

# Welcome to **UoC**

## International Student In-Person Enrolment

Online Booking System Guidance



University of  
**Chester**

# Contents

Welcome ..... 3

Booking Your Arrival Timeslot..... 4

How to Book Your Timeslot ..... 5

In-Person Enrolment Checklist..... 9

Additional Guidance..... 10

Campus Maps..... 11





We are excited to welcome you to the University of Chester!

This guide explains how to book your arrival time slot appointment for in-person enrolment and what to prepare before attending.

If you have any questions or need support, please email  
**[studentexperience@chester.ac.uk](mailto:studentexperience@chester.ac.uk)**



# Booking Your Arrival Timeslot

When you book your in-person enrolment time slot appointment, you are selecting an **arrival window** (for example, 10:00-10:30). This is not the exact time you will be seen. It simply gives you a timeframe in which to arrive and begin the enrolment process. Please note that the enrolment process can take up to an hour. Please ensure that you arrive only if you have a scheduled time slot appointment, as we are unable to see students without one.

**Important:** Your time slot is for you only. Please do not use one booking for multiple people. Each student must book their own individual time slot.

During your time slot appointment, you will complete several steps, such as:

- [Setting up Multi-Factor Authentication \(MFA\)](#)
- [Collecting your Student ID card and lanyard](#)
- [Receiving support with connecting to the University Wi-Fi](#)
- [Completing essential enrolment checks](#)

Before you attend your time slot appointment, please make sure:

- You have read through the [International Student Checklist](#), and read through the [International Student Handbook](#).
- You bring your physical passport to your in-person enrolment appointment – photographs and scanned copies are not accepted.
- [Prepare your share code \(UKVI holders only\)](#)
- [You have downloaded the UoC app](#)
- You have downloaded the [Microsoft Authenticator app](#).
- [Paid your £8,000 enrolment fee at least five days before your time slot appointment.](#)

You must arrive during your allocated time slot appointment. This helps us manage the flow of students throughout the day, prevents queues, and ensures we can support everyone as efficiently as possible.

If a timeslot does not appear on the booking system, it means it is **already full**. This is not an error. Please choose another available timeslot.

If you have any issues with your timeslot, or can no longer attend the one you have booked, please contact **[studentexperience@chester.ac.uk](mailto:studentexperience@chester.ac.uk)** as soon as possible so we can help you.

# How to Book Your Timeslot

Please follow the steps below to book your time slot appointment. Before you book your time slot, you will need your student ID number. Once your place is confirmed, you will receive a welcome email from the university. Your student ID number can be found in this email, along with your university email address and temporary password. Once you have located your welcome email, you can begin the booking process.

## Step 1: Open the email: 'Action Required: Book Your In-Person Enrolment Time Slot Appointment' and click on the booking link at your desired location

You will be directed to a page that looks like this:

**International Student In-Person Enrolment (Seaborne Library)** ✓

Please use this to book: [Read more](#)

1 hour

Booking for **International Student In-Person Enrolment (Seaborne Library)**

January 28

**DATE** **TIME**

< > January 2026

S	M	T	W	T	F	S	10:00 AM	11:00 AM	12:00 PM
				1	2	3	1:00 PM	2:00 PM	3:00 PM
4	5	6	7	8	9	10			
11	12	13	14	15	16	17			
18	19	20	21	22	23	24			
25	26	27	28	29	30	31			

🌐 All times are in (UTC+00:00) Dublin, Edinburgh, Lisbon, London ▼

**Important:**  
Please click here to expand this box to read the description of this booking.

## Step 2: Select a date:

If a timeslot does not appear on the booking system, it means it is **already full**. This is not an error. Please choose another available timeslot.

 **DATE**


< > January 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Please select a date from the calendar on the booking system page. Available dates will be bold, shown in the example here.

## Step 3: Select a timeslot

Timeslots run in 30-minute intervals. Shown in the example below:

 **TIME**

10:00 AM	10:30 AM	11:00 AM
11:30 AM	12:00 PM	12:30 PM
1:00 PM	1:30 PM	2:00 PM
2:30 PM	3:00 PM	

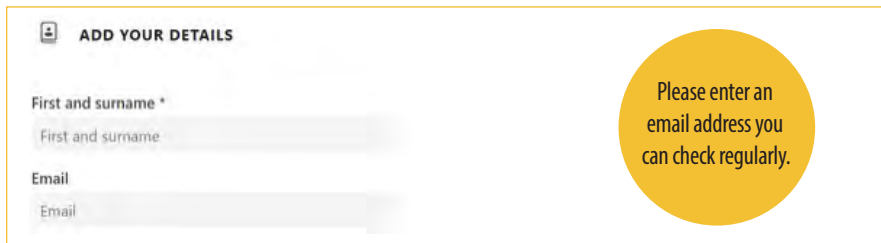
Available time slot appointments run from 10:00-15:00.

Please ensure you allow enough travel time to arrive within your selected time slot. We understand that travel delays can happen, but we kindly ask that you plan so you can arrive promptly for your appointment.

If you arrive late, we may not be able to see you and may ask you to reschedule your appointment.

## Step 4: Enter your details:

Once you have selected the date and time, you will then need to enter your details.

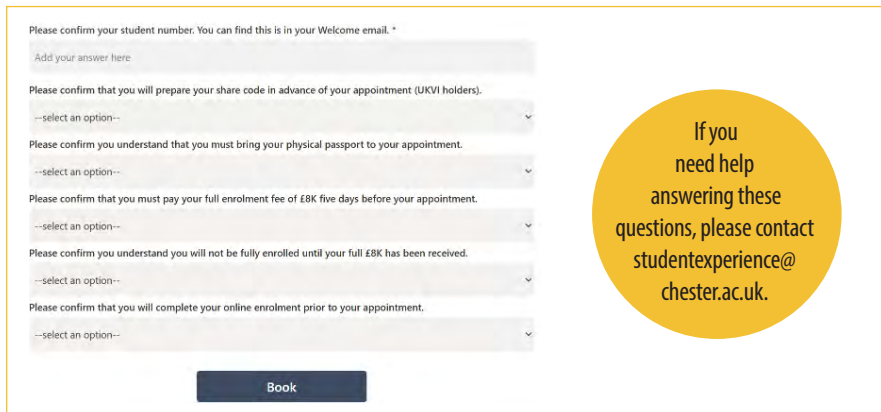


The screenshot shows a form titled "ADD YOUR DETAILS" with a person icon. It contains two input fields: "First and surname \*" and "Email". To the right of the form is a yellow circular callout bubble containing the text: "Please enter an email address you can check regularly."

Please enter your first name and surname, and your email address. You will need to do this to receive your booking confirmation email.

## Step 5: Answer the mandatory questions:

Once you have entered your details, you will then be asked to answer some mandatory questions. You cannot complete your booking without answering these questions.



The screenshot shows a section titled "Please confirm your student number. You can find this in your Welcome email. \*". It contains six mandatory questions, each with a dropdown menu for the answer. The questions are: "Please confirm that you will prepare your share code in advance of your appointment (UKVI holders).", "Please confirm you understand that you must bring your physical passport to your appointment.", "Please confirm that you must pay your full enrolment fee of £8K five days before your appointment.", "Please confirm you understand you will not be fully enrolled until your full £8K has been received.", and "Please confirm that you will complete your online enrolment prior to your appointment." At the bottom of the form is a dark blue "Book" button. To the right of the form is a yellow circular callout bubble containing the text: "If you need help answering these questions, please contact studentexperience@chester.ac.uk."

## Step 6: Confirm your booking

Once you have completed the above steps, you can finish booking your appointment. A confirmation email will be sent to the email address you used when booking your time slot.

Please check your email and set a reminder to avoid missing your appointment.

If you can no longer attend your appointment, please contact **studentexperience@chester.ac.uk** as soon as possible.



# In-Person Enrolment Checklist

Please complete **all** the steps below **before** attending your appointment. If any documents are missing or any steps are incomplete, we may not be able to enrol you on the day.





# Enrolment Requirements

## 1) Bring your physical passport

- We cannot accept photos or scanned copies.
- Without your physical passport, you cannot complete your enrolment.

## 2) Pay your full enrolment fee of £8,000 at least five working days before your appointment

- Your payment must have fully cleared in our system before you arrive.
- You will not be able to complete your enrolment if this step is not completed.
- Reminder: the university is a cashless campus. Fee payments cannot be made in cash and must be made at least five working days before your appointment.

## 3) Prepare your share code

- Generate your share code in advance of your appointment.
- Please click [here](#) for more information.

## 4) Complete your online enrolment

- Completing this in advance helps all checks run smoothly.
- Please click [here](#) for guidance on completing your online enrolment.

# IT Setup

## 5) Download the University of Chester app

- You will need this for key information and accessing University systems. Click [here](#) to download the app.

## 6) Download the MFA app

- You will set up Multi-Factor Authentication during your appointment, so please ensure the app is already installed on your device. Click [here](#) to download.

## 7) Connect to UoC Wi-Fi

- The University of Chester Wi-Fi (UoC WiFi) is available across all our campuses and buildings. To connect, simply use your UoC IT account username and password (the same details you use to log into Portal or your email). You will also need your UoC IT account username and password for your time slot appointment.
- Follow our step-by-step guide to connect to UoC WiFi.

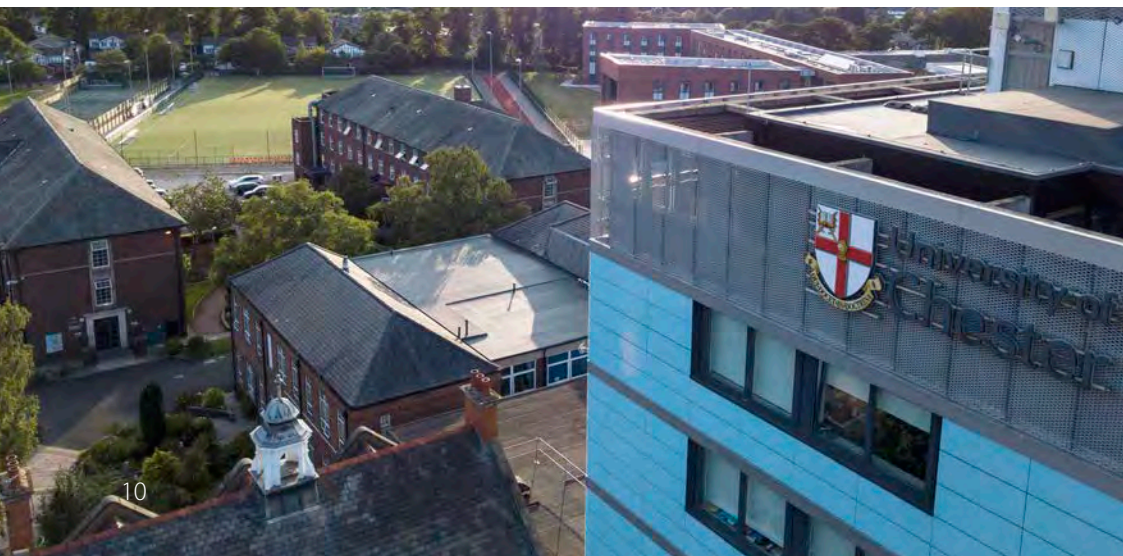
If you have any issues with completing these essential steps, please contact **studyvisa@chester.ac.uk** before your appointment so we can support you.

# Additional Guidance

Please check out our [Welcome pages](#) on the university website for more guidance before your arrival:

- [Welcome information for international students](#)
- [Student Visa Compliance guidance](#)
- [Student Support](#)
- [Opening a UK bank account guidance](#)
- [Useful new student information](#)
- [Welcome FAQ](#)
- [Student Shout Out](#) – Student Shout Out is your dedicated student communications channel at the University of Chester. On this site you'll find the latest news and updates from the University, along with the latest events – plus some useful information on what's going on around the University and what support is available to you as a student.
- [International Student Toolkit portal page](#): Once you have completed your enrolment, you will be able to access the International Student Toolkit portal page which has a wealth of information specifically for international students.

**We look forward to meeting you soon and supporting you as you begin your journey at the University of Chester!**



# Exton Park

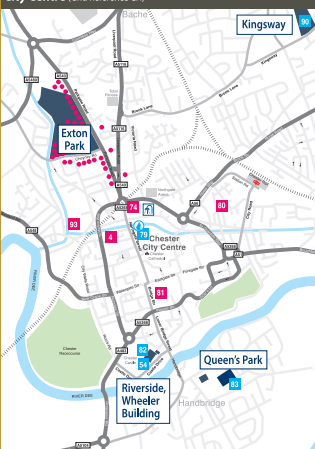
## Centre/Department/Faculty/School

Accounting and Finance	CH 83	Languages and Cultures	C4 23
Accommodation Office	C6 79(A)	Law	D2 54
Arts and Design	CH 90	Learning and Information Services (LIS)/Library	B4 35
Biological Sciences	CH 83	Marketing, Tourism and Destinations	CH 83
Business/Chester Business School	CH 83	Midwifery	CH 82
Careers and Employment	CH 18	Music, Media and Performance	CH 90
Centre for Foundation Studies	D6 61	Nursery	CH 82
Centre for Stress Research	CH 14	Nursing	CH 82
Centre for Work Related Studies	CH 83	Print Unit	B4 35
Chaplaincy	C4 22	Policing	CH 82
Chester Medical School	CH 82	Postgraduate Space	B4 35
Clinical Sciences and Nutrition	CH 14	Professional Development	CH 83
Community Hub & Chaplaincy	C4 22	Psychology	B2 43
Computer Science	B2 43	Registry Services	C6 1
Corporate Business and Enterprise	CH 83	Research and Innovation Office	B4 35
Creative Industries (School for the)	CH 90	Science and Engineering	C2 45 & B1 92
Education (Chester School of Education)	B3 40	Social and Political Science	C2 45
English	C7 65	Sports and Active Lifestyle: - UOC Athletics Union	C5 17
Estates and Facilities Department	D7 63	Sport and Exercise Science	C5 14
Faith Space	C6 5	Student Services (InfoPoint, Support and Proctor)	C4 23
Finance Office	C5 3	Students' Union (ground floor)	B6 32
Geography and Environment	B2 42	Study Skills (Learning and Teaching Institute)	C5 11
Health Medicine and Society	CH 82	Theology and Religious Studies	D5 58
History and Archaeology	C4 23	Work Based Learning	C2 45
Hospitality and Residential Services: - Conference Office	B5 36		
Journalism	C4 20		
	CH 79		

## Building Name

Bache Hall	D1 51	Prairie	C5 2
Best Building	B2 42	Parr Squash Courts	B6 31
Binks Building	C4 23	Price Tower	C5 14
Careers and Employment Centre	C5 18	Porters' Tower	C4 20
Chapel	C6 5	Rigg Building	D6 61
Changing Rooms	C5 16	School of Education	B3 40
Churchley	D2 43	Science and Engineering	B1 92
Chesters	C5 11	Design Suite	
Community Hub & Chaplaincy	C4 22	Science and Engineering Laboratories	C2 41
Dining Rooms	C6 29	Senate House	C6 6
Downes Sports Hall	C2 46	Senate House (conservatory)	C6 9
Fitness Suite	C5 13	Seaborne Building	B4 35
Gateway House	CH 79	Small Hall	C4 24
General Store (SHOP)	C6 7	Students' Union	B6 32
Grounds and Gardens	A1 47	Swimming Pool	C5 19
Gymnasium	C5 15	Anna Sutton Building	C5 17
Grosvenor House	B4 34	Anna Sutton Annex	C5 17(A)
Kingsway (Creative Campus)	CH 90	Thomas Building	C5 12
Hollybank	D5 58	UOC Workspace - Alexandra House	C4 37
Hollybank Lodge	D5 59	UOC Workspace - Catherine House	C4 36
Maintenance Office	B1 49	UOC Workspace - Margaret House	C4 38
Maintenance Stores	A1 48	Varsity Bar	B6 38
Muslim Prayer Room	C2 44	Vicarage	C7 65
No!FOOD Centre	C2 41	Wellbeing Space	C4 22
Old College	C5 3/C5 10	Westminster Building	C2 45
Old College Science Laboratories	C5 10	Wheeler Building (Riverside)	CH 82
Old Nursery	A5 91		

## City Centre (Grid Reference CH)



## University and Partnership Accommodation

Asbury House	B5 25	Grosvenor House	B4 34	35 Parkgate Road	C7 67
Arden Court	D7 64	Hayes Park	D5 56	Powys Court	CH 4
Bache Hall	D1 51	Hollybank Court	D5 57	Scania House	C7 70
Bridge Street Row	CH 81	John Douglas Court	C7 66	St Oswald's Mount	C7 68
Cheynor Road Houses	B/C6 30	John Milton Hall	D6 62	Summer House	D8 74
Chichester Court	CH 72	Kingsley Lodge	D2 52	The Towpath	CH 93
Church College Close	A5 33	37 Liverpool Road	D6 60	Tramways	CH 80
Fisher House	B5 27	Parkgate Road Houses	C14 30	Tudor Place	D8 95
Gladstone House	C6 8	1-7 Parkgate Road	C7 71		

# Queen's Park



## Queen's Park

**Accessible lifts available on site.**

### School/Faculty

Faculty of Science, Business and Enterprise

### Department

Accounting and Finance  
Commercial Operations  
Chester Business School  
Management  
Marketing, Tourism and Destinations  
Centre For Professional & Economic Development (CPED):

- Strategic Economic Development (SED)
- Work Based Learning
- Work Based and Integrative Studies

## CHURCHILL HOUSE 3

### Lower Ground Floor

Active Zone (B018)  
Baby changing/feeding room (B008)  
Muslim Prayer Room and Wudu Facilities (male and female) (CCUB06)  
PC suites  
Showers/changing rooms  
The Student Hub (CCUB03)

### Ground Floor

Accessible Toilet  
Common Room (CCU015)  
Lecture theatre  
Meeting rooms  
Seminar rooms  
Touchdown Lounge (Atrium)

### First Floor

Accessible Toilet  
Centre for Professional and Economic Development (CPED)  
The Eisenhower Suite/Boardroom  
Lecture theatre  
Seminar rooms  
Staff offices

### Second Floor

Accessible Toilet  
The De Gaulle Brasserie

## BRIDGE HOUSE 4

### Ground Floor

Chaplaincy Room and Quiet space (CBH012)  
Lecture theatre  
PC suite  
Seminar rooms  
Take Ten Room (CBH019)  
Accessible Toilets

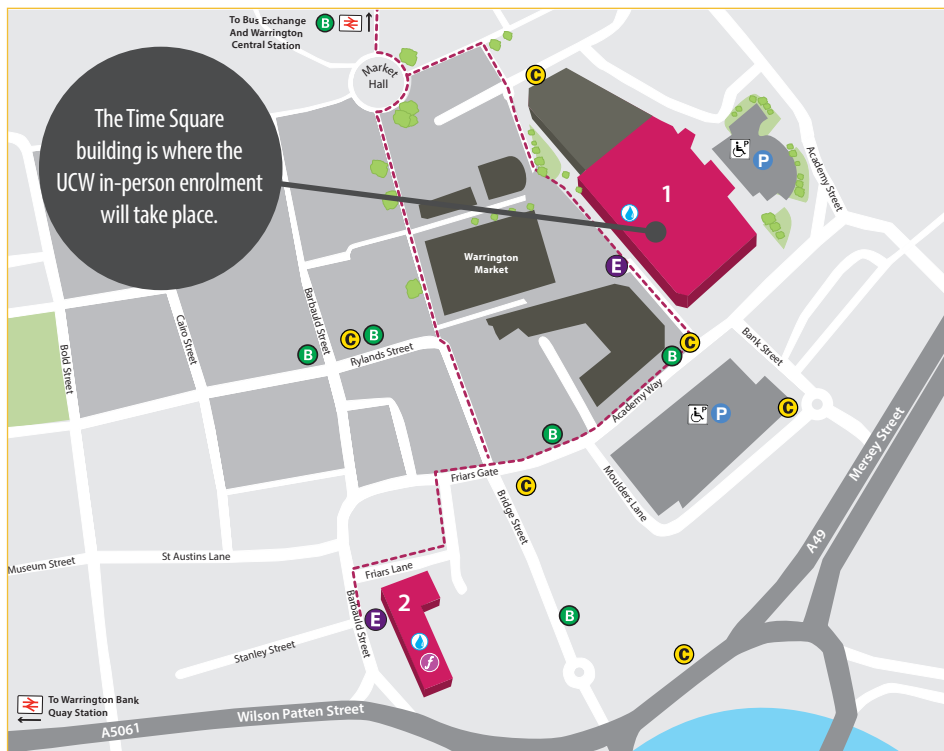
### First Floor

Library (LIS)  
Lecture and seminar rooms  
Accessible Toilets

### Second Floor

Study Skills  
Departmental Administration  
Meeting rooms  
Staff offices  
Accessible Toilets

# University Centre, Warrington



## Building Location Key

- 1 Time Square
- 2 Sarah Remond House

### Facilities Key

- Parking
- Disabled Parking
- Bus Stops
- Cycle Parking
- Faith Space
- Cash Point
- Train Station
- Entrance
- Building/Department
- Water Fountain
- Recommended Walking Route



# Welcome to **UoC**

[studentexperience@chester.ac.uk](mailto:studentexperience@chester.ac.uk)  
[chester.ac.uk](http://chester.ac.uk)



University of  
Chester