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Step 1: Enrolling process

1.1 Log into Student Self-Service.

1.2 From the Main Menu, click 'Online Enrolment and Registration'.

1.3 Click 'Enrol Now'.

Note:

- Check the academic year, programme of study, campus location and year of study. Please inform Admission team at hwum-welcome@hw.ac.uk should the information different from your offer letter.

- The University system in Malaysia is based on a 3-year degree leading to an Honours Bachelor’s degree. Malaysia Level 1 (ML1) of an undergraduate degree is equivalent to Scottish Level 2 (SL2; SCQF 8). Since we are using the UK based system, the year 2 in the system is equivalent to year 1 in Malaysia.

Complete the enrolment process by filling in the information requested on each page. Once you have entered the required information on each page, click ‘Continue’. 
Check your Full Legal Name. It should be the same as your NRIC (Malaysian student) or passport (International student).

Complete the disabilities information by clicking Yes on the section that is applicable to you.
Complete your addresses.

- **Home address** - origin

  - **Term address** - while you are studying
Enter and confirm the additional personal information.

Additional Personal Information

This page is to allow you to enter and confirm additional information that is required for the Higher Education Statistics Agency (HESA) and the University Wellbeing Services.

Mandatory fields are marked with a red star (*)

For information on HESA and how the University uses student data please read the Privacy notice for students.

Highest Qualification on Entry
Please select the option that best represents your highest qualification on entry to Heriot-Watt University.

Other qualifications

Domicile
Please select the option that best describes the country, area or town you were resident in prior to entry on your programme of study.

Malaysia

Sign Language User
BSL is a sign language which is used by some deaf people and others as a way to communicate using their hands. Are you a BSL or other sign language user?

No I am not a sign language user

UK Military Service
Do you have experience of UK military service?
A service leaver is anyone who has served for at least one day in the United Kingdom Armed Forces (regular and reserve), or Merchant Mariners who have seen duty on military operations.

N/A not on campus in Scotland

Service Families
Do you have a family member who currently serves in the UK Armed Forces, or who has done so in the past?

N/A not on campus in Scotland

Dependants
Do you have any dependants that you have responsibility for financially or otherwise?

No dependants

Carer
Do you care, unpaid, for a friend or family member, who due to illness, disability, a mental health problem or an addiction cannot cope without your support?

We ask this to help ensure that our students who have care responsibilities can receive any appropriate support that they need. Further Information is available HERE.

No

Support for Students with Care Experience
Are you Care Experienced?
Students with Care Experience includes anyone who has been or is currently in care or from a looked after background at any stage of their life, no matter how short. This care may have been provided in one of many different settings such as in residential care, foster care, kinship care or looked after at home with a supervision requirement.

We ask this to help ensure that our students who are care experienced can receive any appropriate support that they need. Further Information is available HERE.

N/A not on campus in Scotland

Support for Estranged Students
Would you consider yourself estranged from your family (i.e. not supported by your family)?

An estranged person is someone who no longer has the support of their family due to a breakdown in their relationship which has led to ceased contact. This might mean your biological step or adoptive parents or wider family members who have been responsible for supporting you in the past.

N/A not on campus in Scotland
Select your **career readiness**.

**Edit your personal email** if required and click ‘continue’.
1.10 Enter your emergency contact details.

Upload a photo – You are required to upload a recent photograph for your student ID card. The photograph you upload should show only you and no other person, is a clear head and shoulders portrait and shows you facing the camera with nothing obscuring your face.

1.12 Select your preferred address as Correspondence Address.
For **Malaysian students**, check your **NRIC number** and select the Visa type - "non-applicable for Malaysian". You are not required to key in your passport details.

For **International students**, check your **passport number** and **expiry date**, select the **passport country** and **appropriate visa** type. If you have yet to receive your visa, please key in your passport number, the passport’s issue and expiry dates to replace the visa number, the visa issue, and expiry dates. You can update it later at International Student Support Office when you arrive at the Malaysia campus.

**Note:**

- For **Malaysian students**, check your **NRIC number** and select the Visa type - "non-applicable for Malaysian". You are not required to key in your passport details.

- For **International students**, check your **passport number** and **expiry date**, select the **passport country** and **appropriate visa** type. If you have yet to receive your visa, please key in your passport number, the passport’s issue and expiry dates to replace the visa number, the visa issue, and expiry dates. You can update it later at International Student Support Office when you arrive at the Malaysia campus.
Review your **programme details** and click **continue**. The enrolment system is based on the UK campus. Hence, all non-UK/EU citizen students (including Malaysians) are considered overseas students.

Select your **source of funding**. The tuition fee at this page is **not** the final tuition fee. You may refer to your offer letter for the correct fee.
Complete student declaration and click 'Confirm Enrolment'.

Student Declaration and Agreements

It is a condition of enrolment that all students formally agree to abide by the University’s Statutes, Ordinances and Regulations, Policies and Procedures, and to become liable for fee payments.

Mandatory fields are marked with a red star (•).

Student Declaration

Please read the Student Declaration and confirm acceptance below.

Please Note: You need to accept the Terms and Conditions set out in the Student Declaration to complete your enrolment with Heriot-Watt University. If you have any concerns about any of the Terms and Conditions, please contact the Student Service Centre.

Use of Student Data

The University will keep your personal information securely and use it only as necessary to provide you with academic and student services and fulfil our statutory rights and duties. We will not share your data with any other organisation unless we have your consent or another valid legal reason to do so. Please read our Privacy notice for students to find out more about what we do with your personal data, and your rights under privacy law.

Watt Club: Contact Preferences

The Watt Club is Heriot-Watt’s graduates’ association. Founded in 1854, it is understood to be the oldest alumni association in the UK. When you graduate, your membership is automatic, free and for life. We’d like permission to contact you to keep you informed both whilst you are a student as well as when you leave about events, reunions, benefits and university news and projects. To see how we use your data please see our privacy policy here.

If you wish to opt out or update these preferences at any time please contact the Watt Club at wattclub@hw.ac.uk.

I agree to be contacted by Email: [Select] •
I agree to be contacted by Telephone: [Select] •

Criminal convictions or offences

The University needs to know about any criminal convictions or proceedings that may affect a student’s ability to continue on-campus studies, or the University’s duty of care to other students, staff or the wider community. Details of relevant offences are on our Criminal Offences page.

Do you have a relevant unspent criminal conviction or are you charged with relevant criminal offences? If yes, the Student Conduct Officer will contact you in confidence to gather some more information.

Please select one of the options below:
- Not applicable for students campus •
- Other •

UK Council Tax Exemption

This only applies to students at UK campuses. Information on Council Tax Exemption is sent to City of Edinburgh Council and Scottish Borders Council, where we identify a Student who is studying at a UK Campus and has an address in those Local Authority Areas. However, students are still required to contact the Council and provide their name and Person ID (Registration Number); Students who are resident in the UK, and live in another local authority will need to contact the council directly to confirm council tax exemption.

Copyright Clause with regards to Joint Information Systems Committee (JISC) Software

We may make, and may authorise third parties to make copies of any work submitted by you for assessment, but only for the purposes specified in the Copyright Clause. Please review the Copyright Clause.

[CONFIRM ENROLMENT]
Once you have confirmed your enrolment, you will be directed to the **Enrolment Confirmation** page. The Enrolment Confirmation page includes important information such as your HW username, Email Address and the Instruction to discover your password. To **print** your enrolment confirmation letter, please scroll to the ‘**Online Enrolment Confirmation Letter**’ section.
Course Registration - Your courses will be pre-registered in the system prior to the semester starts. You can view the courses registered for you from your enrolment confirmation letter.

You can check the courses against the Guidance sheet which is available at this link: [https://www.hw.ac.uk/uk/students/new-students/malaysia.htm](https://www.hw.ac.uk/uk/students/new-students/malaysia.htm). Go to “Enrol” section.
F.A.Q.

1. Why is the fee status of my online enrolment stated as overseas?
   
   Our enrolment system is based in the UK campus. Hence, any non-UK/EU citizen student (including Malaysians) is considered as an overseas student.

2. I am unable to proceed with the enrolment. It says 'Visa error'
   
   If you have yet to receive your visa, please key in your passport number, the passport’s issue and expiry dates to replace the visa number, the visa issue and expiry dates. You can update it later with International Student Support.
3. I am in Year 1 undergraduate programme, but the system shows as Year 2 / I am Foundation programme or Master programme, but the system shows as Year 1

The University system in Malaysia is based on a 3-year degree leading to an Honours Bachelor's degree. Malaysia Level 1 (ML1) of an undergraduate degree is equivalent to Scottish Level 2 (SL2; SCQF 8). Since we are using the UK based system, Year 2 in the system is equivalent to Year 1 in Malaysia.

For Foundation and Master programme, the system will display your programme study level as Year 1.

Should you need further clarification and assistance, please feel free to contact Student Service Centre at:

+603-88943610
or
send an email to hwum-welcome@hw.ac.uk