment for the new academic year is open before following the steps below.

Your student ID card is valid for the duration of your programme. Should you need to replace your card, please visit Student ID Cards for more information.

If you have a question, please check our helpful ASK page, or alternatively, submit your query using the web enquiry form.

We wish you the best of luck for the upcoming academic year!

Student Records and Examinations Office
Login – MyStudentAdmin

- You must secure your UCC Student IT Account with Multi-factor Authentication (MFA) **before attempting to complete the steps below.** See the [MFA & Security](#) webpage for further information.

- Once MFA is setup, go to [IT Services for Students | University College Cork (ucc.ie)](https://ucc.ie) and click on the MyStudentAdmin icon.

- Enter your full UCC student email address and password when prompted at the screen below:

- Please note, your student Umail account is used for **ALL** official communication from the University, including fees, exams and conferring information.
Online Registration

• Click “Online Registration” under the Student Web options on the left-hand side of the screen.

• The following steps for online registration will display.

STEP 1: Regulations/Data Protection

Read this section carefully and confirm your acceptance by selecting “I accept”.

The University Rules and Regulations need to be accepted to proceed.
STEP 2: Biographical Details

1. Check that your biographical details are correct.

2. Select classification of last awarding institution attended. Click “Save”.

- For EU/UK students only: When Registration of your programme and modules has been completed, you will receive an email in the coming weeks containing instructions to upload personal identity documentation. Acceptable forms of Documentation include a valid Passport (Photo page), Birth Certificate, Irish NDLS Driving Licence (new Credit Card format only) or Marriage Certificate.

- Please note for all students: Throughout the Registration process the name you provide – and its spelling – MUST EXACTLY MATCH the name printed on any of your personal identity documents (see acceptable forms listed above).

The details provided by you informs your student record for the duration of your studies and will appear on official documentation such as your certified Academic Transcript and the Parchment received on graduation, so please make sure it is correct.

- Once you have completed Registration of your programme and modules, you may also book an appointment to collect your student ID card.

- If you any questions on the above, check out UCC’s ASK webpage where you will find more information.
You will be presented with the following screen.

If you have an Irish PPS number, and it is not already displayed, please provide it in this block.

If your PSS number is correct, click “Continue”.

If you do not have an Irish PPS number, you do not have to provide anything in this block. Simply click “Continue” to proceed with Registration.
**STEP 4: Compulsory Address Validation**

All outstanding address details need to be completed.

The first three address lines (marked with *) must be completed. Click “Save” after each address entry.

**Emergency Contact Address:** When recording address details of Emergency Contact Person, please enter the name of the person on the first line of the address field.

**Term Address:** This is where you will be living during the academic term. If you do not yet have a Term Address, please enter your Home Address again – you can update your Term Address later once it is finalised.

**Correspondence Address:** This is where you would like any correspondence from UCC to be sent.

**Permanent Home Address:** This is the home address where you are permanently living (this may be different to your term address if you are living away from home for the academic term). Ensure this is updated throughout your studies, as any correspondence being posted will be sent here.
Important! Please do not use: an email address belonging to another individual, a UCC student email or UCC staff email

**STEP 5: Compulsory Communication Validation**

Enter your Secondary Email and click “Save”. This is your **CURRENT PERSONAL** email address, such as your Gmail or Hotmail account.

Please *do not* use your Umail address.
**STEP 6: Address Validation**

If you do not have an address in Cork right now, please enter your **home address** so that you can proceed to the next step. Once you have secured accommodation in Cork, please update your details immediately.

*Please note* you must complete all fields even if you are living at home or away. Double check your current address details. If your address has changed, please update this now and click “Save”.

*Emergency Contact Address:* In this section, please enter the name of the person on the first line of the address field. It is mandatory for all **Irish Students** to enter an Eircode. This does not apply to non-EU students.

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**STEP 7: Personal Contact Detail**

Double check your contact details. Should you need to update any of these details, enter the updated information in the corresponding box, and click “Save”. Your new contact details will be displayed immediately.
**STEP 8: Equal Access Student Information:**

As this step is only applicable to first time entrants to higher education, you are not required to complete the survey.

Please continue with the Registration Process by clicking on “Programme Registration”.
• If the correct programme is not listed at this step, contact Thesis Submission.

• Please note: FITNESS TO PRACTISE is applicable to certain programmes.

If your selected programme is subject to UCC’s Fitness to Practise Policy, you must read and complete the Fitness to Practise Section by completing the Declaration as appropriate before you can complete the registration of your programme. For more information see: http://www.ucc.ie/en/academicsecretariat/fitnesstopractise/.

STEP 9: Registration of Programme

Click “Programme Registration”. You will be prompted that you are about to register. Check that the correct Programme is listed and click “Yes” to continue the registration process.
**STEP 10: Registration of Compulsory Modules**

All PhD and research master students **must** select a module - this module is the main subject area of your research.

Please note that this module is **not a taught module** – this module is to confirm the area of your research.

Once selected, click “Continue” to register your subject area.

- If the details for your subject/module area are incorrect, please contact Thesis Submission.
- Research Students who wish to register for taught modules should visit Current Research Students.
Fee Payment

**STEP 12: Payment of Fees**

Click "Payment of Fees". Read the Fee Debtor Policy (UCC Student Debtor Policy) to ensure that you are aware of the terms and conditions with regard to payment of your fees.

Your payment options will be displayed on this screen. The payment options may differ slightly depending on the category applicable to you.

Click on the option that applies to you.

There are four categories of Postgraduate Student, each of which will be presented with a slightly different payment screen displaying the relevant fee options (see next page):

1. Postgraduate EU Student 1st Year / Ongoing
   You will be presented with a choice of 4 payment options:
   - Full Tuition Fees
   - First Instalment of Tuition Fees
   - SUSI Applicants
   - Funded
   - International Students in receipt of a Canadian or US Federal Loan should select the “Funded” option on the screen they are presented with. They can subsequently select their funding.

2. Postgraduate Non-EU International 1st Year Student
   You will be presented with a choice of 3 payment options:
   - Full Fee Liability
   - 100% Funded
   - First Year International Students can pay in 2 instalments. First instalment should have been paid before registration. If not, please blank out the full fee on step ‘Payment of Fees’ and input first 50% that’s due prior to but only now been paid at registration.

3. Postgraduate International Student Ongoing Student
   You will be presented with a choice 3 payment options:
   - Full Fee Liability
   - First Instalment of Tuition Fee
   - 100% Funded

4. Postgraduate CPD (Continuing Professional Education) Student
   You will be presented with 1 payment option:
   - Fees Due
   - Funded
Full Amount or First Instalment Payment Options and SUSI Applicant Option where SUSI student must pay €138 at registration.

- **Read this screen carefully** – some bank cards have a transaction limit which may necessitate multiple transactions to complete fee payment.
- Click **Proceed** to begin the fee payment process.

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**UNIVERSITY COLLEGE CORK**

**Amount Due: €138**

**Important Information:** If you are using a Visa Card you should be able to settle the amount above in one payment transaction on the next screen.

If you are using a Visa Debit Card (VISA) you may be restricted by your card provider to a €1380 transaction limit. If this is the case and the Amount Due Now is greater than €1380 you will need to complete your payment using more than one online payment transaction as follows:

1. Adjust the 'Amount to Pay' on the next payment screen to €1300 and complete the payment transaction.

2. Follow the remaining steps to complete your registration.

3. Go to the 'Fee' option and click 'Pay Outstanding Fees'. (It is important to note that the 'Amount Now Due' may not be fully updated at this point but you should adjust it to the balance you need to pay to settle your registration payment).

If you are satisfied that you do not have a transaction limit on your Visa Debit Card then you can process the full amount above in one transaction on the next screen.

You should note that if the transaction limit is in place and you input an amount greater than €1300 on the payment screen you will get an unsuccessful payment notification. We would then recommend that you return to the Payment Screen and follow the multiple payment process as outlined above or use a Visa Card.

Please select ‘Proceed’ to the E Payment Screen.

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In the following screen you can change the amount in the **Amount to Pay (EUR)** box, by backspacing out the amount that defaults into this box and inputting the amount you wish to pay.

Please ensure to provide all details above in relation to the account holder.

Failure of the data entered above to match that provided to the bank by cardholder may result in the payment not being processed by your bank. If this occurs, error code ‘111’ will appear:

111 “Strong Customer Authentication Required”

“Strong Customer Authentication (SCA) works to ensure that it is genuinely you whenever you log in or authorise payments while banking online. It is designed to help keep your financial information safe and make online banking even more secure”.

Please refer to the link below to ensure your payment at registration is successfully processed. 

The following card details screen will display:

Enter all the **mandatory** fields, as follows:

- Card type (for Visa Debit select Visa)
- Card Number
- Security Code (cvn number is not applicable to laser cards)
- Expiry Date
- Cardholder Name

and click “**Pay Now**”.

- NB: The system will require time to process the payment. Do not refresh your screen or hit the back button as it may impact on your fee payment.

Once the transaction has been completed, the **Successful E-Payment** screen is displayed.

An email receipt will be issued to you.

Click **Print** if you require a paper copy of your receipt.
SUSI Applicant Option

First Year Postgraduate SUSI application

If you are a **First Year Postgraduate SUSI application**, you will be prompted for your SUSI number. Enter your SUSI number and click “**Proceed**”.

Ongoing Postgraduate SUSI application

If you are an **Ongoing Postgraduate SUSI application**, you will be presented with the following screen. Click “**Proceed**”.

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**Note:** All SUSI Applicants should note SUSI processing is currently underway for the current academic year. If you subscribe:

a. No award from SUSI. You are liable for the full fee liability.
b. Full/Partial award. You are liable for the full fee liability not covered by the SUSI grant.

[Figure 1. Ongoing SUSI]
Funded or 100% Funded

- Use the drop-down menu to select the type of funding you are in receipt of.
- Click “Proceed”.

Please select the relevant funding. You will be sent an email requesting that you upload proof of funding. Please submit your proof of funding by uploading the relevant document where requested.

For the 2023/2024 Academic Year, all funding proof must be submitted electronically as there will be no facility to submit physical letters to the Fees Office to support your funding.

You will be presented with the following screen:
Statement of Fees - Self Service

Statement of Fees is now available for you to print.

It is recommended that you access and print this statement instead of requesting these statements from the Fees Office.

The Statement of Fees can be used for:

- Loan Applications
- Visa Requirements
- Where your employer is paying your Fees and requires an invoice to process a payment on your behalf. This statement can be used along with UCC Fee Account details see [https://www.ucc.ie/en/financeoffice/fees/feepayments](https://www.ucc.ie/en/financeoffice/fees/feepayments)

You can select this statement at the Fees step under Fee Account Statement.

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Fee Accounts Statement

<table>
<thead>
<tr>
<th>Date</th>
<th>Reference</th>
<th>Description</th>
<th>Debit</th>
<th>Credit</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>02-AUG-2022</td>
<td></td>
<td>Opening Balance</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>24-MAY-2023</td>
<td>BAO 1</td>
<td>BA (Non Degree)</td>
<td>2685.00</td>
<td></td>
<td>2685.00</td>
</tr>
<tr>
<td>24-MAY-2023</td>
<td>BAO 2</td>
<td>BA (Non Degree)</td>
<td>2685.00</td>
<td></td>
<td>5370.00</td>
</tr>
<tr>
<td>19-JUN-2023</td>
<td>03 I 0 1</td>
<td>CAPITATION FEE</td>
<td>138.00</td>
<td></td>
<td>5508.00</td>
</tr>
<tr>
<td>19-JUN-2023</td>
<td>03 I 0 1</td>
<td>REGISTRATION FEE</td>
<td>2000.00</td>
<td></td>
<td>8508.00</td>
</tr>
</tbody>
</table>
**Step 13: Disability Support Registration**

As part of your registration, you will be asked if you wish to register with the Disability Support Service (DSS). This service supports students with a diagnosed disability and students with a wide range of specific learning difficulties such as Dyslexia, Dyspraxia, and students with AS.

Click here if you wish to register with the Disability Support Service.

If you do not need to register with the DSS, click here. You will be taken to Step 13: “Highest Qualification on Entry”.

Please state your primary disability by selecting from the drop-down list, and then click “Continue”.

If you do not have a diagnosed disability or specific learning difficulty, please click the I do not need to register for DSS button at the bottom of this screen.
The following screen will ask you to confirm your registration details:

You will also get an email to your UCC Student Account to confirm your DSS registration details.

Once your DSS registration has been submitted, an Advisor from the DSS will be in contact with you to arrange an appointment for your Needs Assessment.

A Needs Assessment can take approximately 30 minutes to an hour and will look at any supports you may need during your time at UCC.

If you are already registered with the Disability Support Service, you will see the following screen. If your needs have changed, or you require further support, please contact your designated advisor.
Disability Support Registration

<table>
<thead>
<tr>
<th>Already Registered with DSS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Our records indicate that you have either registered with the DSS before, or have DSS Registration request submitted which is waiting to be confirmed.</td>
</tr>
</tbody>
</table>

| If you believe this to be an error, please email us at dssinfo@ucc.ie or telephone 021 4903688. |

| If this is correct, but you would like to add or change details pertaining to your DSS record, please contact us directly to arrange a meeting. |

| If you would like to arrange a meeting with a member of DSS, please email us at dssinfo@ucc.ie or telephone 021 4903688. |

| Please proceed to the next option by selecting the [Proceed] button at the end of the screen. |

- **N.B.** Should you have any queries or concerns when completing or reviewing your DSS registration, please contact the DSS Office directly on dssinfo@ucc.ie.
**Step 14: Highest Qualification on Entry**

Using the drop-down menu, select your highest qualification to date. Click “Save”.

**Step 15: Accommodation Type**

Select the accommodation type you will be occupying during the current academic year. Click “Save”.
The Confirmation of Registration screen is an up-to-date record of your current registration. ANY changes to your registration will be reflected here immediately.

For programmes where Garda Vetting is compulsory you will be required to read and accept that you are only provisionally registered until these processes are complete.

**Please note:** You may amend the elective modules you have selected during registration, within the Change of Module deadline (*2 weeks after the start of each Semester*).

### Step 16: Confirmation of Registration

When you have completed subject/module registration, a letter confirming the details of your current registration will be generated on this screen.

Please download to your phone as this will be required for collection of your ID card.

Using the Printer Friendly Format button, print this screen if required.

### Step 17: Amend your Registration

Research students who wish to amend their registration must complete a Research Registration Change Request Form.

*Ensure that you log out by clicking the Logout at the bottom of the screen.*
Support Contacts

The following is available to help you with any queries you may have on registering for your programme:

### Registration Helpdesk

<table>
<thead>
<tr>
<th>Opening hours:</th>
<th>Monday – Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8:30am – 5pm</td>
</tr>
<tr>
<td>Phone:</td>
<td>(021) 2427409</td>
</tr>
</tbody>
</table>

### Student IT Support for queries such as MFA, MyStudentAdmin log-in difficulties

<table>
<thead>
<tr>
<th>Opening hours:</th>
<th>Monday – Friday</th>
<th>Saturday - Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8:30am – 9pm</td>
<td>10:00am – 5pm</td>
</tr>
<tr>
<td>Phone:</td>
<td>(021) 4902120</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:sit@ucc.ie">sit@ucc.ie</a> or alternatively log a <a href="mailto:sit@ucc.ie">support call</a>. You can also chat to IT Services using <a href="https://teams.microsoft.com">MS Teams</a>.</td>
<td></td>
</tr>
</tbody>
</table>

Answers to your UCC related questions can be found at UCC’s [ASK website](https://ask.ucc.ie) or, you can [contact us](mailto:ask@ucc.ie) directly.