

Freshers' FAQ

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Freshers Registration Information

Registration Guide (2026 information from website)

Step 1

Log in to [Student Self Service](#) using your Single Sign On (SSO) to confirm your personal details. If you have not received or cannot remember your login details, please contact [IT Services](#) for help. If you are not taken directly to the registration prompt after clicking these links, please click on “**My Student Records**” once you are logged into Student Self Service.

Please note that if you have been at Oxford before, whether as student or staff member, you will retain your original SSO, but may need to contact IT Services for help changing your password.

Please see our [FAQs](#) for more information.

Use the “Next” button to progress after each page and click “Confirm” in the Declaration section at the end of the process to complete. “Save and Exit” can be pressed at any point to pause the process and return to it later.

Please note that you will not be able to access an Enrolment Certificate until you are fully enrolled.

Step 2

If this is the first year of your course, your college (or department, if you do not have a college) will need to complete your enrolment at the beginning of term after you arrive in Oxford. They will be in touch about arrangements for this (let them know if you will not be in Oxford for the start of term). Once your college or department has completed their part of the registration process you will be fully enrolled and you will have complete access to Student Self Service, including the downloadable enrolment certificate. If you are an international student they will also have to record your passport and visa/BRP card (if applicable). They may require you to send scans of these and/or present them after arrival – practice will vary. Please check with your college/department if you are unsure.

If you are a continuing student, you will only need to complete Step 1 to finalise your registration and enrolment for this academic year.

Once enrolled, student maintenance loans and grants (where applicable) will be paid directly in to your bank account following the first day of term for your course (allow three to five working days) in addition to any tuition fee loans paid to the University. You are now able to print your enrolment certificate as proof of student status. Please allow 15 minutes for the system to update following your self-registration.

New College – Freshers Page:

The information on the Freshers page: <https://www.new.ox.ac.uk/freshers-information> explains the process on what students need to do before they arrive.

Enrolment and cards can be collected from the Admissions Office at College between 2-4pm on weekdays.

Verifying your details online before arriving

You just need to keep an eye out for an email from the University IT Services, which will be sent to your personal email address. You will be asked to verify your details, and your New College email address will become active.

As a new student you should complete the first step of your University [registration](#) by verifying your details online using Student Self Service **before you arrive**. You will need to use your Oxford Single Sign On details to access Student Self Service.

Please refer to the website for further information for New Students:

[Before you arrive](#)

[Guide to registration](#)

<https://www.ox.ac.uk/students/new/arrive>

<https://www.ox.ac.uk/students/registration>

Enrolment certificate (two steps for enrolment)

For students on the first year of a new course, registration and enrolment consists of two steps. Once you register at the college you will be fully enrolled and you will have complete access to Student Self Service, including the downloadable enrolment certificate. Please refer to the [guide to registration](#) under the 'Registration Process' section for further information.

Documents required for enrolment

Please ensure you bring all the necessary documents for enrolment, including your passport and your share code. We will be verifying your visa/immigration status and passport id page during enrolment.

Is there someone I should contact to help speed up the process?

I'm afraid there's nothing we can do at this stage, so it's just a matter of waiting for now. Thanks so much for your patience during this busy time; it's really appreciated.

Pending your SSO (Oxford Single Sign On) and University emails

Keep an eye out for an email from the University IT Services, which will be sent to your personal email address once your card form has been processed, please also remember to check your junk or spam folder. Unfortunately, the Admissions Administrator is unable to confirm whether this process is complete, as it falls outside the admissions remit. As emails are distributed in stages, it is expected that not all students will have received their SSO details at the same time.

If your SSO hasn't arrived a week before Fresher's Week, please email the IT Office at helpdesk@new.ox.ac.uk or contact them on 01865 289094, alternatively please drop by once you are in college.

Students with an existing SSO (Oxford Single Sign On)

A person only ever has one SSO, as you have had connection with another college in the past your SSO will remain as it is, you will however have a New College email address.

Students with an existing SSO, may experience difficulties accessing their Single Sign-On for verification. If you run into any problems, Student Systems 01865 (2)84848 should be able to help sort them out.

Student vs Staff university card

You can find information about this in the [Guide to Registration](#) and the [Registration FAQ](#). There is a section that covers this topic, which I have copied below:

'Please note that if you have been at Oxford before, whether as student or staff member, you will retain your original SSO, but may need to contact IT Services for help changing your password. Please see our [FAQs](#) for more information. If you need assistance with changing your password, please contact [IT Services](#).

Further information is available on the [Single Sign-On \(SSO\)](#) and [How to manage your SSO password](#) webpages.'

To avoid any future issues during Registration, I would recommend contacting the Student Systems team on 01865 (2)84848 at this stage, as they should be able to assist you.

BOD Card

Bod card collection

As a new student you should complete the first step of your University Registration by verifying your details online using Student Self Service **before you arrive**. You will need to use your Oxford Single Sign On details to access Student Self Service.

Please refer to the [Freshers' page](#), where you will find a section on "Register for Your Remote Access Account", along with other important information you will need before you arrive.

Please keep an eye on your personal email account for a message from University IT Services. You will be asked to verify your details, after which your New College email account will become active. Please ensure that you complete this process before coming to collect your University Card.

Please refer to the [guide to registration](#) for further information.

The information on the Freshers page: <https://www.new.ox.ac.uk/freshers-information> explains the process on what needs to be done **before arrival**. Please keep an eye out for an email from the University IT Services, which will be sent to your personal email address. You will be asked to verify your details, and your New College email address will become active. **Please make sure you do this before you come to collect your card.**

Enrolment and cards can be collected from the Admissions Office at College between 2-4pm on weekdays, from mid-September.

Please refer to the [guide to registration](#) for further information.

Is it possible to post my BOD card?

Unfortunately, we can't post your Bod card, we need the students to come and collect their cards in person.

BOD Card (IHRL students)

The process of enrolment is a little different for students on this course since they start the course online and not in Oxford. Once you have met all your departmental and college (financial) conditions you will be sent a place confirmation letter and this will explain more.

In order to complete your enrolment, the College will need confirmation from the IHRL Administrator that you have taken part in online activity associated with the course. Once that has happened, we can enrol you, and you will then be able to download your enrolment certificate. You won't get your University card until you come to the first residence – unless you happen to visit Oxford before this in which case you would be able to pick it up.

Collecting Keys

Graduates can arrive into accommodation at the Weston Building from October 1st.

You should pick up your keys from the Porter's Lodge, the freshers page also has information on this: <https://www.new.ox.ac.uk/arriving-new-college>

Pay your Fees and College Accommodation (Battels)

For information on how to pay your battels please see [here](#).

Should you have further questions please don't hesitate to contact Mark Barrett, our Student Finance Officer, at student.finance@new.ox.ac.uk

Termly instalments

In terms of payment plans, we do offer students the flexibility to pay tuition fees in termly instalments. If you would like to make use of this option, please make this request upon receipt of your MT battel's invoice.

College Accommodation (Undergraduate Students)

New College provides accommodation in or close to College for all undergraduate students in their first, second and fourth years. For information on accommodation please see:

<https://www.new.ox.ac.uk/undergraduate-accommodation>

Medical Registrations for new students at New College

Registration with the College Doctor simply requires you to complete an on-line registration form, a health questionnaire and a consent form for information sharing. Please do this as soon as possible, the deadline for submission is the 18th September 2026.

Go to www.campusdoctor.co.uk/oxford and follow the instructions.

Please remember to use your College address (not home address) and to complete all sections (including date arrived in UK, previous doctor and NHS number – if applicable) wherever possible. If you choose to register with a different practice, you must tell the College the name and contact details of your doctor so that they can contact them in an emergency.

Northgate Health Centre

15 Market St

Oxford

OX1 3EF

Tel: 01865 311811

<https://www.northgatehealthcentre.co.uk/>

Arrival dates

UG Freshers – arrival date

Undergraduate freshers are expected to arrive at the College on Monday, 5 October, for Freshers' Week and registration activities. The earliest arrival date is Saturday, 3 October, which is reserved for overseas students. If you are an overseas student and would like to arrive on Saturday, please let us know in advance so that we can ensure your room is ready for your arrival.

Freshers' week information will be sent to all offer holders by the end of August after A-level results. You are not required to pay a deposit, for information on how to pay your battels please see [here](#).

You may find the following links helpful:

- Registration information: <https://www.ox.ac.uk/students/registration>
- Additional information for new students: <https://www.ox.ac.uk/students/new/arrive>

We look forward to welcoming you to the College.

Share Code

Provided that you have met the conditions of your offer, we will ask you to provide this information when you enrol in person. Please remember to bring your passport and any relevant visa, this includes a valid Share Code.

Students are expected to arrive at the College on Monday, 5 October, for Freshers' Week and registration activities.

If you have any questions, please do not hesitate to get in touch.

Graduate Freshers

Information will be sent to all new students by the end of August, including details about registration, Bod Cards, and Freshers' Week.

Graduate freshers will be invited to come into College on specified dates and times in September to enrol, once we have received your Bodleian card. At that point, you will be able to complete your registration and activate your Single Sign-On (SSO) account.

In the meantime, you may find the following links helpful:

- Registration information: <https://www.ox.ac.uk/students/registration>
- Additional information for new students: <https://www.ox.ac.uk/students/new/arrive>

Graduate Freshers – early arrival request

If you have applied and been allocated College Accommodation, The Accommodation Team will let you know the outcome of your request by the end of August.

We are only able to accept early arrival requests for the following reasons:

- overseas travel,
- disability/additional requirements or
- due to an earlier course start date.

If your reason to arrive earlier is one of the reasons above, there shouldn't be any problem.

Should you have further questions please contact accommodation@new.ox.ac.uk.

Access for partners (Graduate Students)

We do not have any formal memberships for partners. You would be welcome to bring your partner to eat in Hall- either casually at breakfast or lunch, or more formally at a Guest Night. Information on meals can be found [here](#) on our website. I imagine that your partner would also be welcome to attend events organised by the MCR (Graduate student committee), although this may be at the committee's discretion. Information on the MCR can be found [here](#).

Transport to Oxford:

We do not provide transportation. For travel from London to Oxford, the [Oxford Tube](#) offers a convenient 24-hour service. Additionally, [the airline](#) coach services are available from both Heathrow and Gatwick airports.