

STUDENT SERVICES ENQUIRY TEAM

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Financial Registration Guide – Sponsored Students

This guide is for students that wish to confirm that their fees will be paid by a Sponsor. When you select this option in Registration, please note that you won't be able to complete the process until the funding you've entered has been applied to your account by our Finance Team, and your Financial Registration Balance is £0.

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Entering Registration

Upon logging in, if you have outstanding Registration you should land on the Welcome to Registration Grid. Click on the Financial Registration button.

0809515 Test Student Two

Welcome to Registration

To become a fully registered student, you must complete both Academic and Financial Registration. You may experience a short delay when launching Registration for the first time, so please be patient.

If you are not a national of the UK or Ireland you must complete an additional stage by presenting your passport and biometric identity card, if you have one, so that your identity and entitlement to study can be confirmed in person. Please note even if you have completed all steps of Academic Registration, your Academic Registration status will not show as completed until you have completed Visa Registration.

[Visa Registration](#)

Please be aware that you will not be able to enrol in classes until you have completed Academic Registration. If you are a Part-Time student you may want to enrol in classes before completing Financial Registration, this will make sure that your tuition balance is as up to date as possible.

When completing Registration, you will need to confirm each step as complete before moving on. You can go back to edit any completed step before confirming your registration. You can leave Registration by clicking Exit or X on a mobile device – you can then return to the last completed step at another time. Please do not use the Back button on your web browser.

You may be asked for the following during Registration, so please be prepared:

- Photograph
- Any SAAS or SLC Reference numbers
- Any Financial Sponsor guarantee letter
- Visa/Passport

Career	Term	Academic Plan	Academic Registration Status	Academic Registration	Financial Registration Status	Financial Registration	Fully Registered?
UG	2022	XL35-2354	Completed	✓	Not Completed	Financial Registration	Not Completed

If you don't land on the Welcome to Registration grid, you can still access your Registration by clicking on the Registration tile.

Student Homepage

Registration
Current Term: Not Complete ✗
Prior Term: Not Complete ✗

Enrollment

Academics

Finances
Outstanding Charges

Additional Preferences

Personal Information

Adviser Information

Help

Your New Student Homepage

Your Student Homepage

SAY HELLO TO YOUR NEW STUDENT HOMEPAGE

Manage Classes

Step 1. Introduction

In Financial Registration you will see the Activity Guide on the left which keeps track of your progress.

The screenshot shows a web application window titled "Financial Registration-82". At the top left, there is an "Exit" button. Below the title bar, the user ID "0809515" and name "Test Student Two" are displayed. On the left side, a vertical sidebar contains a list of 12 steps. Step 1, "Introduction", is highlighted in green and labeled "In Progress". The other steps are "My Academics", "Financial Registration Balance", "Payment Options", "Payment by SAAS", "Payment by SLC", "Sponsorship", "Payment by Card", "Direct Debit", "Manual Instalment", "Payment by Cheque", and "Completion", all labeled "Not Started". The main content area is titled "Step 1 of 12: Introduction" and contains the following text: "During Financial Registration, you tell us how you are planning on paying your Tuition Fees (and Bench Fees in some cases). You can expand any of the sections below for more information." Below this is a section titled "Moving through Registration" with the instruction: "Please press Confirm to mark each step complete and then click Next to move through the Registration steps. Once your Financial Registration Balance is £0, you'll be taken to the Completion step." There are three expandable sections: "Self-Funded Students", "Funded/Sponsored Students", and "Lifelong Learning Students". A blue "Confirm" button is located in the top right corner of the main content area.

Please read the information on screen. You can expand any sections that are relevant. Then Press Confirm.

This screenshot is similar to the previous one, but the "Self-Funded Students" section is expanded. The text under this section reads: "If you're funding your own studies, getting financial help from family or friends, or if an external funder has paid your sponsorship to you directly, then you are a self-funded student. You can find information on the payment options available to self-funded students here: [Payment Methods](#)". Below this, there is a note for international students: "If you're a new, International student you won't be able to set up a Direct Debit until you arrive in the UK and have a UK bank account. If you'd still like to pay by Direct Debit then you must confirm that you'll set up a Direct Debit when you arrive in the UK and then pay a minimum of 60% of your Financial Registration Balance to complete Financial Registration. Your Direct Debit will need to be set up before the start of term." The "Confirm" button in the top right corner is now highlighted with a red rectangular box.

Pressing Confirm will mark the step as Complete on the Activity Guide. The Next button will then be available. Click Next.

The screenshot shows a web application window titled "Financial Registration-82". At the top right, there is a "Next >" button highlighted with a red box. Below the title bar, the user ID "ID: 0809515 Test Student Two" is displayed. On the left side, a vertical progress bar lists 12 steps. Step 1, "Introduction", is highlighted in green and marked as "Complete". Steps 2 through 12 are marked as "Not Started". The main content area is titled "Step 1 of 12: Introduction" and includes a "Confirm" button. The text in the main area explains the registration process, provides instructions on how to move through the steps, and lists various student categories: Self-Funded Students, Funded/Sponsored Students, Part-Time Students, and Lifelong Learning Students. A "Payment Methods" link is also present.

Financial Registration-82

ID: 0809515 Test Student Two

Next >

1 Introduction Complete

2 My Academics Not Started

3 Financial Registration Balance Not Started

4 Payment Options Not Started

5 Payment by SAAS Not Started

6 Payment by SLC Not Started

7 Sponsorship Not Started

8 Payment by Card Not Started

9 Direct Debit Not Started

10 Manual Instalment Not Started

11 Payment by Cheque Not Started

12 Completion Not Started

Step 1 of 12: Introduction

Confirm

During Financial Registration, you tell us how you are planning on paying your Tuition Fees (and Bench Fees in some cases). You can expand any of the sections below for more information.

Moving through Registration
Please press Confirm to mark each step complete and then click Next to move through the Registration steps. Once your Financial Registration Balance is £0, you'll be taken to the Completion step.

Self-Funded Students

If you're funding your own studies, getting financial help from family or friends, or if an external funder has paid your sponsorship to you directly, then you are a self-funded student.

You can find information on the payment options available to self-funded students here: [Payment Methods](#)

If you're a new, International student you won't be able to set up a Direct Debit until you arrive in the UK and have a UK bank account. If you'd still like to pay by Direct Debit then you must confirm that you'll set up a Direct Debit when you arrive in the UK and then pay a minimum of 60% of your Financial Registration Balance to complete Financial Registration. Your Direct Debit will need to be set up before the start of term.

Funded/Sponsored Students

Part-Time Students

Lifelong Learning Students

Step 2. My Academics

Read the information provided. If the information listed is not accurate, you can use the My Adviser of Studies button to contact your adviser.

Financial Registration-82

ID: 0809515 Test Student Two

1 Introduction Complete

2 **My Academics** In Progress

3 Financial Registration Balance Not Started

4 Payment Options Not Started

5 Payment by SAAS Not Started

6 Payment by SLC Not Started

7 Sponsorship Not Started

8 Payment by Card Not Started

9 Direct Debit Not Started

10 Manual Instalment Not Started

11 Payment by Cheque Not Started

12 Completion Not Started

Step 2 of 12: My Academics

Please review your academic details below. Do not continue to the next step until the information is correct. If any of the information is incorrect, please contact your Adviser of Studies before continuing with Registration.

You can contact your Adviser using this button: [My Adviser of Studies](#)

I accept these details No

Career: Undergraduate
Program: Bachelor of Arts (SocSci(Hons))
Plan : BA Community Development (Hons)
Approved Academic Load: Full-Time
Level: Fourth Year
Form of Study: Class Enrollment
Tuition Residency: Home

Confirm

If the information is correct, move the I accept these details slider to Yes. The Confirm button will then be available. Click Confirm. The Next button will then be available. Click Next.

Financial Registration-82

ID: 0809515 Test Student Two

1 Introduction Complete

2 **My Academics** Complete

3 Financial Registration Balance Not Started

4 Payment Options Not Started

5 Payment by SAAS Not Started

6 Payment by SLC Not Started

7 Sponsorship Not Started

8 Payment by Card Not Started

9 Direct Debit Not Started

10 Manual Instalment Not Started

11 Payment by Cheque Not Started

12 Completion Not Started

Step 2 of 12: My Academics

Please review your academic details below. Do not continue to the next step until the information is correct. If any of the information is incorrect, please contact your Adviser of Studies before continuing with Registration.

You can contact your Adviser using this button: [My Adviser of Studies](#)

I accept these details Yes

Career: Undergraduate
Program: Bachelor of Arts (SocSci(Hons))
Plan : BA Community Development (Hons)
Approved Academic Load: Full-Time
Level: Fourth Year
Form of Study: Class Enrollment
Tuition Residency: Home

Confirm

Next

Step 3. Financial Registration Balance

Read the information displayed. If you have any questions about your Financial Registration Balance, you should raise an IT helpdesk request.

The screenshot shows the 'Financial Registration-82' system interface. On the left is a progress bar with 12 steps. Step 3, 'Financial Registration Balance', is highlighted as 'In Progress'. The main content area displays the title 'Step 3 of 12: Financial Registration Balance' with an information icon. Below the title, there is explanatory text and a list of charges. A table shows the 'Current Year Balance' for the academic year 2022-23, with a total balance due of 1820.00. Another table shows 'Estimated Part Time Tuition Fees' with a balance due of 0.00. A 'Summary of Financial Aid / Scholarship' table indicates 'No Financial Aid Awarded'. A 'Financial Registration Balance' box shows the value 1820.00. A 'Confirm' button is located in the top right corner.

Academic Year	Description of Charges	Charges	Payments and Credits	Balance Due
2022-23	Fin Reg - Tuition Fees UG	1820.00	0.00	1820.00

Academic Year	No. of Credits to Pay	Value of Credits	Tuition fees already charged	Balance Due
				0.00

Name of Award	Amount
No Financial Aid Awarded	

Further information is available by clicking on the small i-bubbles. Click x to close the i-bubble.

This screenshot shows the same 'Financial Registration-82' interface as the previous one, but with a 'Financial Registration Balance Help' popup window open. The popup window contains the following text: 'Your Financial Registration balance includes: • Tuition Fees for the current academic year • Bench Fees for the current academic year • Any unpaid charges for prior academic years'. It also states: 'Your balance will be reduced by any payments made (including any Financial Aid applied by your School or College). All amounts are in GBP'. The background interface is dimmed, and the 'Confirm' button is still visible.

Press Confirm.

Financial Registration-82

ID: 0809515 Test Student Two

1 Introduction Complete

2 My Academics Complete

3 **Financial Registration Balance** In Progress

4 Payment Options Not Started

5 Payment by SAAS Not Started

6 Payment by SLC Not Started

7 Sponsorship Not Started

8 Payment by Card Not Started

9 Direct Debit Not Started

10 Manual Instalment Not Started

11 Payment by Cheque Not Started

12 Completion

Step 3 of 12: Financial Registration Balance

This step shows your Financial Registration Balance which is made up of the following unpaid charges:

- Current Year Tuition Fee
- Current Year Bench Fee (where appropriate)
- Prior Year Charges (including Tuition, Bench and Accommodation fees).

Details of the University of Glasgow Refund and Withdrawal policy are available here; please read through these policies before moving on:

[Refund Policy](#)
[Withdrawal Policy](#)

If you have any questions about your Financial Registration Balance, please contact the IT Helpdesk

Financial Registration Balance

1820.00

Current Year Balance

Academic Year	Description of Charges	Charges	Payments and Credits	Balance Due
2022-23	Fin Reg - Tuition Fees UG	1820.00	0.00	1820.00

Estimated Part Time Tuition Fees

Academic Year	No. of Credits to Pay	Value of Credits	Tuition fees already charged	Balance Due
				0.00

Summary of Financial Aid / Scholarship

Name of Award	Amount
No Financial Aid Awarded	

Confirm

The Next button will then be available. Click Next.

Financial Registration-82

ID: 0809515 Test Student Two

1 Introduction Complete

2 My Academics Complete

3 **Financial Registration Balance** Complete

4 Payment Options Not Started

5 Payment by SAAS Not Started

6 Payment by SLC Not Started

7 Sponsorship Not Started

8 Payment by Card Not Started

9 Direct Debit Not Started

10 Manual Instalment Not Started

11 Payment by Cheque Not Started

12 Completion

Step 3 of 12: Financial Registration Balance

This step shows your Financial Registration Balance which is made up of the following unpaid charges:

- Current Year Tuition Fee
- Current Year Bench Fee (where appropriate)
- Prior Year Charges (including Tuition, Bench and Accommodation fees).

Details of the University of Glasgow Refund and Withdrawal policy are available here; please read through these policies before moving on:

[Refund Policy](#)
[Withdrawal Policy](#)

If you have any questions about your Financial Registration Balance, please contact the IT Helpdesk

Financial Registration Balance

1820.00

Current Year Balance

Academic Year	Description of Charges	Charges	Payments and Credits	Balance Due
2022-23	Fin Reg - Tuition Fees UG	1820.00	0.00	1820.00

Estimated Part Time Tuition Fees

Academic Year	No. of Credits to Pay	Value of Credits	Tuition fees already charged	Balance Due
				0.00

Summary of Financial Aid / Scholarship

Name of Award	Amount
No Financial Aid Awarded	

Next

Step 4. Payment Options

Read the information provided. Then press Confirm.

The screenshot shows a web application window titled "Financial Registration-82". At the top left, there is an "Exit" button. At the top right, there is a "Previous" button. Below the title bar, the user ID "0809515" and the name "Test Student Two" are displayed. On the left side, there is a vertical navigation menu with 12 steps. Step 4, "Payment Options", is highlighted in green and labeled "In Progress". The main content area displays the title "Step 4 of 12: Payment Options" and a "Confirm" button. The text in the main area reads: "To complete Financial Registration, your Financial Registration balance must be £0. Your balance can be cleared by:" followed by a bulleted list: "Providing your SAAS or SLC information," "Paying in full by Credit or Debit Card," "Providing your sponsor guarantee letter," "Your School or College applying Sponsorship (Financial Aid)," "Setting up a Direct Debit or Manual Instalment plan, or" and "Paying by cheque or bank transfer." Below this, it states: "You can choose more than one payment option if needed. Some payment options will need additional information, or input from our Finance Team before you can complete Registration. You will be able to see what's needed on the relevant step."

The Next button will then be available. Click Next.

The screenshot shows the same web application window as above. The "Next" button is now highlighted in purple. The "Confirm" button is now greyed out. The rest of the interface, including the navigation menu and the main content area, remains the same as in the previous screenshot.

Step 5. Payment by SAAS

Leave the *Would you like to select this payment option* slider at No and click Confirm.

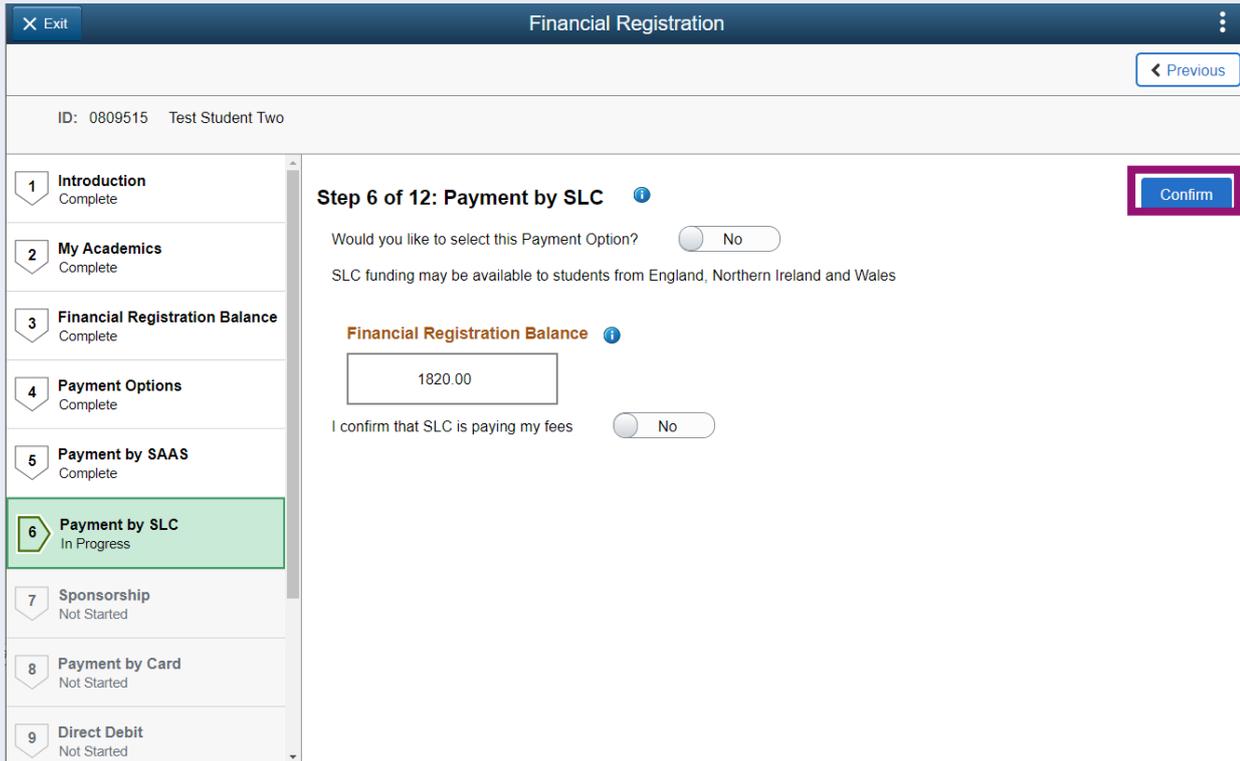
The screenshot shows the 'Financial Registration-82' interface. At the top, there is an 'Exit' button and a 'Previous' button. The user ID is '0809515 Test Student Two'. A sidebar on the left lists steps 1 through 8, with 'Payment by SAAS' (Step 5) highlighted in green and marked 'In Progress'. The main content area is titled 'Step 5 of 12: Payment by SAAS'. It contains the question 'Would you like to select this Payment Option?' with a 'No' slider selected. Below this is the text 'SAAS funding is available to most Scottish students as well as certain EU students.' and a 'Financial Registration Balance' of 1820.00. At the bottom, there is a confirmation question 'I confirm that SAAS is paying my fees' with a 'No' slider selected. A red box highlights the 'Confirm' button in the top right corner.

The Next button will then be available. Click Next.

The screenshot shows the 'Financial Registration-82' interface after the 'Confirm' button has been clicked. The 'Previous' button is now disabled, and the 'Next' button is highlighted with a red box. The 'Payment by SAAS' step in the sidebar is now marked 'Complete'. The main content area remains the same, but the 'Confirm' button is now disabled. The 'Next' button is located in the top right corner.

Step 6. Payment by SLC

Leave the *Would you like to select this Payment Option* slider at No and click Confirm.

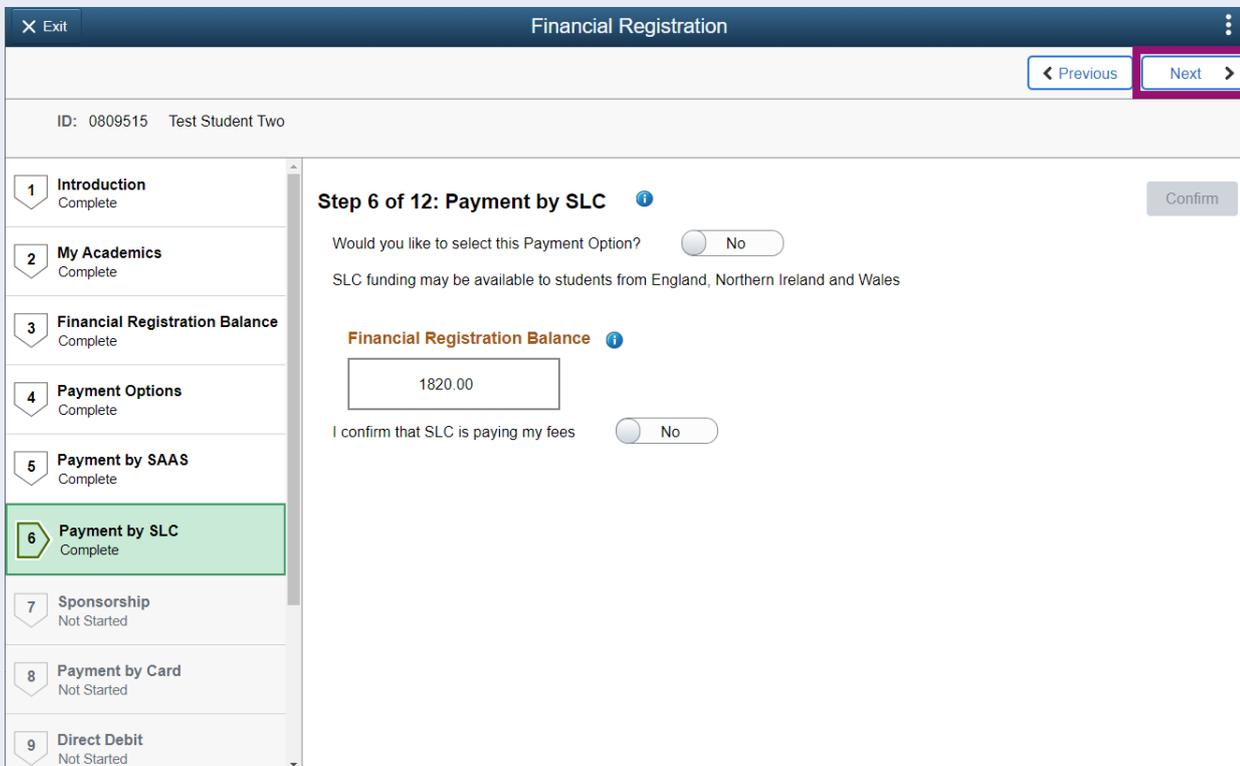


The screenshot shows the 'Financial Registration' window for 'Test Student Two' (ID: 0809515). The left sidebar lists steps 1 through 9. Step 6, 'Payment by SLC', is currently 'In Progress' and is highlighted with a green background. The main content area displays 'Step 6 of 12: Payment by SLC' with an information icon. Below this, there are two questions, each with a 'No' toggle switch:

- 'Would you like to select this Payment Option?' (No)
- 'SLC funding may be available to students from England, Northern Ireland and Wales'

The 'Financial Registration Balance' is shown as 1820.00. Below this, there is a confirmation statement: 'I confirm that SLC is paying my fees' (No). A blue 'Confirm' button is highlighted with a red box in the top right corner.

The Next button will then be available. Click Next.



The screenshot shows the 'Financial Registration' window for 'Test Student Two' (ID: 0809515). The left sidebar lists steps 1 through 9. Step 6, 'Payment by SLC', is now 'Complete' and is highlighted with a green background. The main content area displays 'Step 6 of 12: Payment by SLC' with an information icon. Below this, there are two questions, each with a 'No' toggle switch:

- 'Would you like to select this Payment Option?' (No)
- 'SLC funding may be available to students from England, Northern Ireland and Wales'

The 'Financial Registration Balance' is shown as 1820.00. Below this, there is a confirmation statement: 'I confirm that SLC is paying my fees' (No). A grey 'Confirm' button is visible in the top right corner. A blue 'Next >' button is highlighted with a red box in the top right corner.

Step 7. Sponsorship

Update the *Would you like to select this Payment Option* slider at Yes. Then click Add New Details

Financial Registration

ID: 0809515 Test Student Two

1 Introduction Complete

2 My Academics Complete

3 Financial Registration Balance Complete

4 Payment Options Complete

5 Payment by SAAS Complete

6 Payment by SLC Complete

7 Sponsorship In Progress

8 Payment by Card Not Started

9 Direct Debit Not Started

Step 7 of 12: Sponsorship

Would you like to select this Payment Option? Yes

Financial Registration Balance

1820.00

No details recorded

If either your sponsorship or scholarship details are not showing on your account you can add the details here. Please note scholarship details are displayed as Financial Aid.

ADD NEW DETAILS

Confirm

Additional information will then be available. Read the information and then update the *I confirm that all or some of my fees will be paid by a Sponsor* slider to Yes. The Sponsorship Declaration will then be displayed. Read the information and then update the *I confirm that I have read and understand the Sponsor Declaration* Slider to Yes.

Financial Registration

ID: 0809515 Test Student Two

1 Introduction Complete

2 My Academics Complete

3 Financial Registration Balance Complete

4 Payment Options Complete

5 Payment by SAAS Complete

6 Payment by SLC Complete

7 Sponsorship In Progress

8 Payment by Card Not Started

9 Direct Debit Not Started

Step 7 of 12: Sponsorship

You will be asked to upload an electronic copy of the letter from your funder confirming that they will pay all or some of your fees. If you don't have this, you can still enter your funder's details but you will need to provide the letter later.

Our Finance Teams need to verify your sponsorship/scholarship and your account will only be updated once these checks are complete. You won't be able to complete Financial Registration until your funding has been applied and your account updated. You will continue to see the Financial Registration option on your Registration tile and can use this to return to Financial Registration at a later date or to view the status of your sponsorship.

Once you have entered your funder's details below, please press Save, and then Continue where you will be taken to upload your sponsor letter.

Financial Registration Balance

1820.00

I confirm that all or some of my fees will be paid by a sponsor or scholarship Yes

Sponsor Declaration

You must agree to the sponsor declaration before continuing.

'I agree that if the sponsor indicated fails to pay all or some of my tuition and bench fees, that I will be liable for the balance due'

I confirm that I have read and understand the Sponsor Declaration Yes

Back Save

The Sponsor/Scholarship Details section will then be displayed. Here you can use the Keyword Search to look up your funder from a list held by the University. If you can't find your funder in the Keyword Search, you can update the *Funder missing from search* slider to Yes and then key in the information manually.

To use the Keyword Search, enter up to 3 keywords and press Search. (Use quotation marks to search for a complete phrase, e.g., "Glasgow City Council")

The screenshot shows the 'Financial Registration' form. On the left is a progress sidebar with steps 1-9. Step 7, 'Sponsorship', is currently active. The main content area contains a declaration, a 'Yes' toggle, and the 'Sponsor / Scholarship Details' section. In this section, there is a 'Keyword Search' input field with the text 'Glasgow City Council' and a 'Search' button. Below this are 'Match All' and 'Match Any' buttons, a 'Sponsor Name' label, and a 'Funder missing from search?' toggle set to 'No'. There is also a 'Sponsor Reference Number' input field and an 'Amount' label.

The Sponsorship search window will pop up. Press Select alongside your desired sponsor.

The screenshot shows a 'Sponsorship Search Results' window. At the top, there is a 'Show Address Details' toggle set to 'No'. Below this is a table titled 'Sponsorship Details' with the following data:

Select	Sponsorship Name	City	Country
Select	Glasgow City Council	Glasgow	United Kingdom
Select	Glasgow City Council Customer & Business Services	Glasgow	United Kingdom
Select	Glasgow City Council Homelessness Services	Glasgow	United Kingdom

You will then return to the Sponsor/Scholarship Details section, where you detail whether your funder is paying your full fee, or part of your fee. You can also notify us if your sponsor will cover additional Terms by pressing the + button and entering in the term/s for which your sponsor will pay,

If your funder is paying your full fee, update the *I confirm that the organisation detailed above will pay my full fees* to Full.

Financial Registration

ID: 0809515 Test Student Two

1 Introduction Complete

2 My Academics Complete

3 Financial Registration Balance Complete

4 Payment Options Complete

5 Payment by SAAS Complete

6 Payment by SLC Complete

7 Sponsorship In Progress

8 Payment by Card Not Started

9 Direct Debit Not Started

10 Manual Instalment Not Started

11 Payment by Cheque Not Started

12 Completion Not Started

Sponsor / Scholarship Details

Please tell us the name of the Organisation(s) that are paying your tuition and/or Bench Fees.

You can search through a list that we already hold in the Keyword search box (maximum of 3 keywords). If you are funded by a University scholarship, please select University of Glasgow as your funder.

Keyword Search

Sponsor Name Glasgow City Council

Country GBR

United Kingdom

FAO Lorraine Cunningham
Wheatley House
Address 25 Cochrane Street
Glasgow
G1 1HL
United Kingdom

Funder missing from search? Please select Yes No

I confirm that the organisation detailed above will pay my full fees Full

Sponsor Reference Number

Terms

Please indicate which terms your sponsor covers. If more than one please select + to add a new row

Term	Academic Year
2022	Academic Year 2022-23

If the funder is paying part of your fee, leave the *I confirm that the organisation detailed above will pay my full fees* slider at Partial, and then input an Amount in the relevant box.

Financial Registration

Exit Previous

ID: 0809515 Test Student Two

- 1 Introduction Complete
- 2 My Academics Complete
- 3 Financial Registration Balance Complete
- 4 Payment Options Complete
- 5 Payment by SAAS Complete
- 6 Payment by SLC Complete
- 7 Sponsorship In Progress**
- 8 Payment by Card Not Started
- 9 Direct Debit Not Started
- 10 Manual Instalment Not Started
- 11 Payment by Cheque Not Started
- 12 Completion Not Started

Sponsor / Scholarship Details

Please tell us the name of the Organisation(s) that are paying your tuition and/or Bench Fees.

You can search through a list that we already hold in the Keyword search box (maximum of 3 keywords). If you are funded by a University scholarship, please select University of Glasgow as your funder.

Keyword Search Search

Match All Match Any

Sponsor Name Glasgow City Council

Country GBR

United Kingdom

FAO Lorraine Cunningham
Wheatley House
25 Cochrane Street
Glasgow
G1 1HL
United Kingdom

Funder missing from search? Please select Yes No

I confirm that the organisation detailed above will pay my full fees Full Partial

Sponsor Reference Number

Amount

If you expect only part of your fees to be paid, please enter the amount here in GBP

Terms

Please indicate which terms your sponsor covers. If more than one please select + to add a new row

Term	Academic Year
2022	Academic Year 2022-23

Scroll up to the top of the page, and then press Save. You will then see a Pop-up message confirming that your details have saved. Press OK to clear the message.

The screenshot shows the 'Financial Registration' interface. On the left, a progress bar lists 10 steps: 1 Introduction (Complete), 2 My Academics (Complete), 3 Financial Registration Balance (Complete), 4 Payment Options (Complete), 5 Payment by SAAS (Complete), 6 Payment by SLC (Complete), 7 Sponsorship (In Progress), 8 Payment by Card (Not Started), 9 Direct Debit (Not Started), and 10 Manual Instalment (Not Started). The main content area is titled 'Step 7 of 12: Sponsorship'. It contains instructions about uploading a funder's letter, a 'Financial Registration Balance' field with the value '1820.00', a 'Sponsor Declaration' section with a 'Yes' toggle, and a 'Sponsor / Scholarship Details' section. At the top right, 'Back', 'Continue', and 'Save' buttons are visible, with 'Save' highlighted in a purple box. A white pop-up message with a purple border says 'Sponsorship Details Saved. Please press Continue' and has an 'OK' button highlighted in a purple box.

Then press Continue.

This screenshot shows the same 'Financial Registration' page as above, but the 'Continue' button at the top right is now highlighted in a purple box. The 'Save' button is no longer highlighted. The 'Sponsor Declaration' section shows the 'Yes' toggle is now active. The 'OK' button from the previous pop-up is no longer visible.

You will then see the Supporting Documents section, where you can use the Upload Documents button and follow the instructions to add a copy of your Sponsor Guarantee letter. If you don't have your sponsor letter, please update the *If you do not have this documentation yet....* slider to Yes.

Financial Registration

Exit Previous

ID: 0809515 Test Student Two

1 Introduction Complete

2 My Academics Complete

3 Financial Registration Balance Complete

4 Payment Options Complete

5 Payment by SAAS Complete

6 Payment by SLC Complete

7 Sponsorship In Progress

8 Payment by Card Not Started

9 Direct Debit Not Started

10 Manual Instalment Not Started

Step 7 of 12: Sponsorship Back Save

Financial Registration Balance 1820.00

Supporting Documents Upload Document

Documentation

Document
No Associated Document Delete

Please upload a copy of your sponsor or award letter. If you don't have the letter available, please indicate below and you can upload it later, email it to mycampus-fees@glasgow.ac.uk or post a copy to:
Accounts Receivable
Finance Office (Tay House)
University of Glasgow
Glasgow
G12 8QQ

You can then press Save to return to the Sponsorship Summary where you can either add additional funder information or Confirm the step as complete.

If you do not have this documentation yet, or are unable to upload a copy of it, please tick here: No

Once you have either uploaded your document, or confirmed that you don't have your document, press Save.

Financial Registration

Exit Previous

ID: 0809515 Test Student Two

- 1 Introduction Complete
- 2 My Academics Complete
- 3 Financial Registration Balance Complete
- 4 Payment Options Complete
- 5 Payment by SAAS Complete
- 6 Payment by SLC Complete
- 7 Sponsorship In Progress**
- 8 Payment by Card Not Started
- 9 Direct Debit Not Started
- 10 Manual Instalment Not Started

Step 7 of 12: Sponsorship

Back **Save**

Financial Registration Balance

1820.00

Supporting Documents

Upload Document

Documentation

Document
test.pdf (Not yet saved) Delete

Please upload a copy of your sponsor or award letter. If you don't have the letter available, please indicate below and you can upload it later, email it to mycampus-fees@glasgow.ac.uk or post a copy to:
 Accounts Receivable
 Finance Office (Tay House)
 University of Glasgow
 Glasgow
 G12 8QQ

You can then press Save to return to the Sponsorship Summary where you can either add additional funder information or Confirm the step as complete.

If you do not have this documentation yet, or are unable to upload a copy of it, please tick here: No

You will then return to the Sponsorship summary page, where the information you entered will be shown. You can either press Confirm to mark the step as complete, Add New Details for an additional sponsor, or edit the information you've already entered.

Financial Registration

Exit Previous

ID: 0809515 Test Student Two

- 1 Introduction Complete
- 2 My Academics Complete
- 3 Financial Registration Balance Complete
- 4 Payment Options Complete
- 5 Payment by SAAS Complete
- 6 Payment by SLC Complete
- 7 Sponsorship In Progress**
- 8 Payment by Card Not Started
- 9 Direct Debit Not Started
- 10 Manual Instalment Not Started

Step 7 of 12: Sponsorship

Confirm

Would you like to select this Payment Option? Yes

Financial Registration Balance

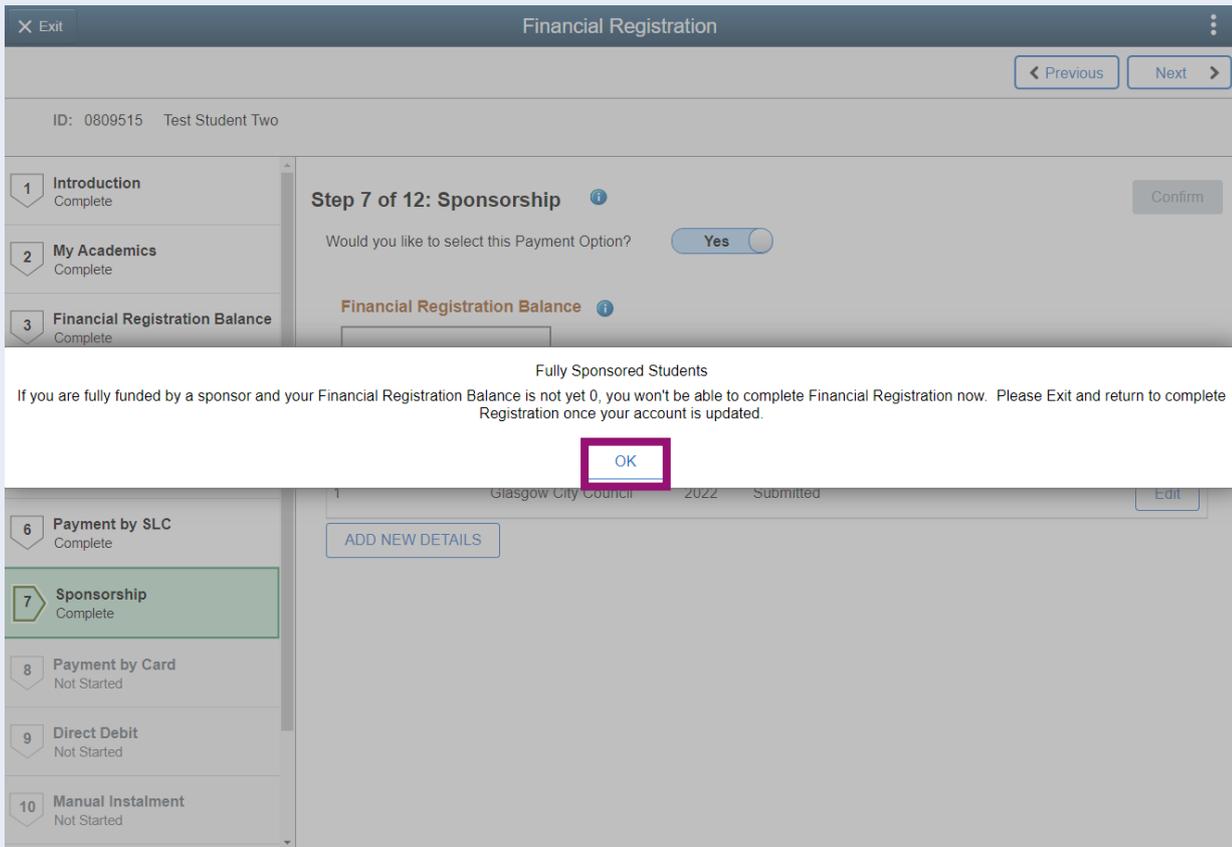
1820.00

You have already entered the following details. You can edit these details only if the status is not 'approved' or 'rejected'. You can also add further sponsorship / scholarship details as required.

Sponsored by	External Organisation	Term	Sponsor Status	Reject Reason (if Rejected)	Edit
1	Glasgow City Council	2022	Submitted		Edit

ADD NEW DETAILS

You will then see a pop-up message that confirms that you can only complete registration if your balance is 0, and your funding has been applied. Press OK to clear the message. If your balance is not yet 0, please press Exit.



You can return to any incomplete Financial Registration by clicking the Registration tile. You can then select Step 7. Sponsorship to check the status of your sponsorship.

This may be updated to accepted (in which case your Financial Registration Balance will have been updated accordingly), or it may be Rejected, in which case you will have had an email from Accounts Receivable confirming the reason.

The screenshot shows a web interface for 'Financial Registration'. At the top, there is a navigation bar with 'Exit' and 'Financial Registration' text, and a 'Previous' button. Below the navigation bar, the user ID '0809515' and name 'Test Student Two' are displayed. A sidebar on the left lists 10 steps: 1 Introduction (Complete), 2 My Academics (Complete), 3 Financial Registration Balance (Complete), 4 Payment Options (Complete), 5 Payment by SAAS (Complete), 6 Payment by SLC (Complete), 7 Sponsorship (In Progress), 8 Payment by Card (Not Started), 9 Direct Debit (Not Started), and 10 Manual Instalment (Not Started). The main content area is titled 'Step 7 of 12: Sponsorship' and includes a 'Confirm' button. It contains a question 'Would you like to select this Payment Option?' with a 'Yes' radio button. Below this is a 'Financial Registration Balance' section with a text input field containing '1820.00'. A note states: 'You have already entered the following details. You can edit these details only if the status is not 'approved' or 'rejected'. You can also add further sponsorship / scholarship details as required.' Below the note is a table with columns: 'Sponsored by', 'External Organisation', 'Term', 'Sponsor Status', 'Reject Reason (if Rejected)', and 'Edit'. The table has one row with values: '1', 'Glasgow City Council', '2022', 'Submitted', and an 'Edit' button. At the bottom of the table is an 'ADD NEW DETAILS' button.

Sponsored by	External Organisation	Term	Sponsor Status	Reject Reason (if Rejected)	Edit
1	Glasgow City Council	2022	Submitted		Edit

You can choose to edit the details of existing sponsorship by pressing the Edit button. You can upload a fresh sponsor letter if required, alternatively, you can email this to mycampus-fees@glasgow.ac.uk

Completing Registration

Only once your funding has been applied and your Financial Registration Balance is 0, will you be taken directly to step 12 to Complete Registration. Click the Complete Registration button.

The screenshot shows the 'Financial Registration-82' application window. The user ID is '0809515 Test Student Two'. The left sidebar lists 12 steps, with '12 Completion' highlighted in green and marked 'In Progress'. The main content area is titled 'Step 12 of 12: Completion' and includes a 'Complete Registration' button highlighted with a red box. Below the title, there is a message: 'If for any reason you do not want to complete Financial Registration at this point, you can click 'Exit' but you must then return to complete Financial Registration at a later time.' A 'Financial Registration Balance' field shows '0.00'.

You will see a message confirming that Financial Registration is complete. Press OK to clear this message.

The screenshot shows the same 'Financial Registration-82' application window, but with a confirmation dialog box overlaid. The dialog box contains the text: 'You have completed Financial Registration. Congratulations you have successfully completed Financial Registration, Select OK to return to the Registration Homepage.' The 'OK' button is highlighted with a red box.

Once your Registration is complete, you will be taken to the Welcome to Registration Grid where your status will be updated. If you want to return to your Student Homepage, press the Home icon.

Financial Registration Welcome to Registration

0809515 Test Student Two

Welcome to Registration

To become a fully registered student, you must complete both Academic and Financial Registration. You may experience a short delay when launching Registration for the first time, so please be patient.

If you are not a national of the UK or Ireland you must complete an additional stage by presenting your passport and biometric identity card, if you have one, so that your identity and entitlement to study can be confirmed in person. Please note even if you have completed all steps of Academic Registration, your Academic Registration status will not show as completed until you have completed Visa Registration.

[Visa Registration](#)

Please be aware that you will not be able to enrol in classes until you have completed Academic Registration. If you are a Part-Time student you may want to enrol in classes before completing Financial Registration; this will make sure that your tuition balance is as up to date as possible.

When completing Registration, you will need to confirm each step as complete before moving on. You can go back to edit any completed step before confirming your registration. You can leave Registration by clicking Exit or X on a mobile device – you can then return to the last completed step at another time. Please do not use the Back button on your web browser.

You may be asked for the following during Registration, so please be prepared:

- Photograph
- Any SAAS or SLC Reference numbers
- Any Financial Sponsor guarantee letter
- Visa/Passport

Career	Term	Academic Plan	Academic Registration Status	Academic Registration	Financial Registration Status	Financial Registration	Fully Registered?
UG	2022	XL35-2354	Completed ✓		Completed ✓		Completed ✓