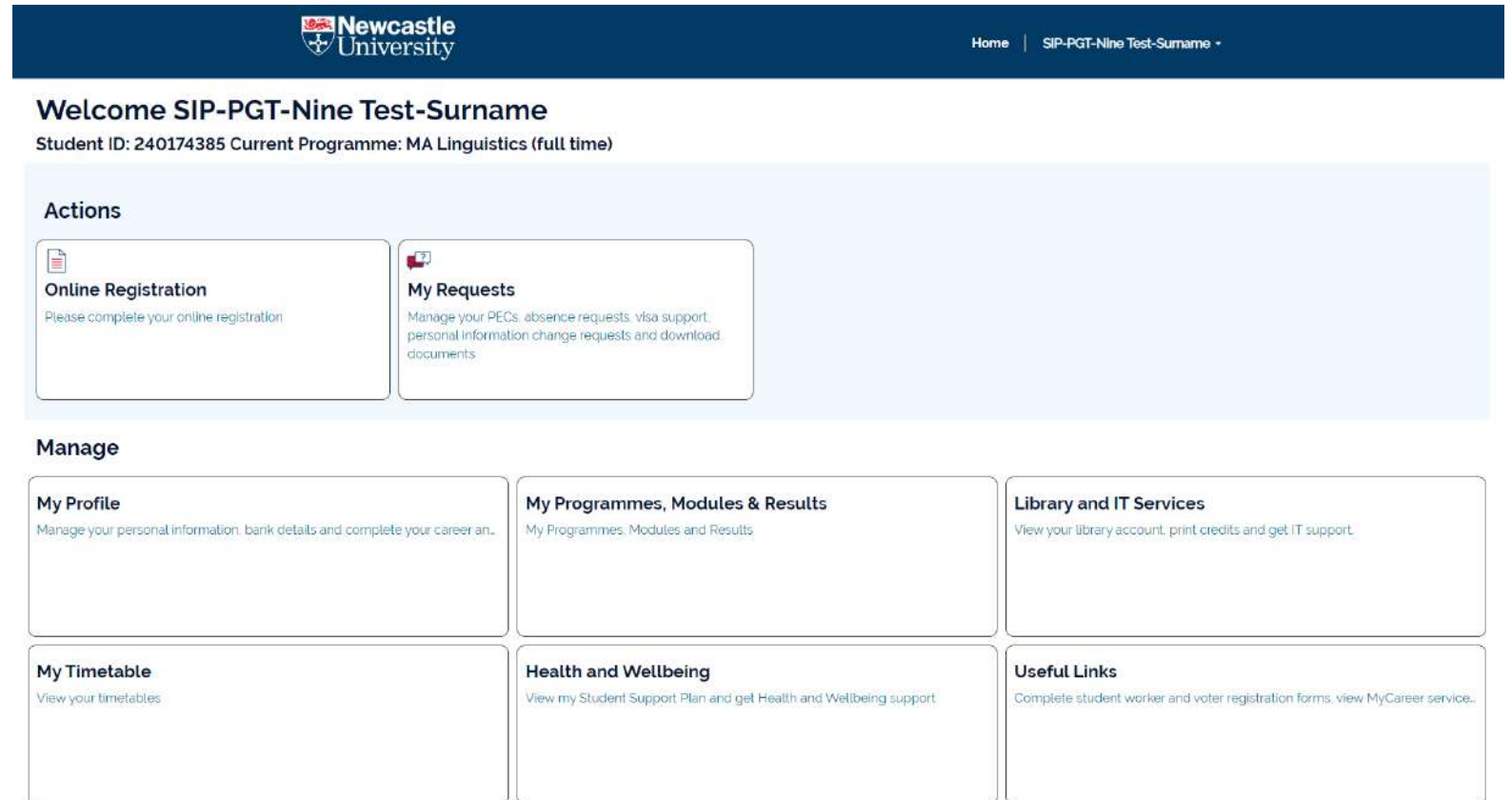


Student Worker Registration Form

How to register for work on the Student Portal

You can register as a student worker by logging in to the [Student Portal](#)



The screenshot shows the Newcastle University Student Portal dashboard. At the top is a dark blue header with the university logo and a user profile dropdown showing 'SIP-PGT-Nine Test-Surname'. Below the header, a welcome message reads 'Welcome SIP-PGT-Nine Test-Surname' with the student ID '240174385' and current programme 'MA Linguistics (full time)'. The 'Actions' section contains two cards: 'Online Registration' (with a document icon) and 'My Requests' (with a speech bubble icon). The 'Manage' section contains six cards arranged in a 2x3 grid: 'My Profile', 'My Programmes, Modules & Results', 'Library and IT Services', 'My Timetable', 'Health and Wellbeing', and 'Useful Links'. Each card has a title and a brief description of its function.

Newcastle University Home | SIP-PGT-Nine Test-Surname ▾

Welcome SIP-PGT-Nine Test-Surname
Student ID: 240174385 Current Programme: MA Linguistics (full time)

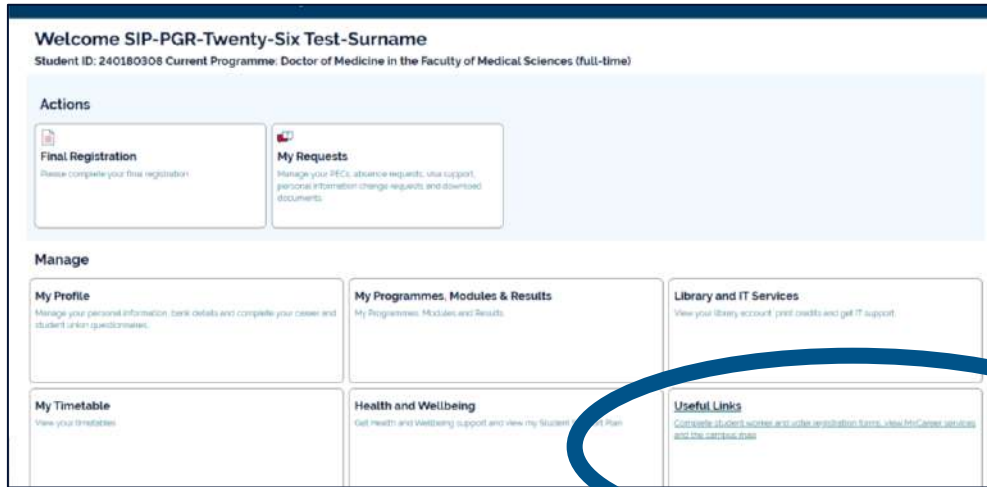
Actions

- Online Registration**
Please complete your online registration
- My Requests**
Manage your PECs, absence requests, visa support, personal information change requests and download documents

Manage

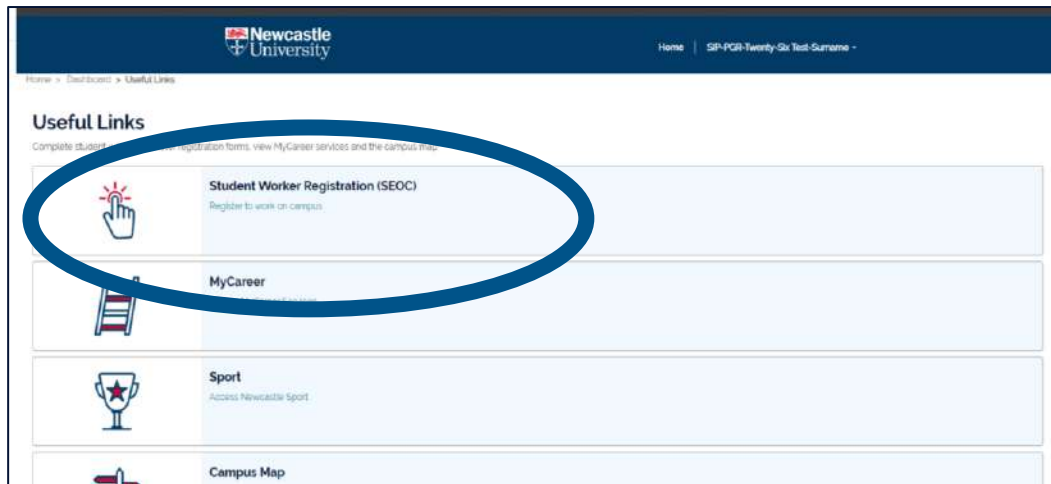
- My Profile**
Manage your personal information, bank details and complete your career an...
- My Programmes, Modules & Results**
My Programmes, Modules and Results
- Library and IT Services**
View your library account, print credits and get IT support
- My Timetable**
View your timetables
- Health and Wellbeing**
View my Student Support Plan and get Health and Wellbeing support
- Useful Links**
Complete student worker and voter registration forms, view MyCareer service...

Accessing the SEOC registration form



Click into the 'Useful Links' tile' and then the 'Student Worker Registration (SEOC)' tile, to access the form.

If the 'Student Worker Registration' tile doesn't appear in 'Useful Links', then the form has already been submitted and is no longer available. Please see page 9 for further details.



Student Worker Registration

Section 1 of 2

Please complete and check the data below so we can create an employee record for you. Any incorrect details may result in payment delays.

If any details on this page are incorrect, you must update them in My Information.

Click on the 'Confirm' button if these details are correct to continue with the student worker registration.

General

Title

Miss

First Name(s)

SJP-PGR-Twenty-Six

Surname *

Test-Surname

Initials

--

Student University Email Address

SJPTest186@newcastle.ac.uk

Students Personal Email Address *

sip.pgr.026@ncl.ac.uk

Student ID

240180308

Date of Birth *

Email Address

dayna.robb@newcastle.ac.uk

Relationship To You

mmm

Confirm

Accessibility - Website Information and Feedback - Newcastle University (ncl.ac.uk)

You will need to review the personal information and ensure this is correct.

Once you have reviewed and confirmed the information is correct, click 'Confirm' to go to the next page.

If any of the personal information on the form is incorrect, you need to update them in 'My information' (please see page 10 for further details).

Complete the form to create an Employee Account.

Student Worker Registration

Section 2 of 2. This page contains fields which we require you to complete so we can create an employee record. Providing incorrect information could result in delays in any payments.

National Insurance and Bank Details

National Insurance Number (Optional):

Please confirm your legal gender (HMRC requirement): *

Payee Name: *

Bank Account Number *

Sort Code *

Building Society Roll Number (Optional):

Tax Declaration

Select the option that best describes your situation:

Option A

This is my first job since 6 April, and since 6 April I have NOT received:

- Jobseeker's Allowance (JSA)
- Employment and Support Allowance (ESA)
- Incapacity Benefit

Option B

Since 6 April, I have received:

- Pay from another job that has ended
OR
- Taxable benefits such as:
 - Jobseeker's Allowance (JSA)
 - Employment and Support Allowance (ESA)
 - Incapacity Benefit

Option C

I have another job

OR

I receive payments from

- State Pension
- Workplace Pension
- Private Pension

Tax Declaration

Further guidance on completing your tax declaration can be found in the [Registering for Work Guide](#)

This section must be completed even if a P45 can be provided

Your present circumstances

Read all the following statement carefully and select the relevant options which applies to you from the dropdown box below

Option A: This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance

Option B: This is now my only job, but since last 6 April I have had another job, or have received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a state or occupational pension

Option C: I have another job or receive a state or occupational pension.

Option A / Option B / Option C: *

Option A

Student Loans

Leave as **'Not Applicable'** if any of these apply:

- You're still studying on the course linked to your student loan.
- You completed or left your course after 6 April (start of current tax year).
- You've fully repaid your loan.
- You're making end-of-loan repayments by Direct Debit to the Student Loans Company.

If none apply, select one of the plans:

Plan 1

- Lived in Northern Ireland when you started your course, **or**
- Lived in England/Wales and started before 1 September 2012.

Plan 2

- Lived in England/Wales and started on or after 1 September 2012.

Plan 4

- Lived in Scotland and applied through Students Award Agency Scotland (SAAS) when you started your course.

Postgraduate Loan

- Lived in England and started a Master's on or after 1 August 2016, **or**
- Lived in Wales and started a Master's on or after 1 August 2017, **or**
- Lived in England/Wales and started a doctoral course on or after 1 August 2018.

Student Loans (advance in the UK):

Further guidance on completing your Student Loan Declaration can be found in the [Registering for Work Guide](#)

I have a student loan and have left a course of UK Higher Education before 6 April and received my first UK Student Loan instalment and have not fully repaid my Student Loan. Select the one that applies to you if applicable.

Not Applicable / Student Loan Type 1 / Student Loan Type 2 / Both / Post Graduate Loan: *

Not Applicable

Once complete, click 'Submit'.

Right to Work Information

Under the Immigration, Asylum and Nationality Act 2006 we are obliged to check your eligibility to work in the UK, at least one day in advance of the commencement of any employment.

As you have highlighted your interest in completing future employment while studying at the university, it is your responsibility to have the relevant 'Right to Work' check undertaken appropriately (Note: this check is separate to your Right to Study check).

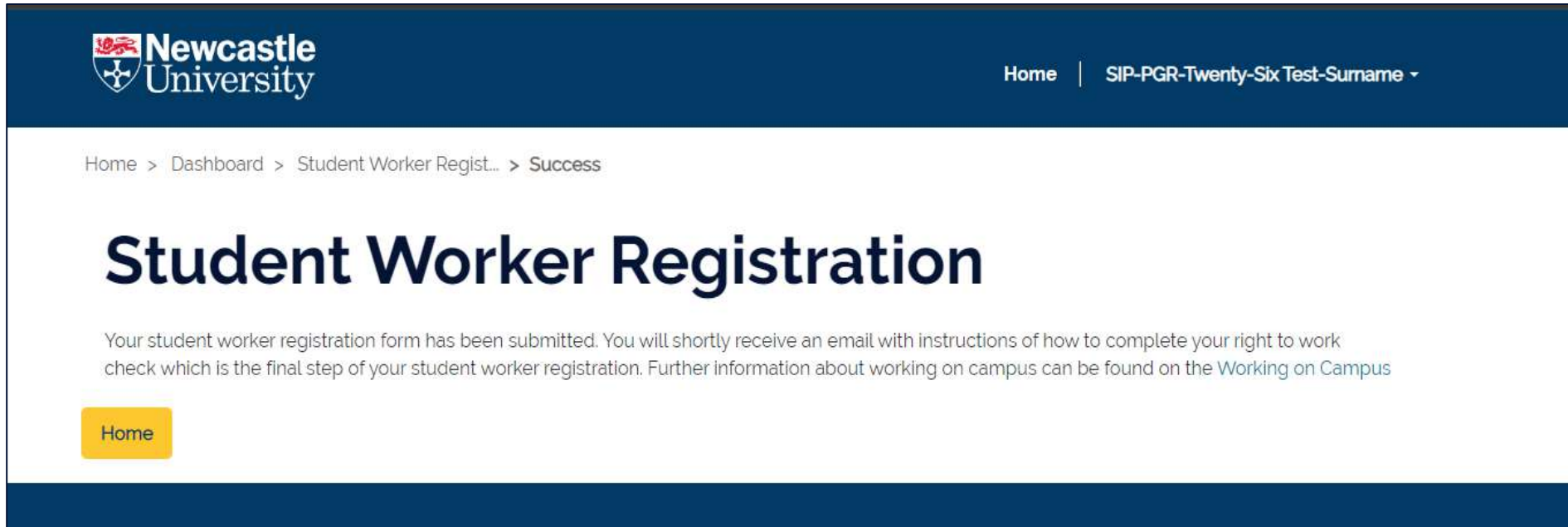
If at any point during your study you have a change in circumstances affecting your visa, you must advise the student office and a further 'Right to Work' will be necessary prior to starting any work assignments.

You will receive details on where and when to complete your Right to Work checks via email to the personal email address provided on this form.

By clicking on the 'Submit' button, I confirm I have read, understood and agree to the Terms and Conditions as set out in the [Casual Worker Agreement](#). I also agree that I can only work and expect to receive payment for bookings that are processed via the Student Employment on Campus (SEOC) application.

[Previous](#)

[Submit](#)



Once the form has been submitted, a message will appear.

Shortly after submitting the form, you will receive an email with instructions of how to complete your right to work check.

Further information about working on campus can be found on the [Working on Campus Webpage](#).

My Information

Please review and update your personal information below. All fields highlighted with an asterisk are mandatory and must be completed.

To change your Date of Birth, Name, Gender or Nationality please create a request by clicking on the 'i' (information icon).

Please click 'submit' once you have reviewed and completed this, even if you have raised an enquiry.

Profile Further Details Addresses Trusted Contacts

Student profile

Student ID

240180308

Student University Email Address

SIPTest166@newcastle.ac.uk

Personal details

Title *

Miss

First Name(s) 

SIP-PGR-Twenty-Six

Surname * 

Test-Surname

If you need to update your personal information, go to the home dashboard, open the 'My Profile' Tile and then go to the 'My information' tile.

You can then make the updates directly in this form and click 'Submit'.



Thank you

From our University. For the world.