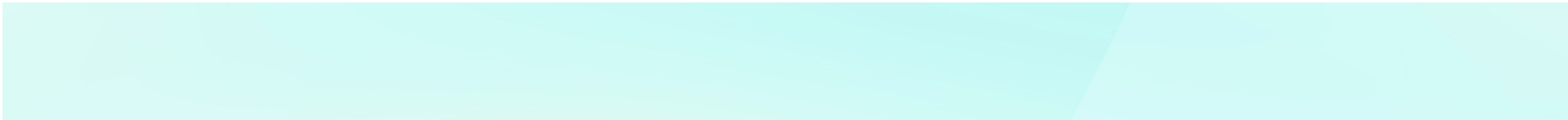


萨里大学学籍注册操作指南

※学籍注册**全流程**共分五部分，如下：

- 第一部分：在线填写并提交学籍注册申请；
- 第二部分：激活 Surrey Self-Service 系统；
- 第三部分：在Self- Service系统内接受offer；
- 第四部分：在Self- Service系统内完成Registration模块的操作；
- 第五部分：激活 IT Services，可正常使用萨里大学邮箱和 SurreyLearn系统。

※接下来，将对五个部分的操作做详细说明！



第一部分：
萨里大学学籍在线申请表填写及提交
操作指南



注意事项:

- 带 * 部分为必填区域, 请认真填写完整, 表格填写过程中, 可点击表格后方  标识, 查看更详细的填写要求;
- 注册前请先完整阅读此操作指南, 复制学院通知中的链接至浏览器, 使用原始英文页面进行注册, 不要将网页翻译成中文;
- 推荐使用火狐、Edge、谷歌浏览器、不建议使用360或Safari浏览器, 建议在网络状况良好的情况下使用电脑进行注册, 手机、平板电脑出现的问题较多, 注册过程不能中断, 需按顺序进行, 不能返回上一步, 否则可能会导致注册失败且填写过的邮箱无法再次使用;
- 请仔细核对填写内容, 确保个人信息准确无误, 否则将影响学籍及后续学习。

第一步：完整复制学院通知中自己所在专业的链接至浏览器，仔细核对页面显示专业，点击NEW USER版块中“Create an Account”创建一个账户，这将生成一个新的申请流程。（以下操作以AF专业为例）

 Search...

1.核对专业名称 **ACCOUNTING AND FINANCE BSC**

APPLICATION
Thank you for choosing to apply for admission at the University of Surrey.
This application form requires you to upload documents as you complete it. The mandatory documents required do vary by course and circumstance but in most cases you will need to supply (and therefore should have available before starting the application) the following:

- Scanned copies of signed/stamped qualifications (certificates or transcripts) to show how you meet, or expect to meet, the entry requirements
- Evidence of English language level (if English is not your first language)
- A research proposal (for research programmes only)
- Contact details of 2 referees

2.再次核对专业名称和学年 You are applying for **Accounting and Finance BSc** to start in **September 2023**. Please log in using your email address and password below. If you have not applied to us using the online application form before please select New User.

Login
TYPE A USERNAME AND PASSWORD TO LOG IN.

Used this form before? Please enter your email address and password and click [Login].
Email Address*
Password* **Log in** 
Forgotten your password? Please click [here](#)

NEW USER?

If you have not previously applied using this form please click **Create an Account** 

3.以上确认无误后创建新用户

第二步：请按图示要求，将新用户信息(New User Details)部分填写完整，信息确认无误后，点击“Proceed”进入下一步。

*请务必保证在线申请表格所有信息准确无误，若个人信息填写错误，学生本人无法修改，需要学生自行联系英国萨里大学解决。

CREATE AN ACCOUNT

Please enter your details below, choose a password and click [Proceed]. * denotes a mandatory field.

If you experience any problems during the application process please email admissions@surrey.ac.uk.

NEW USER DETAILS

例：学生姓名：李小金
Forenames: Xiaojin
Surname: Li

Title: 男生选择Mr, 女生选择Ms

Title

Forenames

*Surname

Gender

*Date of Birth

性别与出生年月日
务必与护照或身份
证信息一致！

CHOOSE LOGIN DETAILS

** Email address

*Confirm e-mail Address

*Password

*Confirm password

Your password must be between 4 and 12 characters in length

邮箱和密码将作为第二学年萨里
大学学籍注册的登录名和密码，
请务必牢记并确保邮箱可以一直
正常使用！

Cancel

Proceed

第三步：将个人信息(Personal Details)必填部分填写完整 (无*部分内容可不必填写)，点击Next进入下一步

ACCOUNTING AND FINANCE BSC

APPLICATION

1 2 3 4 5 6 7 8 9 Submit

Please provide as much relevant information as possible to help us process your application.

Click on the 'i' next to the field for further information.

If you experience any problems during the application process please email admissions@surrey.ac.uk.

* indicates a mandatory field - you must complete it.

Where a non-mandatory field does not apply to you please leave it blank.

PERSONAL DETAILS

只填写带*部分的必填项！

Title: 男生选Mr, 女生选Ms

First given name: 填名字的拼音

Surname: 填姓氏的拼音

*Title	Mr
*First given name	HAOTONG
Please enter as shown on your passport/birth certificate/driving licence.	
Second given name	
Third given name	
Known As	HAOTONG
*Surname/Family Name	SHI
Please enter as shown on your passport/birth certificate/driving licence.	
Previous Surname/Family Name	
*Gender	Male
*Date of Birth	09/Aug/1997
*Ethnicity	Asian - Chinese or Chinese British
*Disability	No Disability

出生日期一定要填写正确

Save & Exit

Save

Next

第四步：完成国籍及出生地信息(Residency and Fee Status)，点击Next进入下一步 (可参考图片填写)

ACCOUNTING AND FINANCE BSC

APPLICATION

123456789Submit

Please provide as much relevant information as possible to help us process your application.

Click on the 'i' next to the field for further information.

If you experience any problems during the application process please email admissions@surrey.ac.uk.

* indicates a mandatory field - you must complete it.

Where a non-mandatory field does not apply to you please leave it blank.

RESIDENCY AND FEE STATUS

CAS情况一定要按照图片填写!

*Nationality (as it appears on your passport)

Chinese

If you have dual nationality please select your second nationality

Please select

*Country of Birth

China

*Country of Permanent Residence

China

*Do you require a CAS for a Tier 4 Visa?

Yes

*Do you have a passport?

No

*Have you previously studied, or are you currently studying, in the United Kingdom?

No

This is your home country where you normally live. UK applicants should select either England, Scotland, Wales, Northern Ireland, Channel Islands or Isle of Man.

Due to Home Office Regulations we are required to know about any study you have done/are doing/plan to do in the United Kingdom.

Yes

No

No

Back

Save & Exit

Next

第五步：完成家庭住址 (Permanent Home Address) 信息和通讯地址 (Correspondence Address) 的相关信息，点击Next进入下一步

ACCOUNTING AND FINANCE BSC

APPLICATION

1 2 3 4 5 6 7 8 9 Submit

Please provide as much relevant information as possible to help us process your application.

Click on the 'i' next to the field for further information.

If you experience any problems during the application process please email admissions@surrey.ac.uk.

* indicates a mandatory field - you must complete it.

Where a non-mandatory field does not apply to you please leave it blank.

PERMANENT HOME ADDRESS

*Line 1

Line 2

*Town/City

*Country

Postcode/Zip

Telephone Number

*Mobile Telephone Number

*Email Address

Nominated Contact

Please enter without spaces. If providing a number outside of the UK please add country and local codes.

此处填写家庭住址

CORRESPONDENCE ADDRESS

*Correspondence Address

Back Save & Exit Next

第六步：完成学历认证信息（ACADEMIC QUALIFICATIONS）及英语水平掌握情况的相关信息，点击Next 进入下一步。（可参照图片填写，无*部分内容可不必填写）

ACADEMIC QUALIFICATIONS
Please provide details of any higher education qualifications you hold or are currently taking. Where prompted you should upload evidence of these (copies of certificates or transcripts).
HIGHEST QUALIFICATION ON ENTRY

*Are currently studying for a degree OR have you already completed your degree? No

*What will be your highest level qualification on entry to the University? high school education
If applicable to your application for this programme, please provide further information about this qualification e.g. subject, year obtained, grades

Qualification
Awarding body
Award grade (if relevant)
Date of award / expected date of award Please select Please select
Add another Professional Qualification?

ENGLISH LANGUAGE PROFICIENCY
ENGLISH LANGUAGE QUALIFICATION

*Is English your first language? No

*Test type taken/to be taken IELTS (Academic)
TRF number (if known)
*Status Test not yet taken
Date of test/ Expected completion date

S 中

第七步：将工作经历(EMPLOYMENT/WORK EXPERIENCE) 信息填写完整
(如没有可不填写)，点击Next 进入下一步

ACCOUNTING AND FINANCE BSC

APPLICATION

123456789Submit

Please provide as much relevant information as possible to help us process your application.

Click on the 'i' next to the field for further information.

If you experience any problems during the application process please email admissions@surrey.ac.uk.

* indicates a mandatory field - you must complete it.

Where a non-mandatory field does not apply to you please leave it blank.

EMPLOYMENT/WORK EXPERIENCE

Please provide information about any relevant experience (paid/voluntary) that may support your application. Please list your most recent position first. You may also want to upload a copy of your curriculum vitae (CV)/resume as a supporting document.

Job Title

Name of Employer

Town/City

Country

Start Date

End Date (if applicable)

Contract Type

Please upload a copy of your current CV

选择文件

Add another employment history record?

BackSave & ExitNext

第八步：选择出资情况(FUNDING)，点击Next 进入下一步

ACCOUNTING AND FINANCE BSC

APPLICATION

1

2

3

4

5

6

7

8

9

Submit

Please provide as much relevant information as possible to help us process your application.

Click on the 'i' next to the field for further information.

If you experience any problems during the application process please email admissions@surrey.ac.uk.

* indicates a mandatory field - you must complete it.

Where a non-mandatory field does not apply to you please leave it blank.

FUNDING

*How do you intend to fund your studies? (please tick all that apply)

Self/family	☐
Employer	☐
Scholarship	☐
Sponsorship	☐
Studentship	☐
Other	☐

Back

Save & Exit

Next

第九步：上传个人陈述(PERSONAL STATEMENT)：点击“Upload Statement”—点击“Browse my computer”—选择你电脑上的Personal Statement—点击“Upload”—上传完成（显示100%）—点击“Close”—点击“Next”，进入下一步

※请提前在word中编辑好个人陈述并转换成PDF格式保存在电脑本地文件。

个人陈述示例图如下：用英文简要注明姓名、学号、专业和年级，文档名以“Personal Statement-姓名（汉语拼音）”命名上传。

BUSINESS MANAGEMENT WITH BUSINESS ANALYTICS BSC

APPLICATION

1 2 3 4 5 6 7 8 9 Submit

Please provide as much relevant information as possible to help us process your application.

Click on the 'i' next to the field for further information.

If you experience any problems during the application process please email admissions@surrey.ac.uk.

* indicates a mandatory field - you must complete it.

Where a non-mandatory field does not apply to you please leave it blank.

PERSONAL STATEMENT

Your personal statement should include any further information you feel is relevant to your application, including your current interests in the subject area and explain why you wish to undertake this course.

*Please upload a personal statement in support of your application

Upload statement

Back Save & Exit Next

Example

Personal Statement

My name is LI Mei and my student ID number is 20201111. I am majored in International Business Management of grade 2020 at Surrey International Institute, DUFE.

第十步：填写两位推荐人信息 (REFEREE ONE、REFEREE TWO)，点击Next 进入下一步

*REFEREE ONE: ZHANG Minglei

*REFEREE TWO: LIU Jianan

*Institution: SII-DUFE

*Job title: Student Affairs Officer

*Address: Lijin Building, No.217, Jianshan Street, Shahekou District

*Email address: zhangml@dufe.edu.cn; moyemi@dufe.edu.cn

REFEREE ONE

Please provide the details of two people who have knowledge of your academic or professional ability. These will usually be academic references from a lecturer/teacher at your current or last institution. If your academic studies were completed some time ago, it may be more appropriate to select referees from your professional area of work. At this stage it is not necessary to provide written references. Should they be required we will contact your referees directly.

REFEREE TWO

*Name of referee
*Institution/ Company
*Job title of the referee
*Address line 1
Address line 2
*Town/ City
County
*Country
Post code
Telephone
*Email address

*Name of referee
*Institution/ Company
*Job title of the referee
*Address line 1
Address line 2
*Town/ City
County
*Country
Post code
Telephone
*Email address

Back Save & Edit Next

第十一步：请选择“I Agree”，并点击Submit提交申请

ACCOUNTING AND FINANCE BSC

APPLICATION

1 2 3 4 5 6 7 8 9 Submit

Please provide as much relevant information as possible to help us process your application.

Click on the 'i' next to the field for further information.

If you experience any problems during the application process please email admissions@surrey.ac.uk.

* indicates a mandatory field - you must complete it.

Where a non-mandatory field does not apply to you please leave it blank.

DECLARATION

The information you have provided in your application form will be stored and used according to the University's [applicant privacy notice](#).

By submitting your application, you are confirming the information you have provided is correct and no material information has been omitted.

The University reserves the right to withdraw any offer or cancel a registration made on the basis of information which proves to be false or misleading.

I Agree

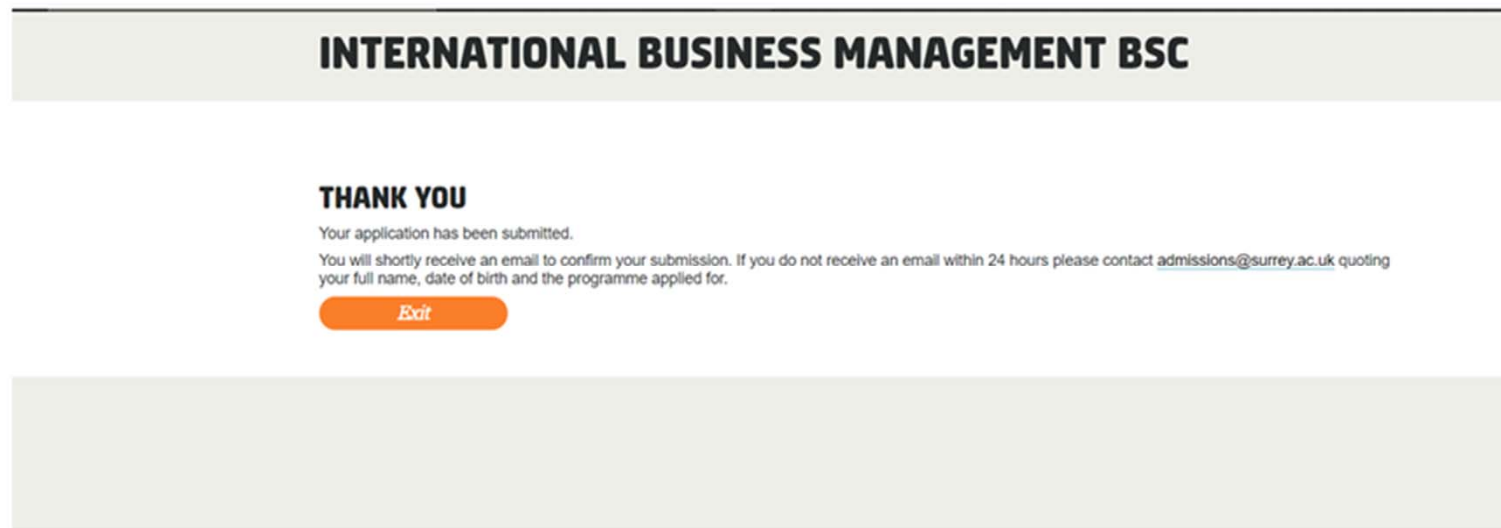
*By selecting 'I Agree' I am confirming that I understand and agree with the statements above.

Back

Save & Exit

Submit

提交成功后，系统界面显示如下(截图为IBM专业)。至此，你已经完成了填写和提交在线申请部分的内容。请按照系统提示，等待萨里大学的邮件完成后续流程。



成功提交在线申请后，会陆续收到三封来自萨里大学的邮件：

- 第一封：确认申请已提交；
- 第二封：含萨里大学学号并要求激活**self service**系统；
- 第三封：审核结果/**offer letter**

第二部分：
激活 **Surrey Self-Service** 系统
操作指南



第一步：成功提交在线申请后，萨里大学将向学生申请时填写的邮箱中发送萨里大学学号等信息。请按照邮件提示，等待**24**小时后再点击链接，进行账户激活。

UNIVERSITY OF
SURREY

Dear I [REDACTED]

University number: [REDACTED]
Programme: Accounting and Finance BSc
Username:

Thank you for your recent application to study Accounting and Finance BSc at the University of Surrey. Your University Number is [REDACTED], which you should quote in any future correspondence. If you have multiple applications this number will apply to all.

We are now reviewing your application and we aim to make our decision in a timely manner.

If you have any questions, you can find information on [our website](#). Useful pages include:

- [Accommodation](#) - Please note that you will need to submit a separate application for accommodation on campus. Details are available via the link.
- [Admissions process](#)
- [Fees, bursaries and scholarships](#)
- [Information for applicants with a disability or health condition and for those who are neurodivergent](#)
- [Student visa applicants](#)

For details of how the University collects and uses personal information, see our [applicant privacy notice](#). If you receive an offer, we will be requesting information regarding any relevant criminal convictions. Please make sure you have read the [guidance on our website](#).

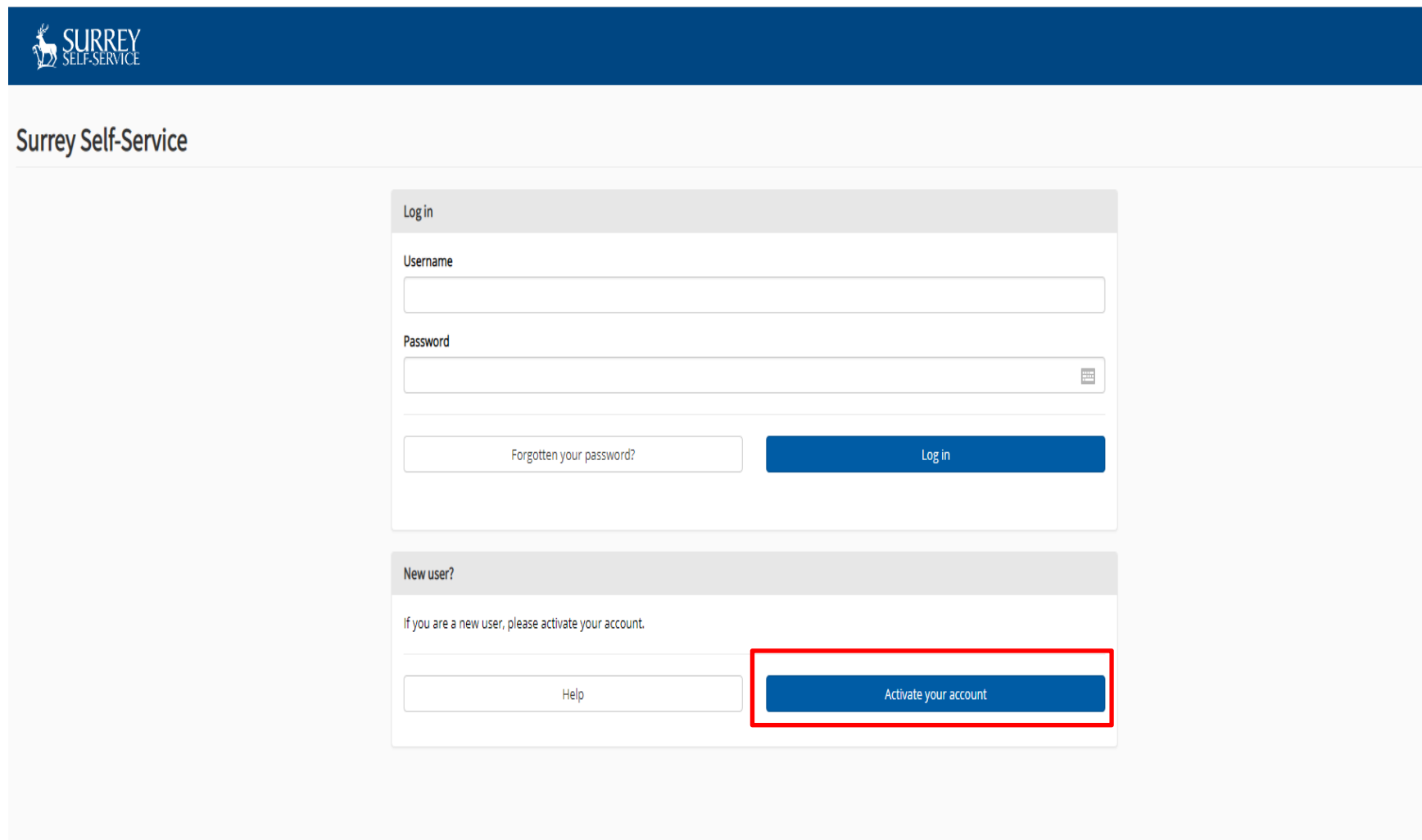
Surrey Self-Service

You need to regularly access Surrey Self-Service in order to track the status of your application(s). Any invitations to interviews, offer holder days or auditions will only be sent to you via Surrey Self-Service. A response is often required in order to progress your application.

For information on how to access your account, please follow this link: <https://www.surrey.ac.uk/selfservice>. To log in you need your username, which usually consists of your initials followed by five digits, e.g. ab12345.

If you are a **new user** of Surrey Self-Service, you will need to wait 24 hours after we have received your application before you can activate your account.

第二步：点击邮件中的链接，进入Surrey Self-Service界面后，点击最下方右侧的【[Activate your account](#)】按钮进行账户激活



 SURREY
SELF-SERVICE

Surrey Self-Service

Log in

Username

Password

[Forgotten your password?](#) [Log in](#)

New user?

If you are a new user, please activate your account.

[Help](#) [Activate your account](#)

第三步：输入萨里大学学号和出生日期，点击**Go**进入下一步，按照系统提示设置登录密码即可。（请输入萨里学号非东财学号，萨里学号可通过萨里大学发送的邮件查找到；**出生日期需与注册时填写一致**，上述两项任一信息有误将无法登录）

 Search...

SURREY SELF-SERVICE

SELF-SERVICE ACCOUNT ACTIVATION

Before you can use Surrey Self-Service, you need to use this webpage to look up your University username and then set your password. Please enter your University Number and your date of birth. You will find your University Number in the email you were sent after you submitted your application form.

You can also use this page to look up your username or reset your Surrey Self-Service password. Enter your details below and click 'Go'.

USER DETAILS

University Number

Date of Birth

DD

MM

YYYY

Go >

Need help? Email admissions@surrey.ac.uk for support with Surrey Self-Service

If you already have a University username and have set your password you may log into [Surrey Self-Service](#)

!!!非常重要: **Surrey Self-Service**是学生常用系统, 请务必牢记登录用户名和密码! 若忘记用户名或密码导致无法正常登录系统, 需要学生本人自行拨打国际长途电话联系英国萨里大学技术人员解决!

UNIVERSITY OF SURREY

Search...

SURREY SELF-SERVICE

Welcome [redacted]

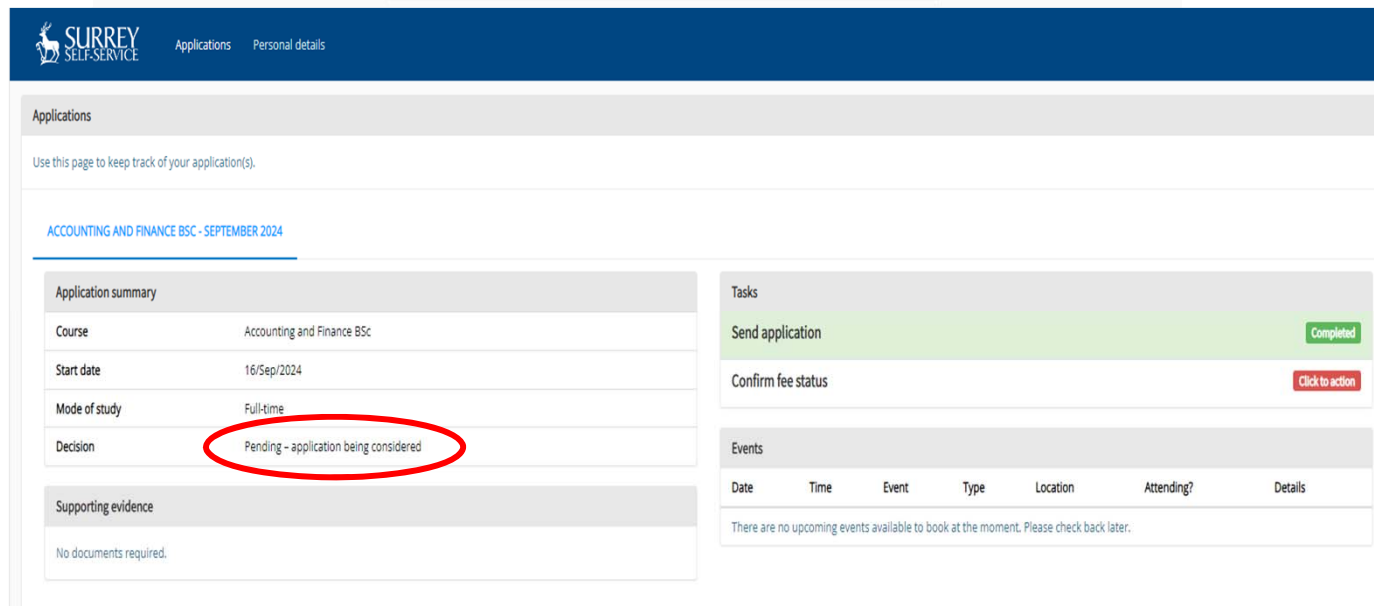
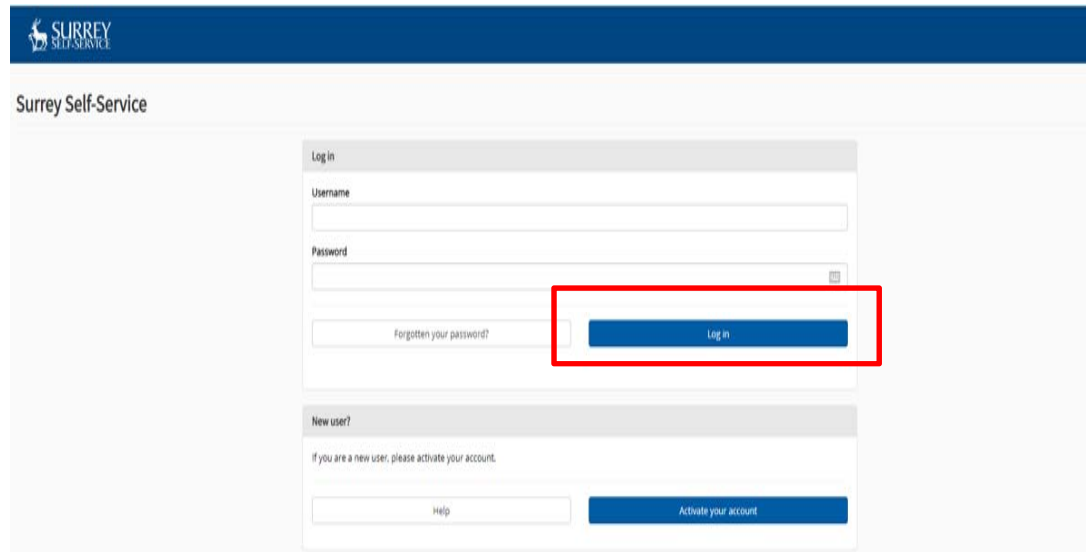
Your username is [redacted]

Thank you. You have set your password. Please make a note of your University username. You will need it to access Surrey Self-Service in future.

Need help? Email admissions@surrey.ac.uk for support with Surrey Self-Service

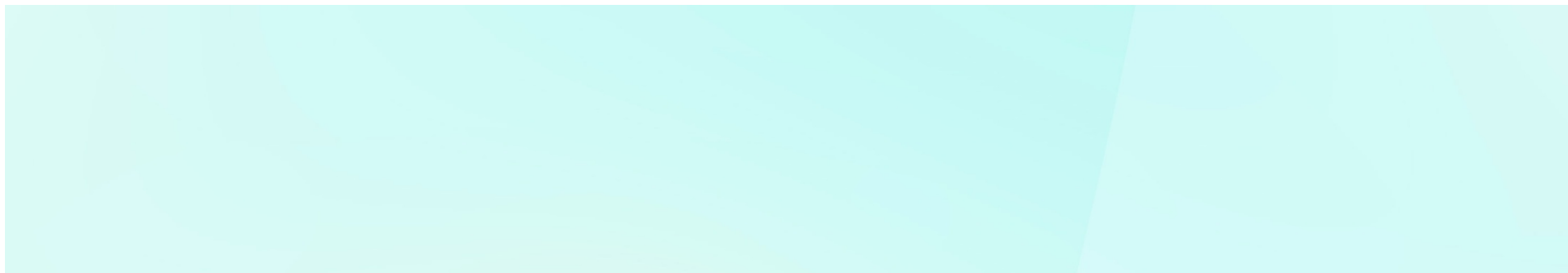
[Surrey Self-Service](#)

第四步：密码设置成功后，再次登录时需输入username和密码，点击【Log in】按钮完成登录。



图左为成功提交在线申请后 Self-Service 中的界面。Decision 的状态显示[Pending]表明学生学籍申请已提交成功，萨里大学正在审核中，请耐心等待offer即可。

第三部分：
在**Self- Service**系统内接受offer
操作指南



第一步：学生提交的在线申请需要经过萨里大学审核，审核时间较长，请耐心等待。审核通过后萨里大学将向学生申请时填写的邮箱中发送申请结果（图1），或直接在Surrey Self-Service系统内发布申请结果Decision的状态更新为[Unconditional]（图2）。

图1

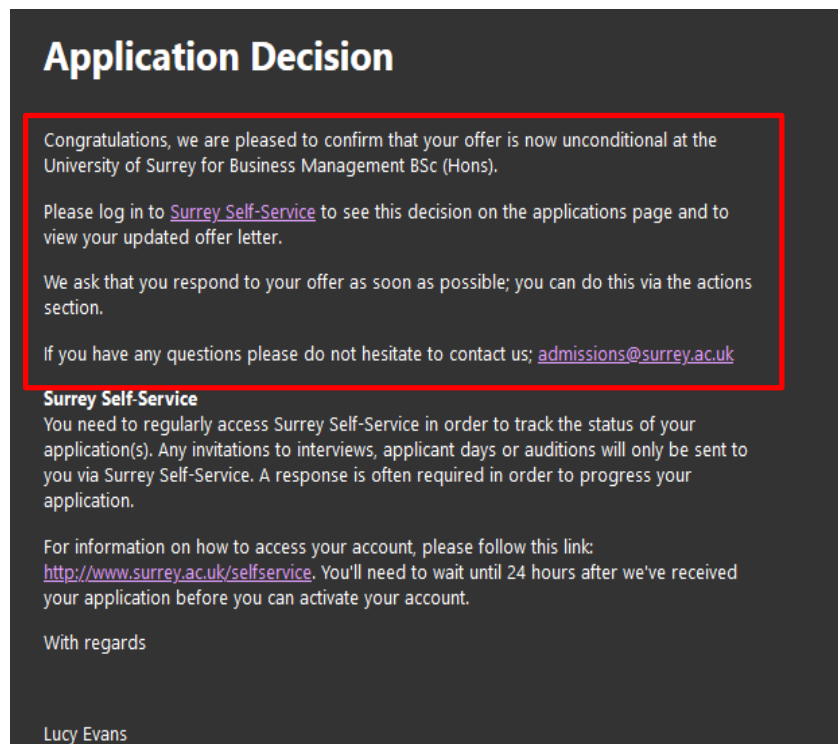
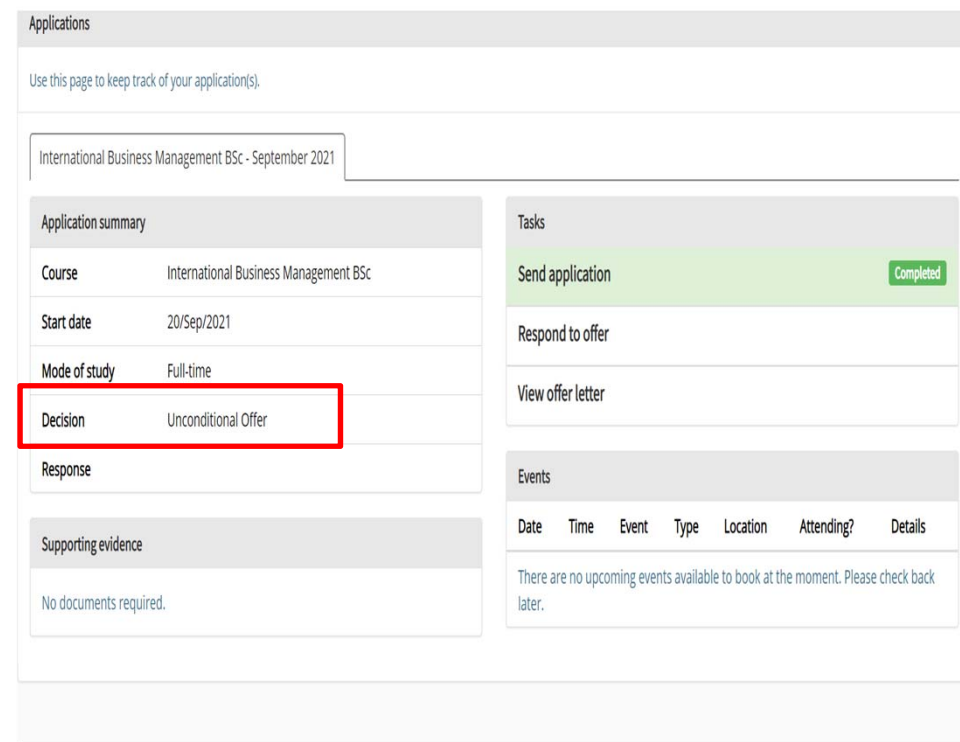


图2



第二步： 登录Surrey Self-Service，选择Applications界面，此时系统中Decision状态将更新为Unconditional Offer。先点击【View offer letter】，确认offer letter中的申请信息无误后，再点击【Respond to offer】，选择接受offer。
***请仔细确认申请专业与申请学年信息**，下图仅以工商管理专业学生2020/2021学年申请信息为例

若发现申请信息有误，请及时联系：admissions@surrey.ac.uk

Applications

Use this page to keep track of your application(s).

International Business Management BSc - September 2021

Application summary

Course	International Business Management BSc
Start date	20/Sep/2021
Mode of study	Full-time
Decision	Unconditional Offer
Response	

Supporting evidence

No documents required.

Tasks

Send applicationCompleted

Respond to offer

View offer letter

Events

Date	Time	Event	Type	Location	Attending?	Details
There are no upcoming events available to book at the moment. Please check back later.						

第二步：登录Surrey Self-Service系统，选择Applications界面，此时系统中Decision状态将更新为Unconditional Offer。点击【View offer letter】栏目的Click to action按钮，确认offer letter中的申请信息无误。

***请仔细确认申请专业与申请学年信息，若发现申请信息有误，请及时联系：**

admissions@surrey.ac.uk

下图仅以工商管理专业学生2020/2021学年申请信息为例

Applications

Use this page to keep track of your application(s).

International Business Management BSc - September 2021

Application summary

Course	International Business Management BSc
Start date	20/Sep/2021
Mode of study	Full-time
Decision	Unconditional Offer
Response	

Supporting evidence

No documents required.

Tasks

Send applicationCompleted

Respond to offer

View offer letter

Events

Date	Time	Event	Type	Location	Attending?	Details
There are no upcoming events available to book at the moment. Please check back later.						

第三步：再点击【Respond to offer】栏目的Click to action按钮，点击Response 处的下拉选项，选择Accept offer，点击Next。

***一定要选择“Accept offer”不要选错！**

SURREY SELF-SERVICE Welcome Applications Modules Academic appeals Surrey online Events +

Respond to Offer

The details of your offer are shown below.

Course	Accounting and Finance BSc
Mode	Full-time
Faculty	Faculty of Arts and Social Sciences
Department	SII DUFE
Decision	Unconditional Offer

1 Terms and Conditions By accepting your offer, you are agreeing to the University's terms and conditions below. Upon registration at the University prior to commencement of your programme, you will enter into a further contract with the University, which will supplement the terms set out below and apply throughout your studies at the University. Please be aware that if you are applying for deferred entry, or later decide to defer your entry, the terms and conditions in effect for the application cycle in progress at the point of your registration will apply. For further details please refer to the first section of the terms and conditions below.

View terms and conditions

You may choose whether you wish to accept or decline this offer. If you do not wish to confirm your response at this time, please click 'Back'.

Response: This question is mandatory and cannot be left blank.

选择Accept接受offer!

第四步：offer接受成功后，返回申请界面，Response的状态会更新为[Firmly accepted]。然后，请点击右侧【Confirm fee status】按钮，根据自己的实际情况完成此项信息填写。

The screenshot shows the 'SURREY SELF-SERVICE' header with 'Applications' and 'Personal details' tabs. The 'Applications' tab is active, showing a list of applications. The first application is 'Accounting and Finance BSc - September 2021'. Below this is the 'Application summary' table, which includes fields for Course, Start date, Mode of study, Decision, Response, and Deposit Deadline. The 'Response' field is highlighted with a red box and shows 'Firmly accepted'. To the right of the summary is a 'Tasks' section with a 'Send application' button (marked 'Completed') and a 'Confirm fee status' button (highlighted with a red box). Below the tasks is a 'View offer letter' link. At the bottom right is an 'Events' section with a table header and a message stating there are no upcoming events available to book at the moment.

Applications

Use this page to keep track of your application(s).

Accounting and Finance BSc - September 2021

Application summary	
Course	Accounting and Finance BSc
Start date	20/Sep/2021
Mode of study	Full-time
Decision	Unconditional Offer
Response	Firmly accepted
Deposit Deadline	In order to firmly accept your offer, you are required to pay a deposit or provide evidence of sponsorship by 17/Sep/2021. Applicants firmly accepting their offer after the deadline will still be considered for entry subject to places being available on the course. More Information

Tasks

Send application Completed

Confirm fee status

View offer letter

Events

Date	Time	Event	Type	Location	Attending?	Details
There are no upcoming events available to book at the moment. Please check back later.						

第四部分：
在【Registration】模块完成注册
操作指南



第一步：完成上述接受offer的全部操作，等待24-48小时后，登录Surrey Self-Service，点击【Registration】按钮完成在线注册。（【Registration】按钮生成或有延迟，请耐心等待。）

在线注册注意事项请关注：<https://welcome.surrey.ac.uk/before-you-arrive/pre-registration>

The screenshot shows the Surrey Self-Service website. At the top is a dark blue navigation bar with the Surrey Self-Service logo and links: Welcome, Applications, Registration, Letters, Modules, Academic appeals, and a plus sign. Below the navigation bar is a grey header with the text "Welcome to Surrey Self-Service". The main content area is divided into three sections. The first section, "What this site is for", has a grey header and a list of uses: View details of your application to Surrey, Register for your course, Manage your personal details, Select and view your modules and view your assessment results, Download letters e.g. council tax exemption (where appropriate), View records of your personal tutor meetings, Book places on Academic Skills and Development Workshops and online Study Forums, Apply for financial support, Manage academic appeals, Review postgraduate research information (supervisions, course information, workshops and milestones), for postgraduate research students, and Navigate to other online services offered by the University. The second section, "Quick links", has a grey header and six blue buttons with white icons and text: Registration (circled in red), Contact us, Additional online services, Personal tutoring, Welcome!, and IT Guidance. The third section, "Academic Skills and Development", has a grey header and two blue buttons with white icons and text: What is Academic Skills and Development? and Book onto a Workshop or Study Forum.

SURREY SELF-SERVICE Welcome Applications Registration Letters Modules Academic appeals +

Welcome to Surrey Self-Service

What this site is for

Use this site to:

- View details of your application to Surrey
- Register for your course
- Manage your personal details
- Select and view your modules and view your assessment results
- Download letters e.g. council tax exemption (where appropriate)
- View records of your personal tutor meetings
- Book places on Academic Skills and Development Workshops and online Study Forums
- Apply for financial support
- Manage academic appeals
- Review postgraduate research information (supervisions, course information, workshops and milestones), for postgraduate research students
- Navigate to other online services offered by the University

Quick links

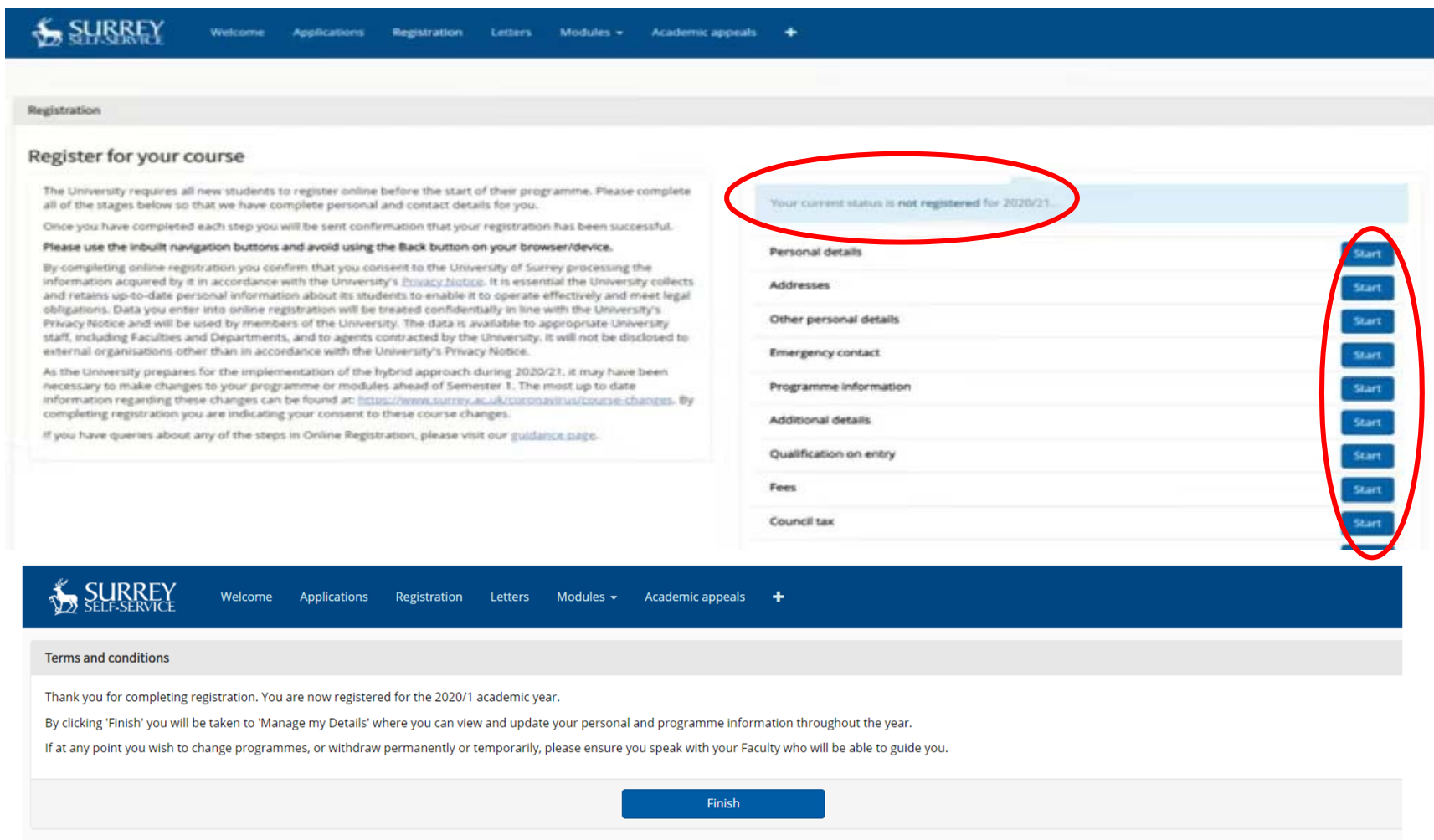
- Registration
- Contact us
- Additional online services
- Personal tutoring
- Welcome!
- IT Guidance

Academic Skills and Development

- What is Academic Skills and Development?
- Book onto a Workshop or Study Forum

第二步：依次点击界面右侧的【start】按钮，填写所有信息，直到系统显示：You are registered

*若【start】按钮中有关于刑事犯罪记录、被院校开除/退学处分的信息（criminal convictions or expulsions），如无相关情况，切勿随意勾选。



Registration

Register for your course

The University requires all new students to register online before the start of their programme. Please complete all of the stages below so that we have complete personal and contact details for you.

Once you have completed each step you will be sent confirmation that your registration has been successful.

Please use the inbuilt navigation buttons and avoid using the Back button on your browser/device.

By completing online registration you confirm that you consent to the University of Surrey processing the information acquired by it in accordance with the University's [Privacy Notice](#). It is essential the University collects and retains up-to-date personal information about its students to enable it to operate effectively and meet legal obligations. Data you enter into online registration will be treated confidentially in line with the University's Privacy Notice and will be used by members of the University. The data is available to appropriate University staff, including Faculties and Departments, and to agents contracted by the University. It will not be disclosed to external organisations other than in accordance with the University's Privacy Notice.

As the University prepares for the implementation of the hybrid approach during 2020/21, it may have been necessary to make changes to your programme or modules ahead of Semester 1. The most up to date information regarding these changes can be found at: <https://www.surrey.ac.uk/coronavirus/course-changes>. By completing registration you are indicating your consent to these course changes.

If you have queries about any of the steps in Online Registration, please visit our [guidance page](#).

Your current status is not registered for 2020/21.

Personal details	Start
Addresses	Start
Other personal details	Start
Emergency contact	Start
Programme information	Start
Additional details	Start
Qualification on entry	Start
Fees	Start
Council tax	Start

SURREY SELF-SERVICE Welcome Applications Registration Letters Modules Academic appeals +

Terms and conditions

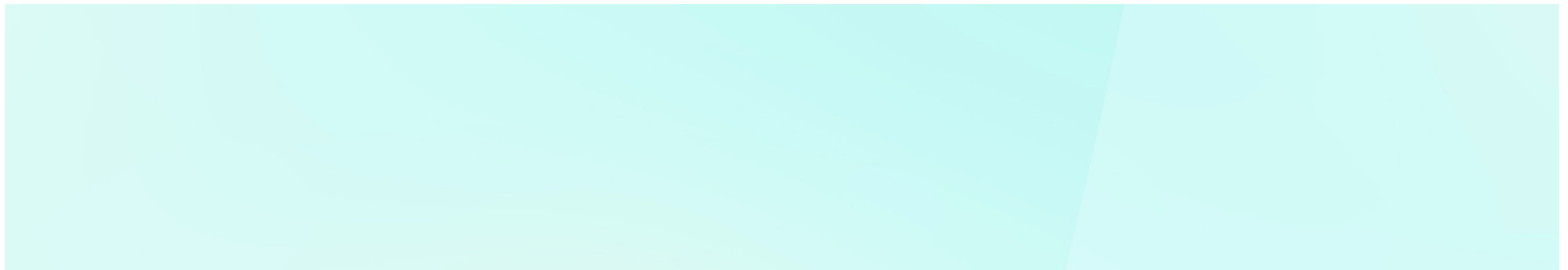
Thank you for completing registration. You are now registered for the 2020/1 academic year.

By clicking 'Finish' you will be taken to 'Manage my Details' where you can view and update your personal and programme information throughout the year.

If at any point you wish to change programmes, or withdraw permanently or temporarily, please ensure you speak with your Faculty who will be able to guide you.

Finish

第五部分：激活 **IT Services** 操作指南



完成上述在线注册的全部操作，等待24-48小时后，方可激活IT Services。

- 操作方法请观看视频教程。

https://v.youku.com/v_show/id_XNDcwODY3MjczMg==.html?

(Password: SIIDUFE2020)

视频中会用到的链接

激活链接: <https://activate.surrey.ac.uk/userquery/servlet/Query>

建立Authenticator链接: <http://aka.ms/setupsecurityinfo>

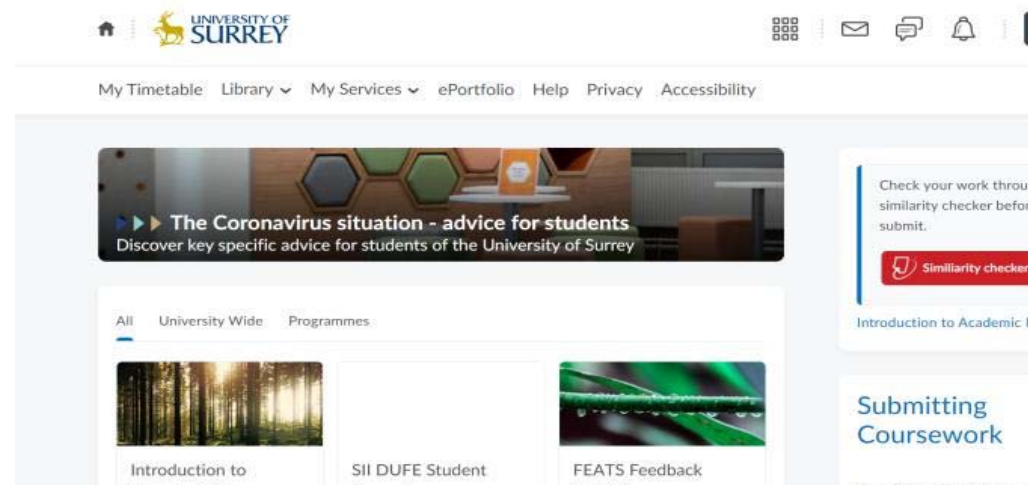
萨里大学邮箱链接: <http://surrey365.surrey.ac.uk>

登录SurreyLearn 链接: <https://surreylearn.surrey.ac.uk/d2l/home>

- 有关IT账号设置的注意事项请关注:

<https://welcome.surrey.ac.uk/before-you-arrive/set-your-it-account>

- 激活成功后，同学们方可使用SurreyLearn 和萨里大学邮箱。如右图:



注册过程中如遇问题请联系相关人员寻求帮助

- **在线申请相关问题**，如：申请信息填写错误、offer信息有误等，请编辑英文邮件至：admissions@surrey.ac.uk和studentrecords@surrey.ac.uk。同时添加护照个人信息页扫描件或东北财经大学中英文在读证明至附件中，邮件正文须注明SII-DUFE学生、学生姓名、萨里大学学号、申请专业、出生日期等个人信息。
- **萨里大学系统相关问题**，如：未按时激活Self-Service导致账户激活失败、忘记用户名或密码，重置密码失败导致无法登录Self-Service、IT Services账户的激活与设置问题等，请编辑英文邮件至：itservicedesk@surrey.ac.uk，如有相关截图请添加至附件中。技术问题也可电话联系英国萨里大学技术人员：01483689898

温馨提示：系统相关问题,如:忘记Surrey Self-Service密码若通过邮件沟通后仍没有得到解决，此类情况需学生本人拨打英国办公电话（01483689898）寻求帮助，拨号前请准备好username等信息进行身份验证。拨打国际长途，移动电话需开通国际长途业务，号码前需加拨国际长途代码及英国国家代码。请考虑时差，于英国工作日时间拨打电话，避开节假日、午休等非办公时间，否则可能无人接听。

sii_registry@dufe.edu.cn为东北财经大学萨里国际学院教务办公室官方邮箱，可发送中文邮件联系我们。请同学们每日查阅邮件，学院将通过此邮箱联系学籍注册过程中出现问题的同学。注册过程中有任何疑问，可先向此邮箱发送邮件咨询。

[后缀为@surrey.ac.uk](mailto:@surrey.ac.uk)为英国萨里大学办公邮箱，如有疑问，请发送英文邮件咨询。

你已完成萨里大学学籍注册 全流程

