

Student Records & Registration Office



Erasmus & Study Abroad Outgoing students

(May 2018)

Once you passed your 2nd year in June
before you go you

must register!



Online for Qualification

and

For both 'Academic Study Abroad'

Subjects if you are double major!



You will have already gotten Email with...



- Instructions how to register online to you MU Mail (must check this email!)
- It is the same procedure you used in 2nd year with 1 difference.
- You will have the option of 2 qualifications

Registering Online

- Follow Email instructions carefully
- Provide your complete permanent home address
- Provide complete study address for where you are abroad
- Provide Telephone numbers (with dialling codes)
- Provide Emergency contact details
(name & telephone number)

NB: If you did not pass in June

- You will not be able to register in August before you go
- You will be able to register the day after repeat results are released
- If you have your results re checked and it is updated to pass you must contact our office directly, we are not automatically informed.

If you do not register

After the 30th of September, close of Registration there will be a €100 fine applied.

NO EXCUSES!

If you need to return home

If you need to return home or cancel your registration:

You must let both the International office know and the Records and Registration office know in writing (email will suffice) so we can update your record.

Thank You

Any Questions?