



# UCD REGISTRY

## Returning from a Leave of Absence in May 2022

Student Number :99999999

Dear Student,

Our records show that you are currently on a leave of absence from UCD.

If you are due back in May 2022, this email will help you with what you need to do to get ready:

- Get advice and support
- Complete your registration
- Student Desk supports
- Pay your fees
- Reactivate/Get your UCARD
- Emails from UCD
- Stay connected

Please make sure that you check your UCD Connect email regularly throughout the academic year so that you do not miss important updates from the University.

UCD has special arrangements in place due to COVID-19. Advice and information can be found on the [University's dedicated COVID-19 page](#) which is updated continuously.

Wishing you every success with your studies this year.

Kind regards,

Ruth Harrison  
Deputy Director  
Administrative Services | Seirbhísí Riaracháin  
UCD Registry | Clárlann UCD



## Get advice and support

As you are returning to your programme after a period of absence, you should contact your [College or School Office](#) for advice and programme support.

Other supports you can access include the [UCD Student Advisers](#) and [Student Health Services](#). There is a full list of the support available to you on the [Current Students website](#).

If you decide not to return and would like to either extend your leave of absence or withdraw from the University, please speak with your College or School Office as soon as possible. There is more [information and advice about leave of absence](#) on the web.

[Read more](#)



## Complete your Registration

**Your registration is your responsibility.**

Once online registration is open for you, confirm your registration by logging into [SISWeb](#) and clicking on **My Registration**.

Keep an eye on the [Key Dates](#) page for details.

[Read more](#)



## Student Desk Supports

The Student Desk is here to help you. Check out our [Ask Us page](#) for current services. You also find useful information on our [FAQs page](#).

[Read more](#)



## [Pay Your Fees](#)

Check the [fee payment dates and what you need to pay](#) for 2021/22. The first fee payment deadline will be Sunday, 14 May 2022.

To make a payment\* and view your fees balance, **log in to [SISWeb](#), go to Registration, Fees and Assessment and then Programme Fees and Payments.**

\*Please note that some banks limit transactions to 1,500 euros per transaction.

[Other payment options](#) are also available.

To **complete your online grant application or track its progress**, visit the [SUSI website](#).

[Read more](#)



## [Reactivate/Get a Student Card \(UCARD\)](#)

Your UCARD is your official identification card for the duration of your programme in UCD.

If you are a continuing student, once you have confirmed registration for the current academic year, your student card will be valid for 2021/22.

If you need a new student card, contact the [UCARD Bureau](#).

[Read more](#)



## [Emails from UCD](#)

The University uses email as an official means of communication with students and provides a UCD Connect email to each student for this purpose.

### **What you need to know**

In addition to the UCD Connect email, communications will also be sent to the personal email account of all students who have provided a non-UCD Connect account.

### **What you need to do**

Log into SISWeb and click on My Registration. Look for the My Profile link and check that your Email Preferences are up to date. If you don't want UCD to use your personal email address, you can change the setting.

**Please note**

Your UCD Connect email address remains the main point of contact for all communications.

[Read more](#)



## **Stay Connected**

There are a number of ways you can keep up with what's happening in UCD:

- Check your **UCD Connect email** regularly
- Check out the **Current Students website**
- Read the **UCD Student Email Updates**
- Keep an eye on the **key dates page**
- Check out the UCD Student Desk **Ask Us page** for how to contact us

## **Get in Touch**



[Student Desk Connector](#)



[Tierney Building](#)

This is an automated message. Please do not respond to this email. Click on the links above to contact us.

This email was sent by UCD Registry