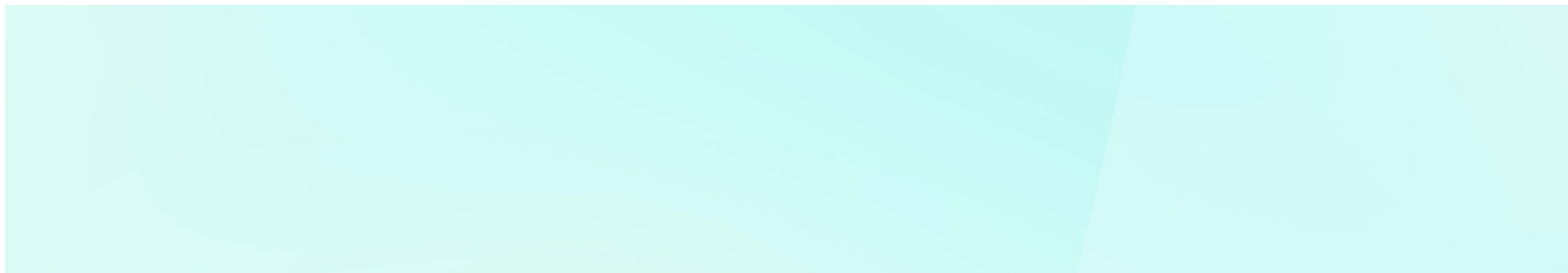




# 萨里大学学籍 在线申请表填写指南



## 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Edge、谷歌、火狐浏览器、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](mailto: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](mailto: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

以下信息无需填写！

Second given name;

Third given name;

Previous

Surname/Family Name

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](mailto: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**

\*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

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.

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

\*Do you have a passport? No

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.

\*Have you previously studied, or are you currently studying, in the United Kingdom? No

BackSave & ExitNext

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](mailto: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.

\*Correspondence Address

Please Select

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

**PROFESSIONAL QUALIFICATIONS**

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 dd/mm/yyyy

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

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](mailto: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?

Back

Save & Exit

Next

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](mailto: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	<input type="checkbox"/>
Employer	<input type="checkbox"/>
Scholarship	<input type="checkbox"/>
Sponsorship	<input type="checkbox"/>
Studentship	<input type="checkbox"/>
Other	<input type="checkbox"/>

Back

Save & Exit

Next 

第九步：上传个人陈述(PERSONAL STATEMENT)，点击Next 进入下一步

\*个人陈述示例如下，请在word文档中用英文简要注明：姓名、学号、专业即可，word文档名以“Personal Statement-姓名（汉语拼音）”命名上传。  
(如系统提示无法上传，请将word文档转换成PDF格式再次上传。)

**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](mailto: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

选择文件

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: HU Dongli

\*Institution: SII-DUFE

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

\*Email address: hudongli@dufe.edu.cn; zhangml@dufe.edu.cn

\*REFEREE TWO: ZHANG Minglei

\*Job title: Student Affairs Officer

**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 Please select  
Post code  
Telephone  
\*Email address

**REFEREE TWO**

\*Name of referee  
\*Institution/ Company  
\*Job title of the referee  
\*Address line 1  
Address line 2  
\*Town/ City  
County  
\*Country Please select  
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](mailto: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

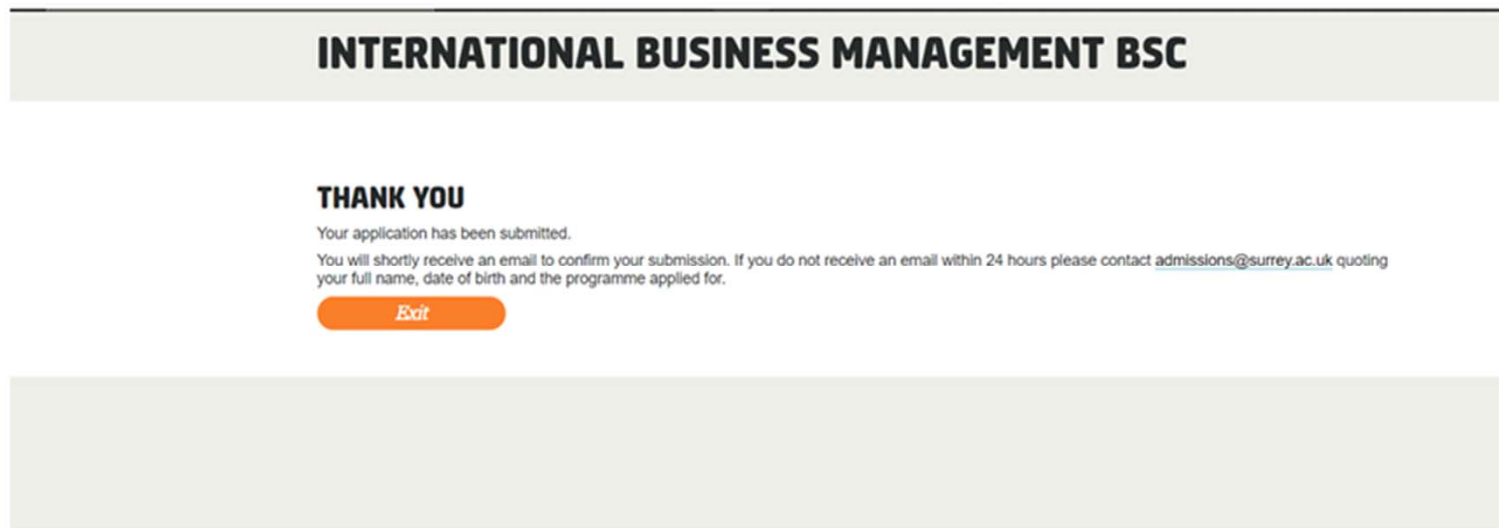
\*By selecting 'I Agree' I am confirming that I understand and agree with the statements above.

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**

## 成功提交在线申请后还需完成的注册流程

- ✓ 激活Surrey Self-Service
- ✓ 接受offer
- ✓ 完成在线注册
- ✓ 激活IT Services

## 1. 激活Surrey Self-Service

**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。



Dear [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.

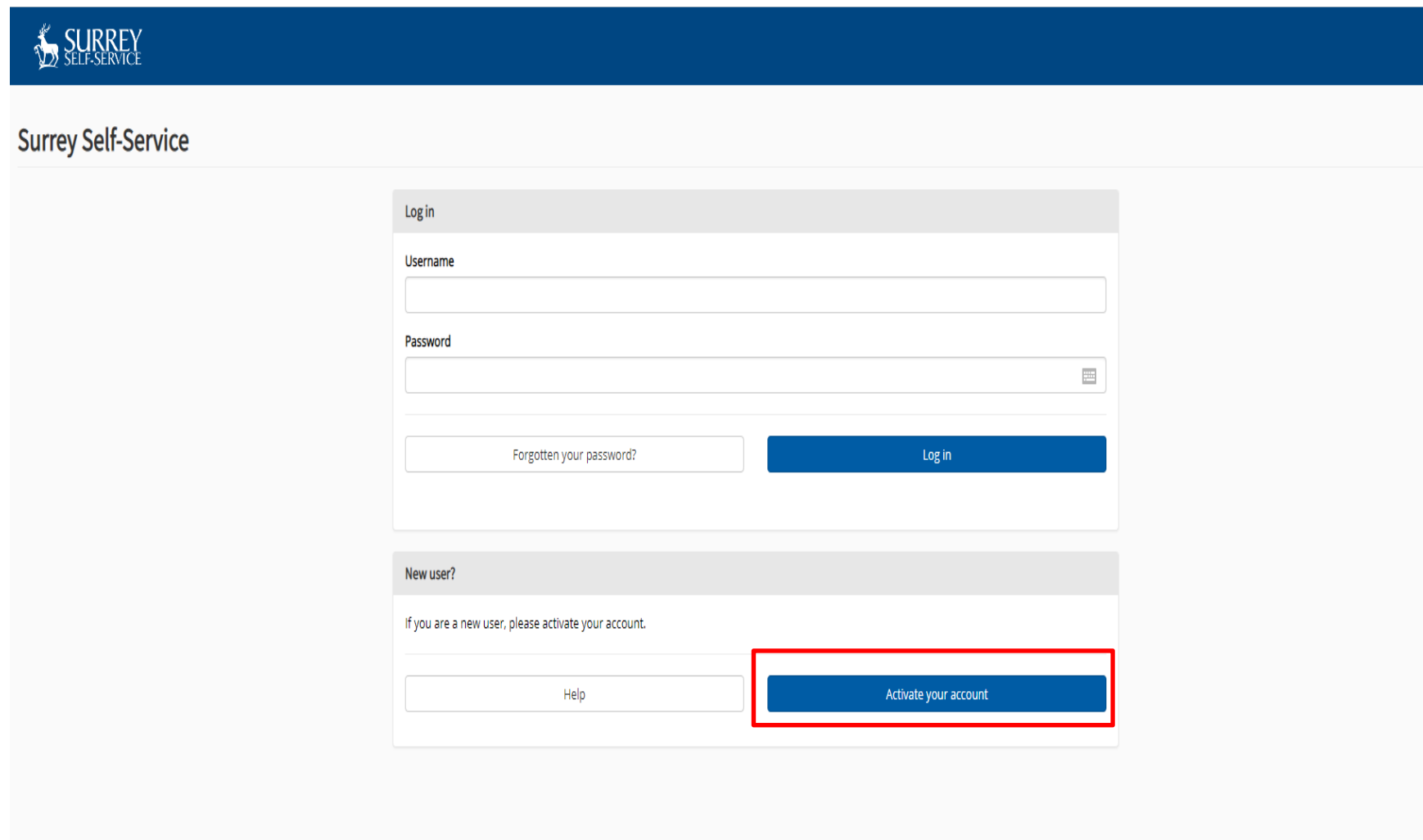
For information on how to access your account, please follow this link:

<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



The screenshot displays the Surrey Self-Service web interface. At the top left is the Surrey Self-Service logo. Below it, the title 'Surrey Self-Service' is shown. The main content area is divided into two sections: 'Log in' and 'New user?'. The 'Log in' section contains input fields for 'Username' and 'Password', a 'Forgotten your password?' link, and a blue 'Log in' button. The 'New user?' section includes the instruction 'If you are a new user, please activate your account.', a 'Help' link, and a blue 'Activate your account' button. This 'Activate your account' button is highlighted with a red rectangular border.

**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）

**!!!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

 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](mailto: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](#)

设置登录密码页面如下:



**SURREY SELF-SERVICE**

Welcome   
Your username is:

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

**PLEASE SET YOUR PASSWORD**

Your new password must contain:

- a minimum of 8 characters
- at least three of the following:
  - English uppercase letters (A to Z)
  - English lowercase letters (a to z)
  - Numbers (0 to 9)
  - Permissible punctuation:  
.,()\_
- Please note that the following characters cannot be used in your password:  
| : space (bar, colon and spaces)
- Your password must not contain significant parts of your Surrey Self-Service account username or full name.

New password

Re-type password

**Terms and Conditions for University of Surrey Applicants**

Surrey Self-Service accounts are provided to enable you to access to Surrey Self-Service and facilitate your student application. Account holders should:

- take all reasonable precautions to protect their systems, programs, data and other resources from unauthorized access by other users;
- not disclose their usernames or passwords to any other person; nor shall they use or attempt to access other systems without authorization.


Authorized users are expected to abide by the requirements of UK law related to the use of computers, data and information. The Computer Misuse Act 1990 states that it is an offence to:

- try to access any computer system for which authorization has not been given;
- breach or interfere with the security controls on a system;
- obtain or try to obtain the usernames or passwords of other users;
- access or modify files belonging to another person.

Breach(es) of the above Regulations will result in the immediate withdrawal of access rights pending an investigation by the Director of IT Services.

☒ I have read and agree to the above terms and conditions.  
All information you provide will be treated confidentially and used to process your application. For more information please read the Data Protection Statement.  
☒ I have read and agree to the above data protection statement.

Need help? Email [admissions@surrey.ac.uk](mailto:admissions@surrey.ac.uk) for support with Surrey Self-Service.



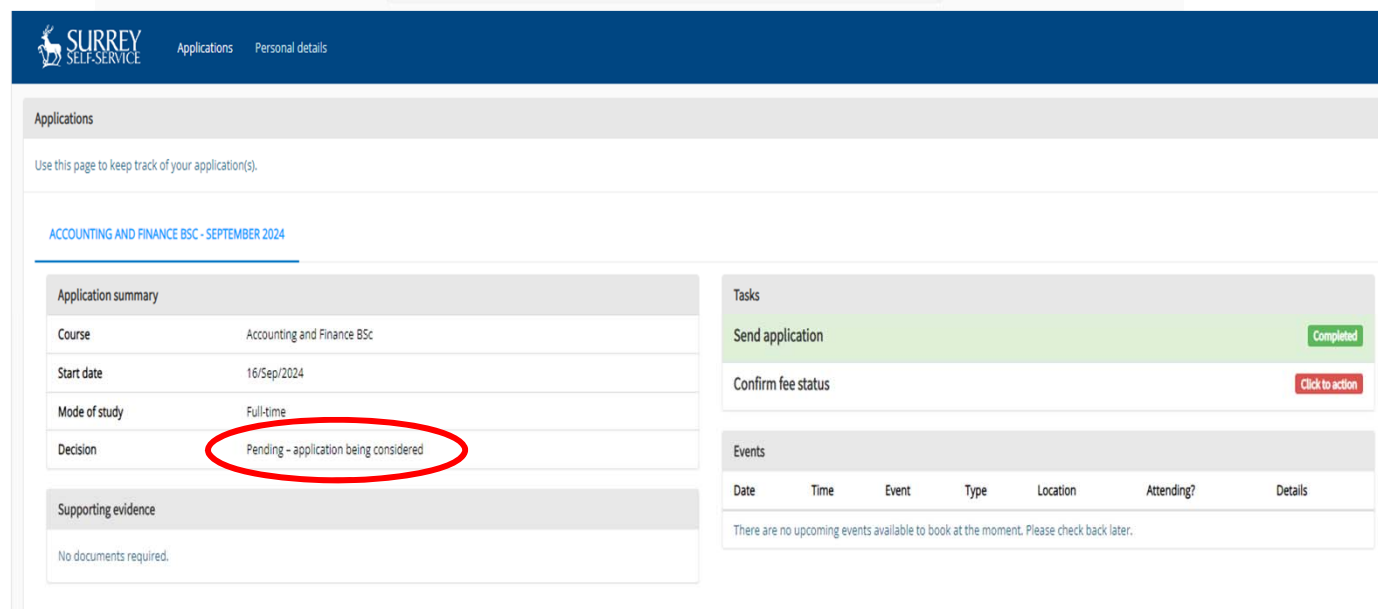
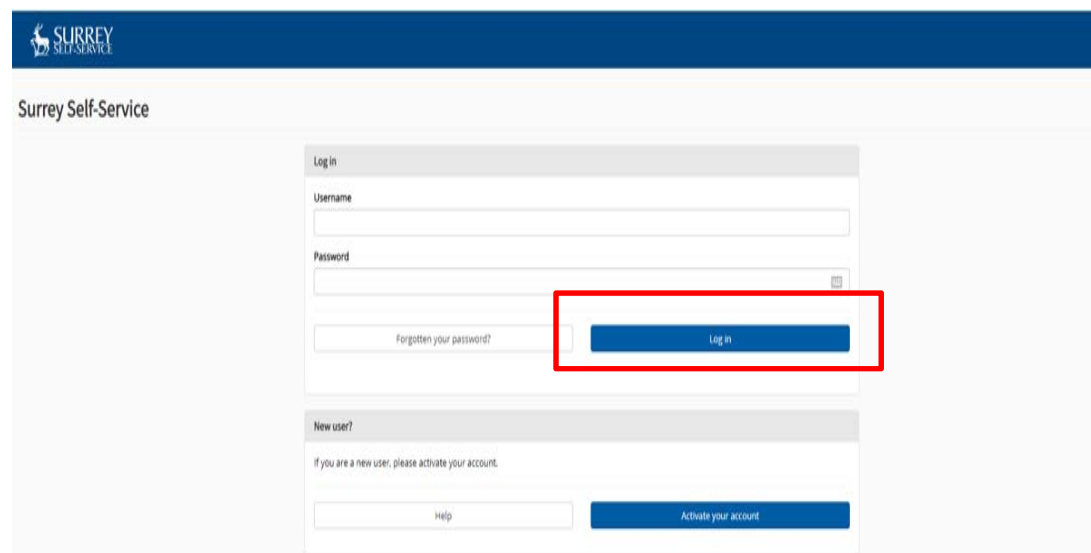
**SURREY SELF-SERVICE**

Welcome   
Your username is:

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](mailto:admissions@surrey.ac.uk) for support with Surrey Self-Service

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



Application summary	
Course	Accounting and Finance BSc
Start date	16/Sep/2024
Mode of study	Full-time
Decision	Pending - application being considered

Supporting evidence	
No documents required.	

Tasks	
Send application	Completed
Confirm fee status	Click to action

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

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。

## 2. 接受offer

**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。收到邮件后，请尽快登录Surrey Self-Service查看，**确认offer letter**中的信息是否准确，完成接受offer的操作。

### Application Decision

Congratulations, we are pleased to confirm that your offer is now unconditional at the University of Surrey for Business Management BSc (Hons).

Please log in to [Surrey Self-Service](#) to see this decision on the applications page and to view your updated offer letter.

We ask that you respond to your offer as soon as possible; you can do this via the actions section.

If you have any questions please do not hesitate to contact us; [admissions@surrey.ac.uk](mailto:admissions@surrey.ac.uk)

#### **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, applicant 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: <http://www.surrey.ac.uk/selfservice>. You'll need to wait until 24 hours after we've received your application before you can activate your account.

With regards

Lucy Evans

**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](mailto: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.						

第三步：确认信息无误后，点击Response 处的下拉选项，选择接受offer，点击Next。

**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

**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 displays the 'SURREY SELF-SERVICE' portal. The 'Applications' tab is selected. The page title is 'Applications', with a subtitle 'Use this page to keep track of your application(s)'. A search bar shows 'Accounting and Finance BSc - September 2021'. The 'Application summary' section lists details: Course (Accounting and Finance BSc), Start date (20/Sep/2021), Mode of study (Full-time), Decision (Unconditional Offer), and Response (Firmly accepted). The 'Deposit Deadline' section states that a deposit or sponsorship evidence is required by 17/Sep/2021. The 'Tasks' section shows 'Send application' as 'Completed' and 'Confirm fee status' as the next step. The 'Events' section indicates no upcoming events are available.

**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.						



### 3. 完成在线注册

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 light grey header with the text "Welcome to Surrey Self-Service". The main content area is divided into two columns. The left column is titled "What this site is for" and contains a list of services: 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 right column is titled "Quick links" and contains six blue buttons with white icons and text: Registration (circled in red), Contact us, Additional online services, Personal tutoring, Welcome!, and IT Guidance. Below the "Quick links" section is a section titled "Academic Skills and Development" which contains two blue buttons with white icons and text: What is Academic Skills and Development? and Book onto a Workshop or Study Forum.

**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

**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/currentstudents/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

**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

#### **4. 激活IT Services**

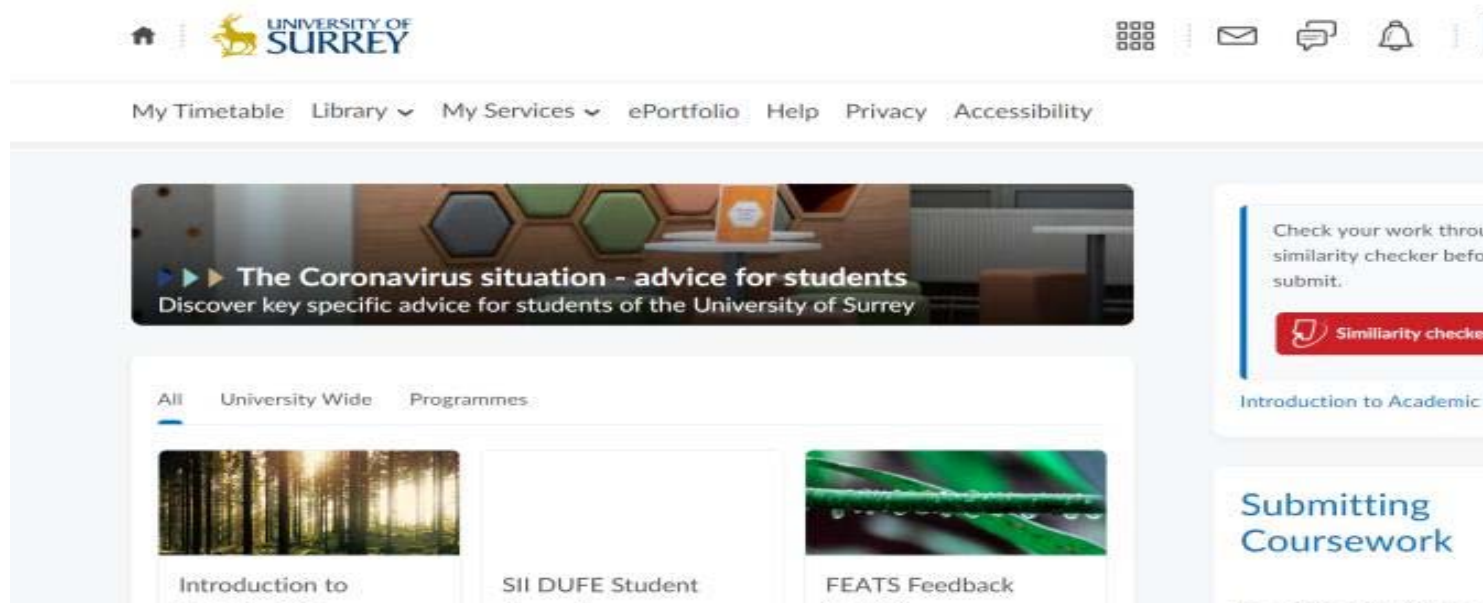
完成上述在线注册的全部操作，等待24-48小时后，方可激活IT Services，操作方法请观看视频教程。

[https://v.youku.com/v\\_show/id\\_XNDcwODY3MjczMg==.html?](https://v.youku.com/v_show/id_XNDcwODY3MjczMg==.html?)

（Password: SIIDUFE2020）

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。



## 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](mailto:admissions@surrey.ac.uk)和[studentrecords@surrey.ac.uk](mailto: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](mailto: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](mailto: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。