BNU Connect (Student Portal)

Enrolment Form User Guide

To login:

Returning students:

To login click the **"Login with email"** button.

In case you have forgotten your password, select the **"Reset Password"** link which will redirect you to the BNU Password Management page.

New students:

You will need to set your password before being able to login. Select the **"Reset Password"** link which will redirect you to the BNU Password Management page

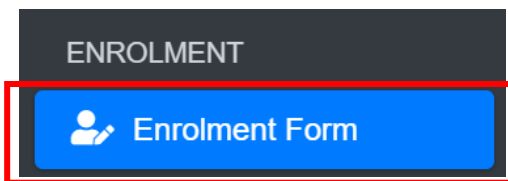Once the password has been set, to login click the **"Login with email"** button.

When presented with the Microsoft login page, shown below, enter your BNU email address:
➢ e.g. studentID@bucks.ac.uk
e.g. 12345678@bucks.ac.uk to login.

Once you have logged in, click on the Enrolment Form tab under the Enrolment section.

Then click on the 'new form' icon which will then take you into the Enrolment Form.
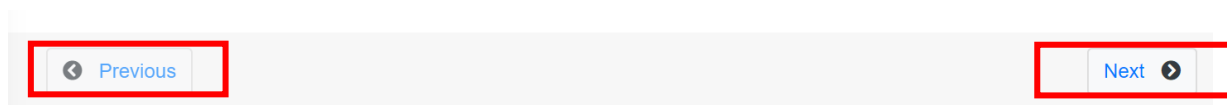

Please fill in each section of the enrolment form ensuring all information provided is correct and accurate. You will need to select each tab to navigate between each section. Press save before moving to the next section.


Some fields in the form may already be populated. Please check and confirm we have the correct information.

Each section of the Enrolment Form has a "Previous" and "Next" button for you to navigate through.

◀ Previous		Next ▶

Also, each section of the Enrolment Form has a **"Save for later"** button (as shown below) for you to save current changes and come back to it at a later stage.

Save for Later 💾
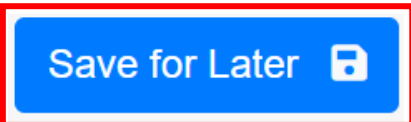
ℹ️ If you see this icon next to a field, hover over the icon for the information bubble to appear.

Course Details

In this section, you will find your course details. Fields in grey have been pre-populated and cannot be edited.

All mandatory fields have been marked with an *asterisk.

Student ID * ℹ️	Acad Year	Course Year * ℹ️	Start Date *
▓▓▓▓▓	20/21	1	28/09/2020

Course Name *	Course Code *	Campus
Affiliate Credit Postgraduate - CPPD	ZP4CRP3	Uxbridge

Mode of Attendance *
🔘 Full Time ⚪ Part Time ⚪ Distance Learning

Have you been a student at BNU before? *
🔘 Yes ⚪ No

Partner Student? *
🔘 Yes ⚪ No

Course Notes ℹ️
Please state here if you believe any of the above course details are incorrect or to provide more information.

Notes

If any of the information is incorrect, use the course notes box to inform us of the correct information. N.B. You cannot edit any of the shaded fields. Alternatively, you can email **enrol21@bucks.ac.uk**

Personal details

Here you will be required to fill in your personal details.

All mandatory fields that have been marked with an *asterisk must be filled in before you can '*Save for later*' or '*Submit*'.

For UK based addresses please ensure that you use the Find Address button to ensure correct address format is listed.

If you have the same Term Time Address as Home you can select the Same as Home Address button.

If your Term Time Address is at BNU Halls of Residence select Institution Maintained (Halls). You can then use the drop down to select which Hall you are staying at and then need only to enter the Room No.

Contacts

Fill in details of a next of kin for and/or emergency contact for emergencies.

Nationality & Residence

In this part of the Enrolment form, enter your nationality and main country of residence.

All mandatory fields that have been marked with an *asterisk must be filled in before you can '*Save for later*' or *'Submit'*.

If you studying in the UK and require a visa to live in the UK (this includes the new EU Settled/Pre-settled status) you must fill in this section of the form. For those with EU settled/Pre-Settled Status you must provide a Share Verification Code which you can request from https://www.gov.uk/check-immigration-status before submitting the form.

Ethnicity

Select an option which most closely describes your ethnic origin.

All mandatory fields that have been marked with an *asterisk must be filled in before you can '*Save for later*' or *'Submit'*.

Disability

Please select all that is applicable.

All mandatory fields that have been marked with an *asterisk must be filled in before you can '*Save for later*' or *'Submit'.*

Parental Education

This section refers to your parents' level of education. This includes natural parents, adoptive parents, stepparents or guardians who have brought you up.

All mandatory fields that have been marked with an *asterisk must be filled in before you can '*Save for later*' or *'Submit'*

Qualifications

Please verify if the qualifications already listed are correct or, if you have any more, add to the list.

For Highest qualification on entry if not already populated please select most appropriate option from list.

For Most recent institution attended please note that this is the place you studied at prior to starting this course at BNU.

All mandatory fields that have been marked with an *asterisk must be filled in before you can '*Save for later'* or *'Submit'*

Tuition fees

You will be requested to provide us with information regarding tuition fees and funding in this part of the enrolment form.

If you have already made payment for fees using the BNU e-payment system please enter the E-payment reference number in that field.

For those students using UK Student Finance (SF) to pay their Undergraduate fees, and your SF application is made on the BNU SF account select the appropriate option here 02, 02A or 52. (partner students please check with your partner institution where and how to make your application).

Where you have to apply for SF funding using the Partner Institution SF account please select 01B.

If your fees are being paid by your employer directly (Not under an NHS or other Health Contract) then you will need to provide a completed sponsor form attached with the enrolment form. Please see details on the [Enrol webpage](#) of what is required and links to templates of sponsor forms.

If you have funding from the Military ELCAS scheme, you must attach your CAN Letter.

PLEASE ATTACH ALL PROOF OF SPONSOR/NHS/FEE WAVER DOCUMENTS OR YOU MAY BECOME LIABLE FOR TUITION/COURSE FEES.

All mandatory fields that have been marked with an *asterisk must be filled in before you can '*Save for later'* or *'Submit'*

Criminal Conviction

Please select which is applicable.

All mandatory fields that have been marked with an *asterisk must be filled in before you can '*Save for later'* or *'Submit'.*

Supporting documents

You will be required to upload all relevant supporting documents in support of your enrolment, failure to do this may delay in the processing of your application. Please ensure that you have saved a copy of this first, made sure that each file has a different file name and that the file is no larger than **4MB in size**.

For file type there is a dropdown menu, please select the relevant document title/description for your upload.

The acceptable file types are: **docx, xlsx, jpg, jpeg, png, bmp, pdf**

Then select Browse to find the file you wish to upload, then select the upload button. Do this for each of the documents you are uploading. If you are uploading more than one file for the same document e.g. separate files for page 1 and 2 of passport, you must ensure that the files names are different e.g. Passport 1, Passport 2.

Mental Health Analytics

This section is not applicable to students who are studying at Partner Institutions.

Please read about the survey and if you wish to take part select yes and you will be asked to answer 5 questions.

Declaration

Signing this form, you certify that this information is correct and agree to observe all University regulations as set out in the Terms and Conditions of Admission.

For your signature just type in your name in the signature (as you would sign your name), and type in your full name in the last filed box and tick the *'confirm the digital signature'* box.

Once you have filled in this signature and ticked confirm the digital signature the following button will show on the bottom right hand side of the form. You can press and submit the form.
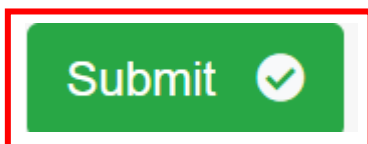
Please wait and ensure that the form is submitted successfully. If there are any Mandatory fields that have not been filled in, you will be taken to the front page of the form and see the following Red banner.

i Note:

Please fill in the enrolment form below ensuring all information provided are correct and accurate.

PLEASE COMPLETE ALL THE MANDATORY FIELDS.
- **PERSONAL DETAILS: Email is required.**
- **NATIONALITY & RESIDENCE: Residence Country is required.**

The banner will show in which fields on which TAB still need to be filled in.

Once you have successfully submitted the form you will receive an email confirming this.

If you go back to the Enrolment Form tab you can see the status of the form.

Enrolments

Show 10 ⊕ entries   Search:

⚙ ↑↓	Acad Year ↑↓	Course Name ↑↓	Start Date ↑↓	Form Status ↑↓	Created ↑↓	Submitted ↑↓
☑	20/21	Affiliate Credit Postgraduate - CPPD	11-Jan-2021	SUBMITTED	19/05/2021 16:30:31	19/05/2021 16:30:31
✎	20/21	Affiliate Credit Postgraduate - CPPD	28-Sep-2020	STARTED	01/07/2021 14:34:58	No

Showing 1 to 2 of 2 entries   Previous 1 Next

There are three form status categories, Pending, Started and Submitted.

To see your course information, go to the Dashboard icon and you can confirm when you have been enrolled.

To see what modules, you are registered for select Course Details icon.

If you need to make corrections on your enrolment form, or provide supporting documents that you did not upload before you submitted the form you can send these in by emailing **enrol21@bucks.ac.uk**.

These will then be amended directly on the student records system and/or kept on your student file, they will not be amended directly on your submitted enrolment form.