

Pre-Enrolment Guide

Our Pre-Enrolment guide provides detailed instructions on how to complete the Pre-Enrolment process. You can also watch our Pre-Enrolment video guide and if you have any further difficulties (including during login) then please contact enrolment@northampton.ac.uk.

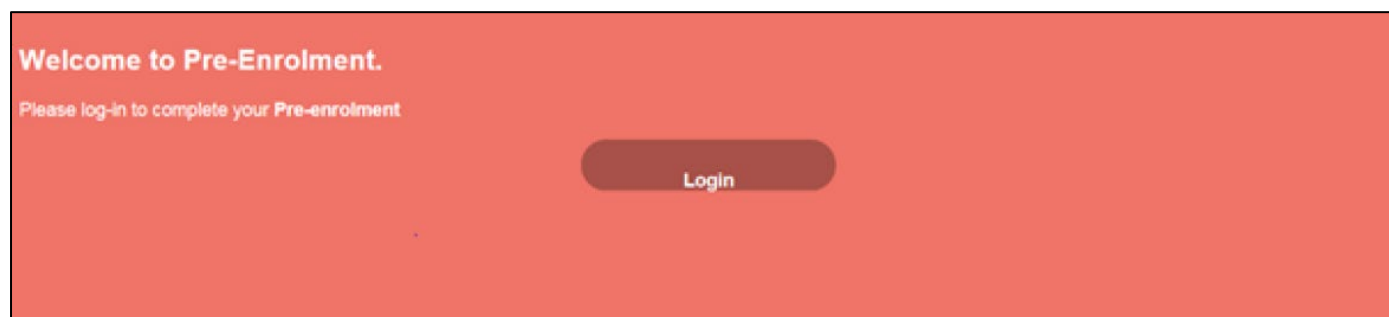
What is Pre-Enrolment?

Pre-Enrolment is an online process which needs to be completed prior to commencing your studies. During Pre-Enrolment you will need to:

- Confirm personal details;
- Enter address information;
- Confirm the last educational institution you studied at;
- Upload a copy of photographic identification (e.g. passport or driving licence);
- Confirm how you will pay your fees;
- Agree to our terms and conditions;
- Upload a passport style photograph.

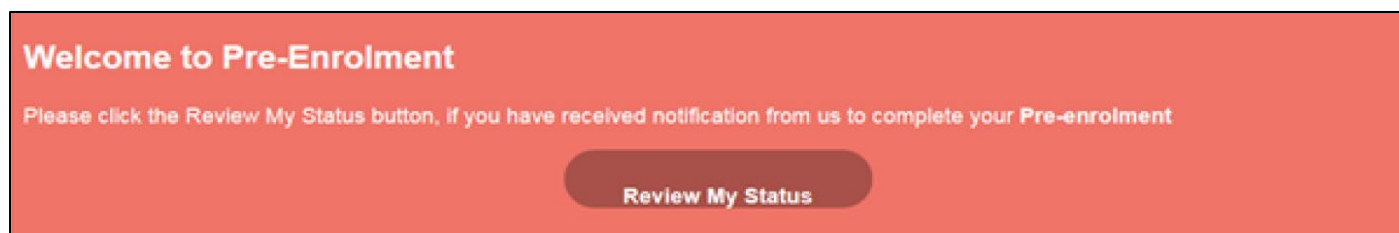
Login to Pre-Enrolment

1. Go to the [Pre-Enrolment website](#)
2. Click login

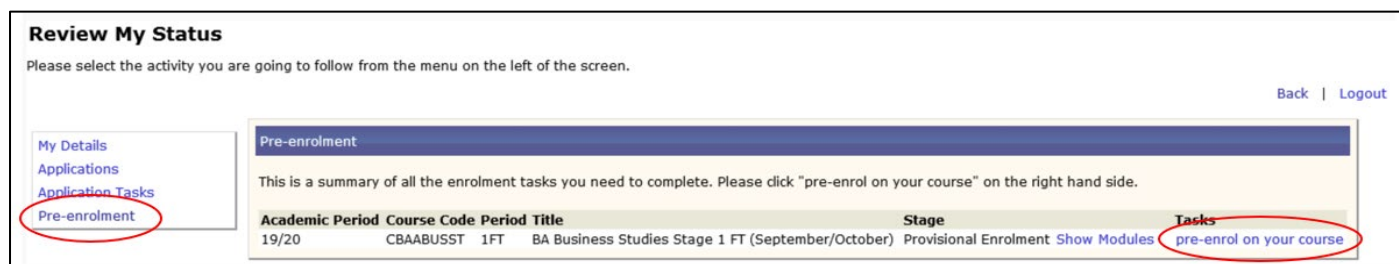


3. Enter your email address. This is the one we have used to communication with you (e.g. during your application)
4. Enter your password
 - If you are a new student, you will have received an email with your password
 - If you are a returning student or have used self-service before then use your current password

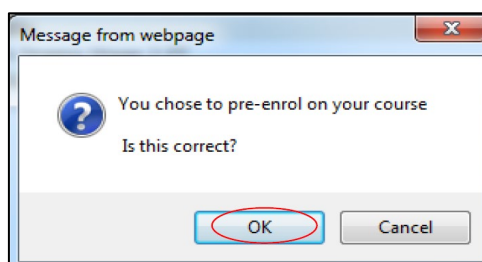
5. Click login
6. Click review my status



7. Click Pre-enrolment (left hand side menu)
8. Select the correct programme and click pre-enrol on your course (in the tasks column)



9. Click OK to confirm



During the subsequent screens you will be asked to confirm and update information. Questions which are marked with an * are mandatory fields and some fields are locked and cannot be changed. Please navigate through the screens by clicking the next and save button

Personal Details

Please check the information on the personal details page including:

- About you
- Where are you from?
- Other details

Student Status

The student status page will show your student status (e.g. Home, Overseas or EU)

Student Status

Personal Details

Student Status

Address Details

Next Of Kin

Previous Education

Additional Details

National Insurance

Supporting Documents

Fees

Terms And Conditions

Confirm

Student Status

< Back & Save

Save

Next & Save >

Student Status

Home

Address Details

On the address page you need to enter your:

- Permanent Address – this is the address you normally live at when you are not studying (e.g. your home address)
- Term Time Address (click to open) – this is the address where you are living whilst studying

Address Details

Personal Details

Student Status

Address Details

Next Of Kin

Previous Education

Additional Details

Supporting Documents

Fees

Terms And Conditions

Confirm

Address Details

< Back & Save

Save

Next & Save >

Permanent Address

Address *

31 University Road

Country

United Kingdom (excluding the Chann

Postcode

Please enter the postcode of your permanent address if you live in the UK. If you have an international postcode please enter a full stop (.) in this field and insert your postcode in line 5 of the address.

NN2 7AL

External E-mail

NIKKI.HARFORD@NORTHAMPTON.AC.UK

Telephone Number

01604 553214

Mobile Number

022247 8569547

Term Time Address

< Back & Save

Save

Next & Save >

Next of Kin

On the next of kin page, you will need to enter the name of somebody who we can contact in an emergency:

1. Contact Name - Enter the name of your emergency contact
2. Relationship – Confirm how you know your emergency contact. If you do not want to enter the type of relationship then please enter “prefer not to say”
3. Telephone – Enter a contact phone number for your emergency contact

Next Of Kin

Personal Details Student Status Address Details **Next Of Kin** Previous Education Additional Details Supporting Documents Fees Terms And Conditions Confirm

Next Of Kin < Back & Save Save Next & Save >

This page is used to record the contact address of your next of kin (emergency contact).

In accordance with Data Protection Act 2018 Schedule 1, we will share data internally in certain circumstances to ensure the health, safety and wellbeing of our students by 1) safeguarding individuals at risk and 2) providing care and support where individuals are experiencing or are at risk of physical, mental or emotional harm. Arising from this, and notwithstanding Section 3.9 above, the University will contact a student's next of kin, as documented on the student's contact record, where a student is deemed by the University to be at risk.

Contact name * Bob ?

Relationship * Brother ?

The address of my Next Of Kin is A new address v

Next Of Kin Contact Address

Address A ?

Country Not Specified v ?

Postcode A ?

Telephone * 01234 567890 ?

* - Mandatory fields

< Back & Save Save Next & Save >

Previous Education

On the previous education page you need to enter the details of the last educational institution which you studied at:

1. Enter the name of the institution and click search
2. Select the institution in the drop-down list or if the institution isn't listed then enter the details manually
3. Enter the month and year when you started
4. Enter the month and year when you finished
5. Click add institution

Previous Education

Personal Details Student Status Address Details Next Of Kin **Previous Education** Additional Details Supporting Documents Fees Terms And Conditions Confirm

Previous Education < Back & Save Save Next & Save >

Please enter/confirm the details of the institution you most recently attended.

Use the search facility below to find your institution, enter part of its name in the first text box and then click "Search".

If your institution is not in the list please select 'Other...' and then enter the name and address details for your institution.

Please ensure you enter the dates (month and year) you studied there in the "From" and "To" fields, then click "Add Institution" to add it to your list.

Institution Details

Institution * Search ?

From * ?

To * ?

Add Institution ?

Institution Name	From Month	From Year	To Month	To Year	
Bedford College	September	2014	June	2015	Delete

< Back & Save Save Next & Save >

Additional Details

We are required by law to collect information about you and your family:

1. Confirm if your parents have studied in Higher Education
2. Confirm if you are a [care leaver](#). This information is confidential but lets the right people at the University know so that we can support you
3. If you are studying a professional health or education programme please confirm the status of your DBS and Occupational Health check

Additional Details

< Back & SaveSaveNext & Save >

Please scroll to the bottom of this page and complete all questions. Then click "Next & Save".

About Your Family

Do any of your parents have any higher education qualifications, such as a degree, diploma or certificate of higher education? *

1. Yes

?

About You

Are you a care leaver?

Not a care leaver

?

* - Mandatory fields

< Back & SaveSaveNext & Save >

Supporting Documents

The supporting documents page allows you to upload supporting documents:

1. You must upload to a copy of your photographic identification (e.g. passport or driving licence)
2. If your Student Loan was approved by another university then please upload your payment advice
3. If you are being sponsored then please upload a sponsor/employer letter confirm they are paying your fees

How to upload a document

1. Select the correct document type (e.g. Photographic ID Document) and click the check box
2. Click browse and navigate to your document
3. Click upload
4. Repeat for more documents

Supporting Documents

Personal Details Student Status Address Details Next Of Kin Previous Education Additional Details Supporting Documents Fees Terms And Conditions Confirm

Supporting Documents < Back & Save Save Next & Save >

If your Student Loan has been approved for your studies at The University of Northampton please click Next & Save.

If your Student Loan was approved for another university please upload your payment advice.

If you have a Sponsor or Employer contributing towards your tuition fees please upload their confirmation letter or purchase order.

To upload documents:

1. Click the checkbox in the "Select" column of the grid below, next to the document type you wish to upload
2. Click "Browse" to navigate to the file you wish to upload
3. Click the "Upload" button

Please ignore the "Loaded Documents" box and the "Add" button.

File To Upload Browse...

Loaded Documents
Request for confidential waste collected corporate logo-col.jpg
Able to Teach 36.pdf
personal statement.docx
Proof of pin.docx
Add >>

Course	Document Type	Document	Select
	Sponsor/Employer fee letter		<input type="checkbox"/>
	Proof of other funding for fee		<input type="checkbox"/>

Upload

< Back & Save Save Next & Save >

Please ignore the Loaded Documents box and Add button

Photo Upload

The photo upload page allows you to provide photo for your student card. Your photo must be a recent passport style (head and shoulders) with a blank background. It is ok to be wearing glasses and to smile 😊

1. Click browse and navigate to your saved photo
2. Click upload

Student Photo

Personal Details Student Status Address Details Next Of Kin Previous Education Additional Details Supporting Documents Photo Upload Fees Terms And Conditions Confirm

Photo Upload < Back & Save Save Next & Save >

Upload Photo

Your student record does not have a photo attached. Please select a photo below and then click "Upload" to attach it to your record.

Browse... Upload

< Back & Save Save Next & Save >

3. Adjust your photo as required

- Crop the photo so it only shows your head and shoulders
- Rotate your photo
- Delete if you want to upload another photo

Photo Upload

View Photo

The photo currently attached to your student record is shown below.


- If you wish to crop the photo drag out a rectangle over the image to the desired size and click "Crop".
- If you wish to rotate the image, click the appropriate rotate button.
- If you wish to delete the photo, click "Delete".

Crop

Rotate Left

Rotate Right

Delete



Fees

The fees pages allows you to confirm how you will be paying for your fees.

1. Select one of the options to confirm how you will pay for your fees

Fees

Personal Details

Student Status

Address Details

Next Of Kin

Previous Education

Additional Details

Supporting Documents

Fees

Terms And Conditions

Confirm

Back & Save

Save

Next & Save >

Course Overview

1 Who will pay the fees?

☐ Erasmus Student

☐ PhD/MPHil Studentship

☒ Student Finance England, Payment Advice received

☐ Student Finance England, awaiting Payment Advice

☐ Student Finance England, intending to apply

☐ Part-time undergraduate. Student Finance England

☐ Self Fee Payer - Full Time

☐ Self Fee Payer - Part Time (PT) - No Instalments

☐ Self Fee Payer - PT - Instalment Plan Requested

☐ Self Fee Payer - PG - No Instalments

☐ Self Fee Payer - PG - Instalment plan requested

☐ Sponsor/Employer to pay Fees - letter attached

☐ Sponsor/Employer to pay Fees - letter NOT attached

☐ NHS to pay Fees

☐ Other Government body to pay fees

2 Paying All Fees

Student Finance England - I have received a University/College Payment Advice confirming my tuition fee loan.

Back & Save

Save

Next & Save >

Terms and Conditions

The terms and conditions page is where you need to read and agree to our terms and conditions.

1. Read the terms and conditions
2. Click the checkbox to confirm that you agree to the terms and conditions

Terms And Conditions

< Back & SaveNext & Save >

Please now read the University's student [terms and conditions](#).

As per the [data sharing agreement](#) between the University of Northampton and University of Northampton Students Union. If you are an eligible student (check with your provider if you are a partner student) your data will be sent to the University of Northampton Students Union and you will be registered as a member of the University of Northampton Students Union. To opt-out of membership please visit the [University of Northampton Students Union website](#).

< >

☐ By continuing I confirm I have read and understood the University's student terms and conditions *

< Back & SaveNext & Save >

Submit Enrolments

1. Please click submit enrolments to finalise the process

Home | View Basket | Accessibility

Confirmation of Enrolments Submitted

Personal Details

Student Status

Address Details

Next Of Kin

Previous Education

Additional Details

Supporting Documents

Fees

Terms And Conditions

Confirm

Confirmation

If you wish to review information you have already completed click the Change Details button before you Submit Enrolments.
If you are happy with the information click the Submit Enrolments button at the bottom of the screen.

Your Courses

Your order contains the following items:

	Academic Period	Course Code	Course Title	Session	Mode
Enrol (Change Stage)	14/15	CBAADRAMA	BA Drama Stage 2 FT	2FT	

Click the submit button to confirm your details.

Change DetailsSubmit Enrolments

2. Don't forget to log off

What Happens Next?

- On Campus Students – If you are studying on campus you will need to attend a face-to-face enrolment session so that we can finalise your enrolment. Information on when face-to-face enrolment sessions take place and important information about starting your studies can be found on our [New Students Webpage](#)
- Distance Learning Students – If you are studying via distance learning then your enrolment will be confirmed remotely by the Admissions Team