NEW students - http://www.ncl.ac.uk/pre-arrival/
Returning - http://www.ncl.ac.uk/students/progress/student-resources/registration/

King’s Road Centre Registration – now closed

How late can I register?
Regulations state you should register by 2nd October – anything later than this needs to be agreed by your school in writing http://www.ncl.ac.uk/pre-arrival/registration/late.htm

How do I request a Council Tax Certificate, a Bank Letter or a Certificate of Registration?
You can print documents from the S3P registration portal OR you can obtain these from Student Services in King’s Gate, level 2.

Attendance Confirmation and ID Checking
As a returning UK/EU student, where do I swipe my smartcard to confirm my attendance?
http://www.ncl.ac.uk/students/progress/student-resources/registration/attendconf.htm
Scanning station venues
- Walton Library
- Medical School Undergraduate Office
- Dental School Office
- King’s Gate Student Services
- Old Library Building, OLUA
As a returning international student, where do I get my ID checked?
Please visit the Student Services Helpdesk in King’s Gate anytime during the normal opening hours.

International students do NOT need to swipe their smartcard.

Where can I get my smartcard?
International Students – Please visit the Student Services Helpdesk in King’s Gate – level 2.
UK Students – Please go to the Robinson Library.

The S3P Registration Portal
Help for S3P Registration Portal - http://www.ncl.ac.uk/students/progress/student-resources/s3p/

I can’t remember my password to log onto OWA/Office 365 for my emails
Please contact the IT Service Desk on telephone number 0191 208 5999

Term Dates
The last day of term before Christmas is Friday 18th of December. Full Term and Semester dates are online at http://www.ncl.ac.uk/regulations/docs/terms-semesters.html. Any reading weeks will be organised by your School.

Can I change programme?
You need to speak to your School in the first instance.
Can I take time off for holidays in term time?
You need to speak to your School regarding this.

Where do I get my induction timetable from?
Your School should have emailed you your induction timetable – if you do not have this go to your School.

How do I choose my modules?
See for information about modules http://www.ncl.ac.uk/students/progress/student-resources/s3p/modules.htm

Where do I get my NUS card from?
If you have purchased an NUS card you can collect these from the Students’ Union.

Doctor/Dentist Registration
It is a requirement under University Regulations to register with a GP. A list of doctors and dentists can be viewed at http://www.ncl.ac.uk/students/wellbeing/medical/doctor_dental.htm

Meningitis Vaccine
The NHS is urging anyone under the age of 25 to get a vaccine from their GP. For more information, please visit: www.nhs.uk/Conditions/vaccinations/Pages/men-acwy-vaccine.aspx

TB Screening
Any students arriving later than 25th September should contact Fiona Cook in the NHS TB Service directly: 
Fiona Cook - Community TB Keyworker TBC
Tel: (0191) 282 3301
Mob: 07889604515 Email: Fiona.Cook@nuth.nhs.uk

Where can I leave luggage?
There is not anywhere on campus where you can leave luggage unless you are attending an accommodation viewing, in this case please speak to Student Services in King’s Gate.

Police Registration
It will say on your visa if you need to register with the Police. You need to visit the following web page http://www.northumbria.police.uk/ovro
Where you will find a form that you MUST fill in and email to the Police at the following email address: ovro-new@northumbria.pnn.police.uk

University English Language Assessment - Do I have to sit it? Where? When?
The UELA is taken by all students whose native language is not English (indicated in S3P ‘Registration Status’ screen) and who do not meet the exemption criteria. See site for FAQs, timetable and exemptions - http://www.ncl.ac.uk/students/insessional/uela/

Postgraduate Research Students
You may find the following FAQs useful. They were written specifically for Postgraduate research students
http://www.ncl.ac.uk/students/progress/student-resources/PGR/RegistrationFAQs.htm