

Welcome to the University of Warwick's online enrolment system. Please read the following instructions carefully. It might be helpful to keep them open in a separate window from your enrolment screen, and refer to them as you move through the enrolment process.

If you should have any difficulty using the form, or providing the required information, please email the Student Records Team, using the 'Contact Us' tab at the top right of your enrolment screen.

On all of the screens the grey box at the top contains guidance for the information to be completed on that page. Please read the guidance **carefully** before amending or confirming your details.

Stage One: Logging in to your personal enrolment form

You will find the enrolment form at <http://go.warwick.ac.uk/welcome>

Welcome to the University of Warwick log-in page

Please enter your University ID number (e.g. 0247652) and Date of Birth into the boxes below. Please note that Date of Birth must be in the format DD/MM/YYYY e.g 28/02/1976

Enrolling students

Please see <http://go.warwick.ac.uk/welcome> for more information. Once you have enrolled successfully, you will not be able to log back in to the online enrolment system. For all future access to your student information, including your transcript, please go to my.insite at <https://insite.warwick.ac.uk/> and log on with your IT Usename and password. If you are not registered for your IT account as part of your enrolment online, please visit the IT Services website at <http://go.warwick.ac.uk/ITS> then follow the link Register for ITS account to get your login details.

Degree Ceremony students

If you are due to graduate at the next available ceremony, you can login here to access the online registration form for the Degree Congregation. Please follow the instructions given on the Degree Congregation tab.

Destination of Leavers Survey

Please use your University ID and Date of Birth as described above. Your old University ID number appears on the questionnaire sent to you in the post. You will then be directed to the online questionnaire.

Student information Log-in

Enter your log-in details here:

University ID:

DOB (DD/MM/YYYY):

NB If after three attempts you have not been able to log in, please notify the Student Records Team. After three failed attempts you will not be granted access, even with the correct responses.

To log into your form you will need to enter your **University number** and your **date of birth**. Your University number can be found on your invoice for tuition fees and on your formal offer letter. (Your University number is a 7 digit number; students who have studied at Warwick previously will generally keep their existing number.) Don't forget to include the slashes '/' in your date of birth and enter it as dd/mm/yyyy.

If you have any difficulty logging on to your enrolment form please contact enrolment@warwick.ac.uk

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Once you have successfully logged into your form you will see a screen like that shown to the right. Should you need to exit the enrolment process before submitting the form, please just close your browser window. When you next login, the details you have already amended will be stored.

Click on the 'Proceed to enrolment' button to move through to the next screen.

WARWICK Student information

23rd May 2007 Logged in as: [username]

Enrolment | My data

Enrolment

Please read the following information carefully

Press the "Proceed to Enrolment" button at the foot of the page, to continue

Welcome, [username], to the University of Warwick Online Enrolment System

This system allows you to enrol for your first year of study on a new course or re-enrol onto subsequent years of study. You will have to complete the process for all courses for 2003/04.

The enrolment process will take approximately 10 minutes. If you need to leave this form at any time, simply close your browser window. When you log back in to complete your enrolment, the system will remember any changes you have already made.

- You **must** have completed this process for all courses for which you are eligible within 2 weeks of the start date of each course.
- The enrolment form has been divided into a series of stages. Before you can complete enrolment/re-enrolment, you must check and confirm the information at each stage.
- ALL** of the fields on the form are mandatory and must be completed with full and accurate information. It is **your** responsibility to ensure the information you provide is correct. If any of your personal information changes at any time after you have enrolled, you may update your details online using the student portal "my.insite" which may be accessed via the University homepage using the IT username/password which will be created at the end of this enrolment process.
- If you have any queries regarding the completion of this form please send us a message using the 'Contact Us' button at the top of each page. There are two Teams: Student Records - dealing with your personal and course-related information and Student Finance - dealing with fees, charges, bursaries and student loans.

If you are enrolling for the first time/starting a new course:

- Once you click on the 'Submit Enrolment Form' tab a confirmatory email will be sent to your new University email address (which will be given to you as a part of the enrolment process). The University will use this email address to contact you from enrolment onwards.

If you are re-enrolling:

- Your confirmation, and all other University correspondence, will be sent to your University email address.

If you are a member of staff enrolling on a course:

- Your confirmation, and all other University correspondence, will be sent to your **student** and not your staff email account.

We hope that you find the enrolment system easy to follow and use and that you enjoy your time at Warwick. When you have completed the enrolment form, please do provide the Enrolment Team with feedback about the process.

A feedback link will be given in your confirmatory email.

Yours sincerely,
The Enrolment Team

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Stages in your enrolment process

Guidance notes

Enrolment introduction

IMPORTANT NOTE

At the end of this enrolment process you will be presented with an "Enrolment Certificate". You will need this certificate in order to collect your University Card. You **must** either print it out, or copy the information onto the relevant page of the "getting started at Warwick" booklet. You must then follow the instructions contained on the Enrolment Certificate carefully and read these in conjunction with the information contained in the "getting started at Warwick" booklet with regards to **confirming your enrolment** and receiving your **University Card**.

Proceed

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This screen provides you with information about the enrolment certificate you will receive when you complete the enrolment process. It is very important that you either print your enrolment certificate, or copy the information and **keep it in a safe place**. You **will not be given a University card without the information provided on your enrolment certificate**.

Stage Two: Confirming your Course of Study

This section shows details of the course for which you have applied and accepted a place. You are **not** able to update this information online.

If you have accepted a place on more than one course for this academic year, please use the drop down menu to tell us which course you want to enrol onto.

If the information shown here is incorrect, please use the Contact Us tab at the top right of the screen to notify the Student Records team of your concerns.

Transfers of degree course are **rarely permitted** during the first year of study. Should you wish to change course you should first seek advice from your personal tutor who will explain the procedure to you.

WARWICK
 Student information
 23rd May 2007 Logged in
 Enrolment | My data |

Stages in your enrolment process

Guidance notes *Course*

Course Details

You are eligible to enrol on to the course(s) listed below for the current academic year 2003/04. If you are eligible to enrol onto more than one course then please select which course you would like to complete the enrolment process for. This page details information about the course of study for which you are enrolling. You are not able to update any of the information yourself. However, if you believe any of these details to be incorrect please click once on the "Contact Us" tab above, and send a message to the Student Records team outlining exactly what you think the problem might be.

Student Source of Funding: Please choose from the options available the one which best describes the **main** source of funding for your tuition fees. For example, if you are a sponsor payee (3000 then choose Fee paid in Full, by student, parent, family member).

Note: Undergraduate UK and EU students should choose the option which best describes the outcome of your Local Authority/HE student support assessment. Please refer to your Student Support notification.

Do you want to enrol onto Mathematics (MMath)?	Yes, I want to enrol onto this course	
Student Source of Funding for Mathematics (MMath)?	Please select from this list	
Course:	Mathematics (MMath)	Your course of study
Route:	Mathematics (MMath)	Your course as it will appear on your certificate
Programme:	Degree of Master of Mathematics	Your current qualification aim
Level of study:		Your period of study, which will usually equate to your year of study
Occurrence:	Standard/Part A	Certain courses have numerous occurrences. DUMA students will see their Part displayed here
Start date:		The date of commencement of your course
Expected end date:		The date we anticipate you will complete your course
Mode of attendance:	Full Time	Your current mode of attendance
Year of study:	324	Your current year of study

Do you want to enrol onto Financial Mathematics?	Yes, I want to enrol onto this course	
Student Source of Funding for Financial Mathematics?	Please select from this list	
Course:	Financial Mathematics	Your course of study
Route:	Financial Mathematics	Your course as it will appear on your certificate
Programme:	Degree of MSc	Your current qualification aim
Level of study:	Master's Level 6	Your period of study, which will usually equate to your year of study
Occurrence:	Standard/Part A	Certain courses have numerous occurrences. DUMA students will see their Part displayed here
Start date:	22 September 2003	The date of commencement of your course
Expected end date:	26 September 2004	The date we anticipate you will complete your course

These buttons show your progress through the system. Click on them at any time to return to a previous section

Use this dropdown to tell us whether you want to enrol onto this course. If you do not want to enrol onto one course, please contact Student Records and inform them of your reasons.

This dropdown contains the options for your MAIN source of funding. Please select the most appropriate for your situation. Students funded by Research Councils MUST declare this here.

Stage Three: Information required by Higher Education Statistics Agency (HESA)

WARWICK
Student information
23rd May 2007 Logged in : | Enrolment | My data

Stages in your enrolment process
Guidance notes Course *HESA*

Data Required By HESA
The following questions are required by HESA (Higher Education Statistics Agency) as part of the Government's annual data collection on students. The information given here is returned anonymously and cannot be amended at a later date.
Please read the guidance on the right handside of each question carefully before answering.

Country of Domicile	England	The country in which you would normally live, if you were not undertaking this course of study.
New Entrant to higher Education	<input type="radio"/> I have never attended a HE level course in the UK <input type="radio"/> I have attended a HE level course in the UK	Please state whether you have ever studied for 6 months or more on a higher education course (i.e. A Level or equivalent) in the UK before.
Parental Education	Yes	Please state whether your parents/guardians have any higher education qualifications, such as a degree, diploma or certificate of higher education.

Store and Proceed

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Each year the University is required to return information on its students to HESA. HESA is the central source for higher education statistics for the UK.

The questions on this screen form part of this survey for new students. These options are generally provided by the Higher Education Statistics Agency (HESA) and we regret we cannot add any further options to these lists.

The information you submit will be returned anonymously and cannot be amended at a later date. Please read the guidance text carefully.

Stage Four: Personal Details

This screen details personal information we already hold about you.

If all the information on these screens is correct, please press the 'Proceed' button at the foot of the page, to move on to the next section

If you need to make any amendments, please press the 'Edit Personal Details' button, to move into the edit screen.

Not all of the information we hold can be edited by you. If you need to change any of the details you don't have access to, please contact the Student Records team, using the Contact Us tab on the top right of the screen, for guidance.

WARWICK
Student information
23rd May 2007 Logged in : | Enrolment | My data

Stages in your enrolment process
Guidance notes Course HESA *Personal*

Personal information
This section contains all the Personal Details which the University already holds about you. ALL of this information is compulsory, and you must complete any missing fields before you can proceed with the rest of the enrolment process.
If this information is all correct please click once on the "Continue" button, below. If any details need changing, or if any information is missing, please click once on the "Edit personal details" button, below, to update your details.
Your Name: For legal reasons, you are not able to change your forenames, surname or your date of birth on this screen. If these details are incorrect please use the 'Contact Us' button, above, to inform the Enrolment Team of the change. On arrival in Warwick, you **MUST** provide any of the following documents as evidence of the change:
a copy of your birth/marriage certificate
your driving license
or your passport
Please note that initials are unacceptable. If your name can't be replaced with a full name, Degree Certificates **will not** be issued.
Preferred Name: The name which you prefer to be called. E.g. 'Nicky' rather than 'Victoria'. This is not used for legal purposes.

Student number	070000
Title	Miss
Forenames	Nicola
Surname	Abbott
Preferred name	Nicola
Surname at 16th Birthday (if different)	
Date of birth	22 June 1988
Gender	Female
Nationality	British (Eng, Channel Islands & Isle Of Man)
Country of birth	England
Ethnicity	White Irish
Disability	No Disability
Disability allowance	No Disability
Home email address	maria.thomas@warwick.ac.uk
Number of Dependents	0
The category of your dependents	No dependents

Edit personal details
Proceed

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Click here if you need to edit any of the details on this page

The grey area of text contains guidance on the current screen (displaying your information) and the next screen (editing your information)

Click here to proceed, once all the information is correct

Stage Five: Contact Details at Home

The Contact Details at Home section must contain details of your **permanent** address where the University can contact you outside of term time and once you have completed your course.

First, click the "Edit.." button at the foot of the page and edit the information.

Once you have completed this section, press the Store button at the foot of the Edit page, to return to this screen, and then click Proceed, to move to the next stage of enrolment.

Stages in your enrolment process

Guidance notes | Course | HESA | Personal | *Home Details* | Emergency Contact

Contact Details at Home

The University holds two addresses for each student; your local (term-time) address and your permanent home address. Please use the 'Edit' button below to make any necessary changes to your home address, or if it is correct, click once on the "Continue" button.

Please provide your permanent residence or locally rented property, unless you will be living on campus. This address will remain there once your course is completed. This address will be used for all correspondence and at other times.

If you are a student living in a property outside of the UK, please use the 'Get UK Postal Address' button. If you click on this button and the address details will be automatically completed.

In certain circumstances (such as if you are a Distance Learning student, or you live in or around Coventry), your home and local address will be the same. In this case, please complete both sections with the same address.

Your Home/Permanent Contact Details	
Address	48 BRISTOL STREET NEW HARTLEY WHITLEY BAY NORTHUMBERLAND
UK Postcode	NE25 0RJ
Telephone No.	01325 721594
Mobile No.	07743467755

UK permanent home address. Zip/postal codes for addresses outside of the UK should be contained in the body of the address and must NOT be included in the UK Postcode box.

UK postcode only.

A landline telephone number.

A mobile telephone number.

Edit Home Details

Proceed

Stage Six: Emergency Contact Details

We require details of someone who will act as an emergency contact - preferably a family member, who the University can contact should an emergency arise. This is extremely important information and **must** be provided.

We are unlikely to have any information in this section already, and you will need to provide it.

Adding this information is simple. First, enter the details of your emergency contact. Information with an asterisk (*) are mandatory. You will not be able to continue with your Enrolment until all required details are added.

Once you have completed this section, press the Store button at the foot of the page, to return to this screen, and then click Proceed, to move to the next stage of enrolment.

Stages in your enrolment process

Guidance notes | Course | HESA | Personal | Home Details | *Emergency Contact*

Edit My emergency Contact Details

Please provide/amend your Emergency Contact. You may use a family member, Embassy Representative, Funder, Neighbour. All fields marked with an asterisk (*) are mandatory - you will not be able to proceed with Enrolment until all required data is provided.

Enrolling Students: If you are enrolling then click on the store changes button to save your changes and then click the 'Proceed' button at the bottom of the page to continue with enrolment.

Enrolled Students: Click on the 'store changes' button at the bottom of the page to save your changes. To leave this screen, with or without saving any changes, choose the 'My data' link on the left.

A message will appear if any of the mandatory fields (marked with an asterisk *) have not been completed. You will be then required to complete any missing information.

Emergency Contact Details

Use the fields below to edit your Emergency Contact Details

Relationship: Data not yet given, please complete this section

Address Line 1*

Address Line 2

Address Line 3

Address Line 4

Country*

Postcode

Telephone 1*

Telephone 2

Mobile

Surname*

Title

Forename 1

Forename 2

Forename 3

Initials

Previous

Date of birth

Gender

Store Changes | Proceed

Stage Seven: Contact Details at University

The University also needs to know where you will be living in term-time and where the University will be able contact you with information.

For some students, for example part-time and distance-learning students, this will be the same as the home address.

If this is case for you, please enter the same address from Stage Five into this section.

WARWICK

Student information

23rd May 2007 Logged in: | Enrolment | My data

Stages in your enrolment process

Guidance notes | Course | HESA | Personal | Home Details | *Uni Details*

Contact Details at Uni

The University holds two addresses for each student; your local (term-time) address and your permanent home address. Please use the 'Edit' button below to make any changes to your local (term-time) address, or if it is correct, click once on the "Continue" button.

Please leave the term-time address blank if you will be living on campus. This information will be automatically completed by the Accommodation Office.

In certain circumstances (such as if you are a Distance Learning student, or you live in or around Coventry), your home and local address will be the same. In this case, please complete both sections with the same address.

Your Local Contact Details	
Type of local (term-time) address	Not at Warwick: Yr Abroad, Intercalated Yr, Absent
Address	ROOM: 31K TOCIB FLATS UNIVERSITY OF WARWICK COVENTRY
UK Postcode	CV4 7AL
Telephone No.	
Mobile No.	

The University is required to declare to the Higher Education Statistics Agency (HESA) the type of property that you reside in during term time. Please use the drop down selection to choose the most appropriate option.

Your Local term time contact address. Zip/postal codes for addresses outside of the UK should be contained in the body of the address and must NOT be included in the UK Postcode box.

UK postcode only.

A landline telephone number.

A mobile telephone number.

Edit your local contact details

Proceed

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Stage Eight: The Data Protection Act

WARWICK
Student information
23rd May 2007 Logged in: | Enrolment | My data |

Stages in your enrolment process
Guidance notes Course HESA Personal Home Details Uni Details Fees *DP*

Edit who may have my contact details (Data protection)

Students' Union: if you untick this option the University will not provide the Students' Union with any of your personal data. This omits your name and university number from the Union's own membership system resulting in you not being able to join any societies, purchase any tickets for Union events and vote in Union elections. You will, however, remain a member of the Union. If you want to change this decision during the academic year you can do so using the My Student Record link from within the student portal; my.inite.

Research: if you untick this option the University will not pass on your personal data to any individual or organisation involved with research.

Development and Alumni Relations Office (inc. Warwick Graduates' Association): if you untick this option the University will not transfer relevant parts of your details from its Student Records System to its Alumni Database when you graduate. These data would be used to keep you in touch with the University via magazines and electronic newsletters, to ensure that you are invited to relevant alumni events and reasons and for meetings, yearbooks, networking and fundraising purposes.

Careers Service: if you untick this option your personal data will not be passed to the Careers Service. You will not be able to book appointments with Careers Advisers, book to attend events held by the Careers Service, receive careers information by email or search the vacancies database.

National Student Survey (NSS): the University is obliged to pass to the Higher Education Funding Council for England (HEFCE), or its agents (currently IpsosMORI), personal data for all final year undergraduate and PGCE students. HEFCE will use these data for the purposes of contacting students regarding the National Student Survey. If you do not want to be contacted regarding the NSS you may opt out via the NSS website when it goes live. Details about how to do this will be included in the email sent by IpsosMORI.

Proceed

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This section provides information regarding your rights under the Data Protection Act 1998 and gives you the opportunity to indicate whether or not you agree that some of your enrolment details may be passed on to the Students' Union, Careers Advisory Service and certain Research bodies.

If you wish to change these settings, please click on the relevant tick boxes. When a 'tick' shows in the boxes, this indicates that you **DO** want your details passed on to this organisation.

Once you have finished making changes to this section, click the 'Proceed' button to move on to the next stage of enrolment.

If you do not want your details passed on, remove the tick in the appropriate box

Stage Nine: Your University Email Address

This is your University email address. It is the only address the University's central administration will use to contact you during your entire period of study at Warwick. We will use this address to notify you of such things as the opening/closing of re-enrolment; examination registration procedures; information relating to fees and bursaries; and so on. Please make a careful note of this address.

If you do not intend to use this email address as your main email address, it is vital that you set up a rule, forwarding all email from this address to an address you will check regularly. If you need help to do this, please contact the IT Services helpdesk on helpdesk@warwick.ac.uk.

WARWICK
Student information
23rd May 2007 Logged in: | Enrolment | My data |

Stages in your enrolment process
Guidance notes Course HESA Personal Home Details Uni Details Fees DP *Email*

Your University email address

As a Warwick Student, you will have an '@warwick.ac.uk' email address. This is the **ONLY** email address that the University will use to communicate with you during your entire period of study, on matters such as re-enrolment, examinations, module registration and graduation as well as information related to your course of study. If you use another address please arrange for your Warwick email account to forward the mail. It is **your responsibility** to ensure that your Warwick email messages are read; the University will not accept any liability where information has been provided via this mechanism but remains unread. Please check this email account regularly, or ensure mail received by this account is forwarded to one you already have. You **must** clear down old messages regularly - messages will not be delivered if your mailbox is too full. **Please ensure you make a note of this address.**

Your University email address is

Proceed

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Stage Ten: Your Declaration

WARWICK
Student information
23rd May 2007 Logged in : | Enrolment | My data |

Stages in your enrolment process
Guidance notes | Course | HESA | Personal | Home Details | Uni Details | Fees | DP | Email | *Declaration*

Declaration
Before you finalise your enrolment please read the statement below.

- I undertake to observe the Charters, Statutes, Ordinances and Regulations ("the Rules") of the University, and to submit to its discipline, during such time as I am a registered student of the University.
- I confirm that I am aware of the scale of the fees and charges relating to my course of study and that I am in a position to meet such charges on the due dates for payment.
- I recognise that my registration as a student is subject to satisfactory academic progress in my course of study and is to be completed only on full payment of all outstanding fees and other sums due to the University.
- I understand that should my sponsor at any time fail to pay any fees and charges that are due to the University, I will be liable to pay such fees and charges myself.
- I understand that (for courses lasting more than 12 months) I will need to re-enrol annually, and I will need to re-enrol annually afforded all the rights and privileges that membership of the University confers and in order to continue my study with the University.

Note: registration is in accordance with the terms of the offer made by the University. A registrant's details of sponsors are provided. If you fail to submit this form by the notified date, your University registration will be cancelled.

I confirm that I have read and understood the Data Protection Statement and Guidelines, Declared by them, The University's Charters, Statutes, Ordinances and Regulations ("the Rules") can be found at [www.warwick.ac.uk](#), confirm that I have read and understood the terms and conditions of my enrolment.

Click the button below to re-enrol for 2003/04, noting that this enrolment is subject to the Terms and Conditions cited above.

You will not be enrolled until you click the button below.

Once you have enrolled please sign out, especially if you are using a computer which may be accessed by other people.

Confirm details

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The final stage of the online enrolment process is to confirm that the information you have provided is correct to the best of your knowledge and that you agree to abide by the University's rules and regulations.

Before pressing the 'Confirm Details' button, please double check all sections to ensure you have not missed out any information, or made any mistakes. Should you need to amend any details after you have pressed the 'Confirm Details' button, you will be able to do so by logging into my.warwick – see go.warwick.ac.uk/studentrecords for further details.

(You will also need to log into my.warwick to access your Certificate of Enrolment, once you have logged out of the enrolment system).

Please note that the Charter, Statute and Regulations contain certain rules governing matters such as examinations, appears, copyright, academic progression, behaviour on campus etc. and therefore they will significantly affect your time at Warwick. You can access these documents by clicking on the links provided.

In pressing the 'Confirm Details' button, you are confirming your agreement to observe the Charter, Statutes, Ordinances and Regulations of the University, and to pay your fees on the due date. This declaration has the same legal standing as signing a paper form. Until this button has been pressed the form will not be sent to the University. You must confirm your enrolment details before the end of the second week after your course begins.

Stage Ten: Proof of Enrolment

IMPORTANT INFORMATION FOR ALL STUDENTS – PLEASE READ CAREFULLY

You must have enrolled online before you can collect your University Card. To prove that you have enrolled, and you are entitled to a card, you will need to give us your Certificate of Enrolment. There are three ways you can obtain this:

- 1 After you have pressed the 'Confirm Details' button, a certificate of enrolment will be displayed.
- 2 Please print this out, and bring it to the University with you.
- 3 An email will be sent to your email address, confirming your enrolment. Please print this out, and bring it to the University with you.
- 4 If you do not have a printer, copy the information shown on the Certificate of Enrolment, and bring it to the University with you.

You will not be able to collect your University card or confirm your enrolment without your Certificate of Enrolment.

Distance Learning students, and students studying wholly overseas who will not be attending the University need not retain the information from their Certificate of Enrolment. If you will be attending the University for a seminar period, your course administrator(s) will arrange for cards to be made for you, as necessary. If you will not be attending the University for a seminar period we will only prepare a card for you if you contact us to request one. In this case, please email studentrecords@warwick.ac.uk.

Part time postgraduate students who require a card, and who will not be attending daytime sessions on campus, may contact their course administrator(s) to organise delivery of their University card.

Sample Enrolment Certificate:

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You have successfully enrolled

CERTIFICATE OF ENROLMENT

This is your certificate of enrolment. You need the information on this certificate in order to collect your University Card. Your University Card gives you access to the Library and to certain buildings around campus. **YOU WILL NOT BE GIVEN A UNIVERSITY CARD WITHOUT THIS CERTIFICATE OF ENROLMENT.**

Please print this certificate and keep it in a safe place. Make sure you bring it with you when you collect your University Card. If you do not have a printer, copy the information on this page and bring this to the University with you.

This certificate will expire two weeks after the date you start your course. If you lose your original, you can print (or copy) a copy of the certificate at any point up until that time.

FAMILY NAME:	
FIRST NAME(S) in full:	
DATE OF BIRTH:	
UNIVERSITY NUMBER:	

Course:	Mathematics (MMath) (UMAA-G103)
Year:	4
Date Enrolled:	23 May 2007
CERTIFICATE NUMBER:	03/04-UMAA-G103 -845526-658
The Certificate for this course is valid until	6 June 2007

Course:	Financial Mathematics (TMS-G1P5)
Year:	1
Date Enrolled:	23 May 2007
CERTIFICATE NUMBER:	03/04-TMAS-G1P5 -845526-658
The Certificate for this course is valid until	6 June 2007

Under no circumstances will you be given a University Card without this certificate. For further instructions on how to collect your University Card, please see p.14 of your Enrolment Guide.

When you have printed your Enrolment Certificate, please click on the link below to register for your IT Services Account.

[Register for IT Services account](#)

Your enrolment certificate is available for 14 days via my.Warwick which you can access once you have registered for your ITS account. The Enrolment Certificate screen has a link to the ITS registration page.