

How to Enrol Guide

New Students

(HOME Students)

Updated August 2026



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd



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Log in to the Self-Service Enrolment System

You should receive an email asking you to enrol.

If you are off campus, complete your enrolment online at [Click here to complete your enrolment online.](#)

If you are on campus, you can use [Student Self Service SSO \(cardiffmet.ac.uk\)](#)

When you follow the link you will reach this page.

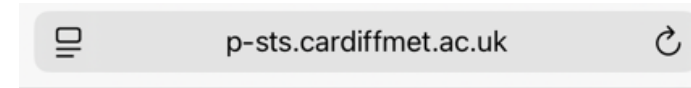
Select New Students Enrol

You may need to reset your password.
[Password Management.](#)

Log in here

NB Even though it says to enter email please your student number stXXXXXXXX only

CardiffMet MetCaerdydd



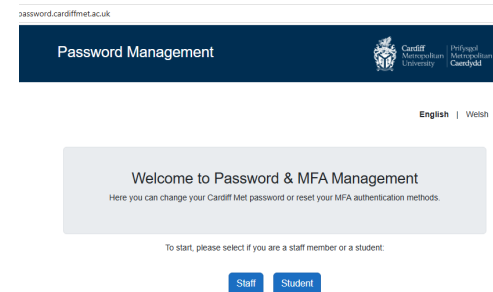
Sign in with your Cardiff Metropolitan University account

Username

Password

☐ Keep me signed in

Sign in



My Programmes

My Details

Select 'New Students (Enrolment)'.



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[Contact Us \(Admissions\)](#)
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My Programmes

My Details

Select to view your Self Service account details

New Students (Enrolment)
Students who have received an email from our Admissions Unit confirming their eligibility to enrol need to use this service to enrol onto their chosen programme.

Returning Students (Enrolment)
Students permitted to progress onto the next stage of their programme of study, select to re-enrol.

My Details

New Students (Enrolment)

Returning Students (Enrolment)

This form contains your personal details.

Student Number	2L-----33	Telephone No.	
Name	Test Student	Mobile No.	07123456789
Address	Cardiff Met	Home E-mail Address	test.student@gmail.com
		Internal E-mail Address	
Country		Date Of Birth	01/01/1999
Postcode	CFS 2YB	UK Resident	Yes

[Logout](#)

[Contact Us](#) | [Accessibility](#)

My Programmes

Course Details



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[New Students \(Enrolment\)](#)
[Repeating Students \(Enrolment\)](#)
[Returning Students \(Enrolment\)](#)

This is a summary of all your applications that have been processed and approved by the college.

Status	Course Code	Course Title	Period	Mode	Stage Code	
Applied	10104	BSc (Hons) Biomedical Science	1FT09	Full-time according to funding council definitions	Approved for Self Enrolment	Show Modules Enrol

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20: 3: Test Student

[Logout](#)

Check that this is the correct course information and then click ‘Enrol’ to progress to the next screen.

My Programmes

Course Details Continued

You can show/ hide any pre-selected modules.

Please note, where there are no optional modules, only the course title would be displayed.

Click ‘Enrol’ to progress to the next screen, where you will see all the modules you will be studying this year.



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My Programmes

2033: Test Student

My Details

New Students (Enrolment)

Repeating Students (Enrolment)

Returning Students (Enrolment)

My Details

Select to view your Self Service account details

New Students (Enrolment)

Students who have received an email from our Admissions Unit confirming their eligibility to enrol need to use this service to enrol onto their chosen programme.

Returning Students (Enrolment)

Students permitted to progress onto the next stage of their programme of study, select to re-enrol.

This is a summary of all your applications that have been processed and approved by the college.

Status	Course Code	Course Title	Period	Mode	Stage Code
Applied	10104	BSc (Hons) Biomedical Science	1FT09	Full-time according to funding council definitions	Approved for Self Enrolment

These are the modules that were selected for **BSc (Hons) Biomedical Science**:

10104 : BSc (Hons) Biomedical Science Session: 1FT09

[Hide Modules](#) [Enrol](#)

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Modules

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Your school may have specific requirements about the optional modules you should select.

You have selected **120 credits**. (Note: If the 'Enrol' button is greyed out you have not selected enough credits)

You have selected enough credits. Click the **Enrol** button to continue.

Course Structure:

Programme: **BSc (Hons) Biomedical Science (10104)**, Session: 1FT09.

Anatomy and Physiology (SHS4202) , Session: T1 Credits: 20
Biochemistry (BMS4204) , Session: T2 Credits: 20
Cell Biology and Genetics (BMS4205) , Session: T2 Credits: 20
Infection and Immunity 1 (BMS4206) , Session: T2 Credits: 20
Laboratory Skills and Data Analysis (BMS4203) , Session: T1 Credits: 20
Professional and Interprofessional Development 1 (SHS4201) , Session: T1 Credits: 20

[Add Module]

Total: £00.00

Enrol

Return to Course Results

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A list of your modules for the year will be displayed. If you need to add additional credits it will tell you here.

If you need to add credits, you will then need to click 'Add Module' to select more credits/modules.

The 'Enrol' button will remain greyed out until you have selected enough credits.

Please note, you may be asked to remove modules if you have added too many credits.

Click 'Enrol' to progress to the next screen.

Additional Personal Details

Please check the personal details on this page.

If required, edit the information on the page by using the dropdown menus.

Your Preferred Name / Known As is the first name that you would like to be known as on class registers, in email greetings etc. You do not need to add your surname here otherwise it will appear twice on your Metcard.

The fields with a red star * are mandatory and must be completed before progressing. You do have the option to refuse to give information.

If you are unsure what the question is asking, hover over the question mark at the end of the line for more information.



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Additional Personal Details

Enrolling Students are requested to check the details displayed and report any discrepancies by using the Contact Us link below. It is important to ensure the accuracy of the Surname and Forename details as this information will be used on official documents such as Award Certificates.

When you are finished please click "Next & Save". Please note that at this point your progress will be saved so you can resume it at a later time. Likewise, if you need to leave your computer, clicking "Save" will also save your progress. This is true for all pages in the process.

About You

Title *

Mr▼

Surname *

Test

Forename(s)

Screens

Preferred Name / Known as

Screens

Previous Surname

Date of Birth (dd/mm/yyyy) *

08/10/2000▼

Gender *

Male▼

Where are you from?

Nationality

United Kingdom▼?

Domicile

Wales▼?

UK Resident

☐?

Ethnicity

White▼?

Other Details

Do you have a disability? *

No disability▼?

Are you in receipt of a disability allowance?

The student has no known disability▼?

Do you have any restrictions or probation requirements? *

Yes▼?

Preferred language in communications *

English▼?

* - Mandatory fields

SaveNext & Save >

Address Details

Permanent Address

Please check your address details and update if necessary.



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Address Details

If your **Term Time address** will be different to your Permanent Address, please enter these details under Term Time address.

If you will be living in **Halls of Residence** and you already know your exact address please select the relevant Accommodation Type i.e. either 'Cardiff Met Halls' or 'Private-sector halls' and then select from the list of Halls and enter the address.

If you do not know your exact Term Time address yet, please select the relevant Accommodation Type and then leave the address details blank.

For **UK addresses** click the 'Address Lookup' button, enter the postcode and then select or type in the relevant address

Permanent Address

Address Lookup

Address *

Country

Postcode *

Internal E-mail

External E-mail

test.student@gmail.com

Telephone Number

Mobile Number

07123456789

Term Time Address *

Correspondence Address *

Next of Kin Address *

< Back & Save

Save

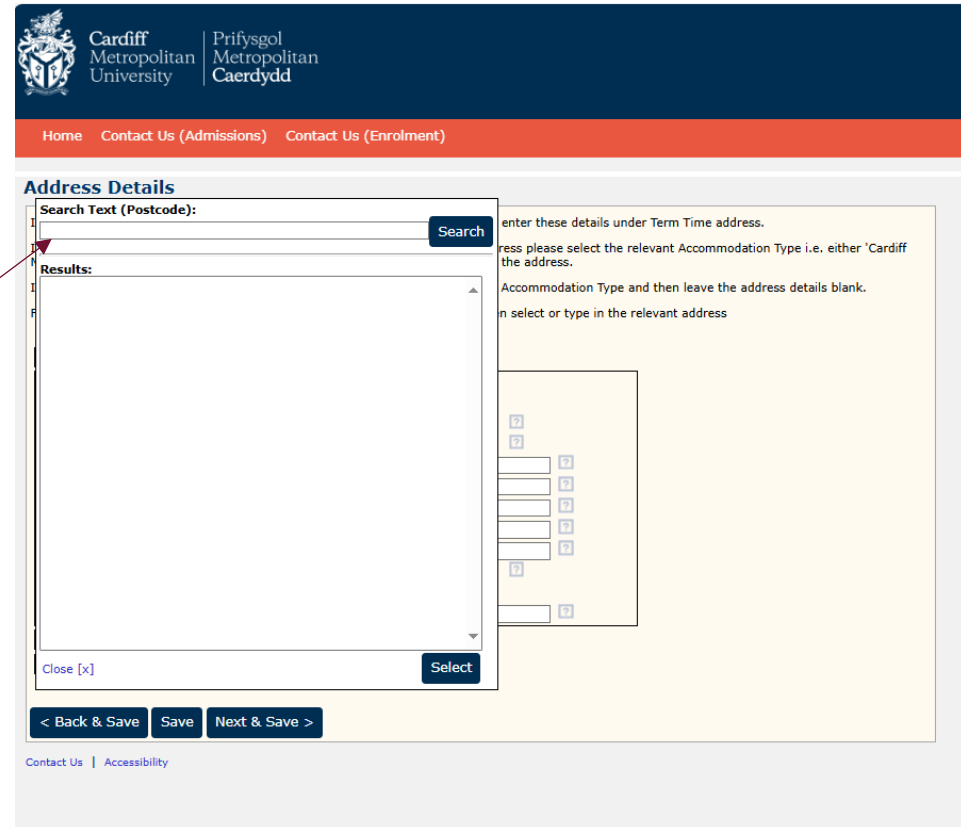
Next & Save >

Contact Us | Accessibility

Address Details

Postcode Look Up

'Postcode Look up' is available if you need to update your address.



The screenshot shows the Cardiff Metropolitan University website header with the university's name in English and Welsh. Below the header is a navigation bar with links to Home, Contact Us (Admissions), and Contact Us (Enrolment). The main content area is titled 'Address Details' and contains a form for updating address information. A modal window titled 'Postcode Look Up' is open, showing a search bar for 'Search Text (Postcode):' and a 'Search' button. Below the search bar is a 'Results:' section with a scrollable list of results. A red arrow points from the text 'Postcode Look up' to the 'Search' button. The form also includes a 'Close [x]' button and a 'Select' button. To the right of the modal, there is a section for 'Term Time address' with instructions to select the relevant Accommodation Type and enter the address details. The form has a footer with links to 'Contact Us' and 'Accessibility'.

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Address Details

Search Text (Postcode):

Results:

Close [x]

< Back & Save Save Next & Save >

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enter these details under Term Time address.
Please select the relevant Accommodation Type i.e. either 'Cardiff' or 'Caerdydd' and then leave the address details blank.
If you are not sure, please select 'Cardiff' or 'Caerdydd' and then select or type in the relevant address

Accommodation Type

Address



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If you do not know your exact Term Time address yet, please select the relevant Accommodation Type and then leave the address details blank.

For **UK addresses** click the 'Address Lookup' button, enter the postcode and then select or type in the relevant address

Permanent Address *

Term Time Address

Address Lookup

Same as other address? ☐

Accommodation Type *

Halls of Residence

Address

Country

Postcode

Telephone Number

Correspondence Address *

Next of Kin Address *

< Back & Save

Save

Next & Save >

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Address Details

Term Time Address

If you are staying in Cardiff Met or other Student Halls, please ensure you include the Room and Flat number in your address details.

*****IMPORTANT: If you don't yet have a Term Time address sorted, please add Accommodation Type 'Other Rented' and type 'NOT KNOWN' in the Address*****

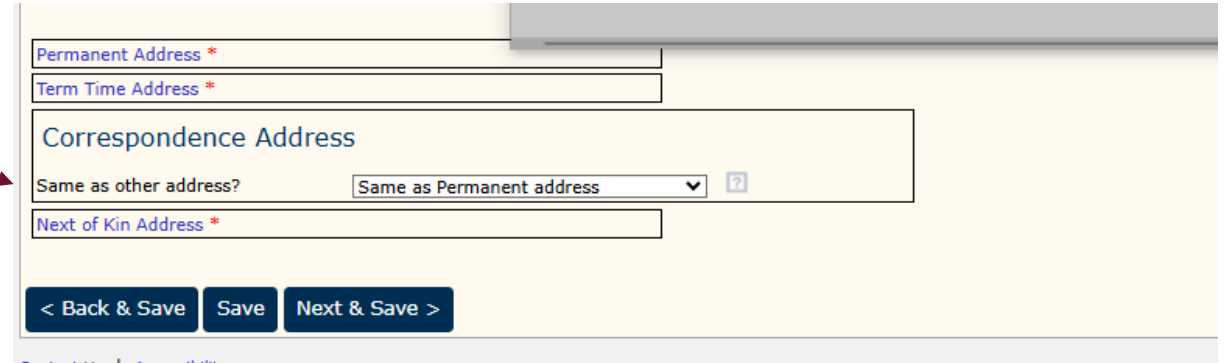
Then update as soon as you know the address.

Address Details

Correspondence Address

Please check your address details and update if necessary.

If your correspondence address is the same as your other address, you have the option to select that and it will populate the address for you.



The screenshot shows a web form titled 'Address Details' with a sub-section 'Correspondence Address'. The form includes the following fields and controls:

- 'Permanent Address *' text input field.
- 'Term Time Address *' text input field.
- 'Correspondence Address' section containing:
 - 'Same as other address?' label followed by a dropdown menu currently showing 'Same as Permanent address' and a help icon (?)
 - 'Next of Kin Address *' text input field.
- Navigation buttons at the bottom: '< Back & Save', 'Save', and 'Next & Save >'.

A red arrow points from the text 'you have the option to select that' to the dropdown menu in the 'Correspondence Address' section.

Previous Education

Check to see if your previous Institution is showing at the bottom of the page.

If it is missing, please enter this by following the instructions at the top of the page. When this is complete click 'Next & Save' to proceed.



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Previous Education

Please enter your most recent institution (school, college etc.) that you have attended up to this point, if it is not already listed in the grid below.

To find an institution, enter its name in the first text box and then click "Search". If the institution is found, it will be displayed in the drop down list below, in which case you can simply select it.

If the institution is not found, then you can enter its details manually by selecting "Other..." from the list.

Once you have found your institution, please enter the dates at which you studied there in the "From" and "To" fields, then click "Add" to add it to your list. If you make a mistake and wish to remove an institution, simply select it in the grid and click "Delete". When you are satisfied, click "Next & Save" to store the information.

Institution Details

Institution *

Search ?

From *

To *

Add Institution ?

Institution Name	From Month	From Year	To Month	To Year	
< Back & Save Save Next & Save >					

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Document name/team name if relevant



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Other Important Information

The details on this page are used to support statistical reporting. Please enter as much information as you can, then click "Next & Save" to continue. If you have previously provided this information (e.g. on a UCAS application), some fields may be pre-populated below.

About Your Family

If you are under 21, please give the occupation of your parent, step-parent or guardian who earns the most. If he or she is retired or unemployed, give their most recent occupation.

If you are 21 or over, please give your own occupation. When you start to enter an occupation in the text box, matches will appear in the listbox beneath it. Please select the closest available match.

Do any of your parents (as defined above) have any higher education qualifications, such as a degree, diploma or certificate of higher education?

-- Please Select --

-- Please Select --

About You

Is your gender identity the same as the gender you were originally assigned at birth? *

What is your religious belief? *

What is your sexual orientation? *

What is your highest qualification? *

What is your marital status? *

Can you understand, speak, read or write Welsh? Please select all that apply:

Understand spoken word

☐

Speak

☐

Which of the following best describes your ability to speak Welsh?

-- Please Select --

Read

☐

Write

☐

None of the above

☐

Are you a care leaver? *

Are you a carer? *

Would you consider yourself estranged from your family (i.e. not supported by your family)? *

-- Please Select --

-- Please Select --

-- Please Select --

-- Please Select --

* - Mandatory fields

< Back & Save

Save

Next & Save >

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Other Important Information

As previously, the fields with a red star * are mandatory and must be completed before progressing. You do have the option to refuse to give information.

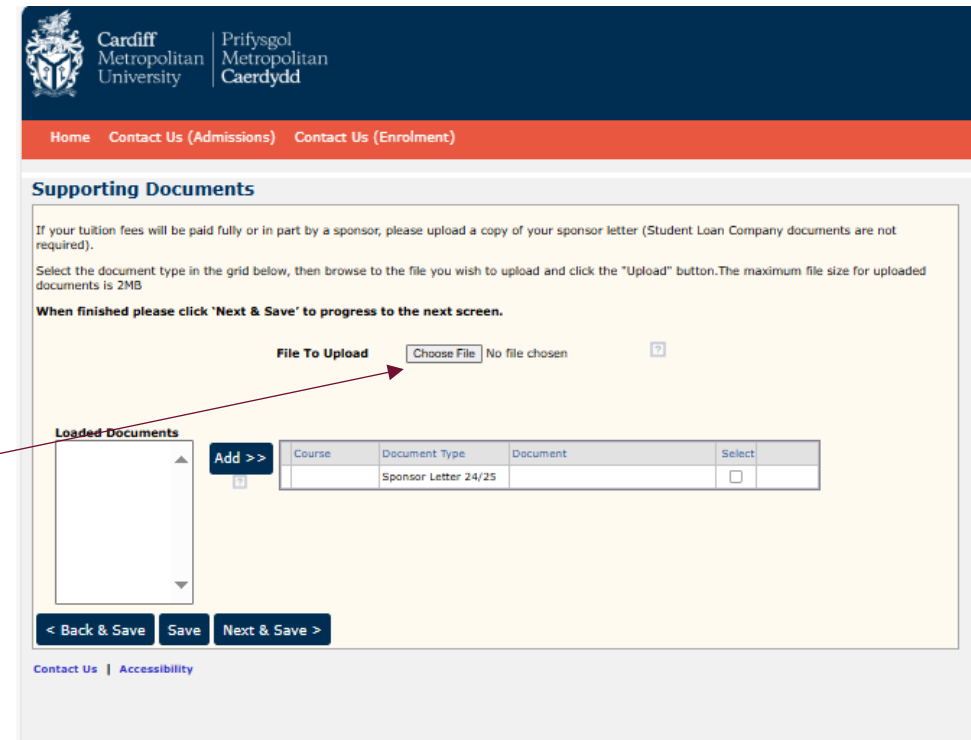
If you are unsure what the question is asking, hover over the question mark at the end of the line for more information.

Supporting Documents

Most students will not need to upload a document here.

You do NOT need to add a copy of your letter from Student Finance.

If you are being funded for your tuition fees by an employer or sponsor e.g. NHS funded, please upload a copy of your sponsor letter here.



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Supporting Documents

If your tuition fees will be paid fully or in part by a sponsor, please upload a copy of your sponsor letter (Student Loan Company documents are not required).

Select the document type in the grid below, then browse to the file you wish to upload and click the "Upload" button. The maximum file size for uploaded documents is 2MB

When finished please click 'Next & Save' to progress to the next screen.

File To Upload No file chosen 

Loaded Documents

Course	Document Type	Document	Select
	Sponsor Letter 24/25		☐

< Back & Save Save Next & Save >

Contact Us | Accessibility

Terms And Conditions

By enrolling you agree to the full Terms and Conditions of both enrolment and of The University. In addition, we urge you to read our Student Privacy Notice which explains the purposes for which we are collecting your personal data. By ticking the boxes below, you are giving the University your full consent to process your personal data for the purposes contained in that notice.

You can read these in full here – [Enrolment Terms & Conditions](#).

Please tick the boxes and then click the Next & Save button to continue.

☐ I consent to the University processing my data as stated in the Student Privacy Notice *

☐ I have read and understood the Terms & Conditions *

☐ I confirm that all the information I have entered is true to the best of my knowledge *

[< Back & Save](#)

[Next & Save >](#)

Terms and Conditions

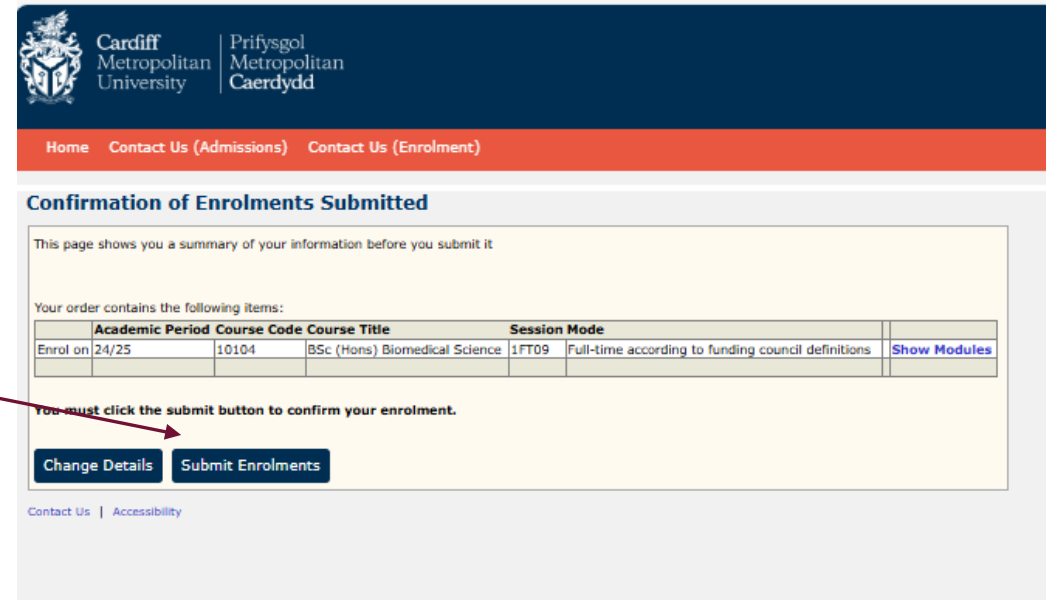
A copy of the Terms and Conditions are available to be read here.

Tick all the boxes to confirm that you agree to the Terms and Conditions.

Press 'Next & Save' to proceed.

Confirmation of Enrolments Submitted

Press 'Submit Enrolments' to complete your Enrolment.



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Confirmation of Enrolments Submitted

This page shows you a summary of your information before you submit it

Your order contains the following items:

	Academic Period	Course Code	Course Title	Session Mode	
Enrol on	24/25	10104	BSc (Hons) Biomedical Science	1FT09	Full-time according to funding council definitions Show Modules

You must click the submit button to confirm your enrolment.

[Change Details](#) [Submit Enrolments](#)

[Contact Us](#) | [Accessibility](#)

Next Steps

You will receive an email shortly confirming your Enrolment.

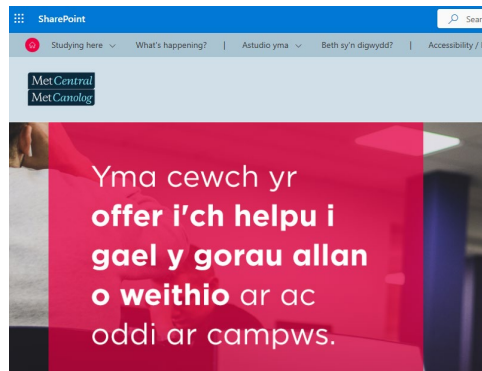
You can print out your Proof of Enrolment Certificate from the 'Studying here' drop down on [MetCentral - Studying at Cardiff Met](#) or on the MyMet App under the Essentials Icon.

Please note it can take Moodle upto 24 hours to update

Further information post enrolment can be found here:

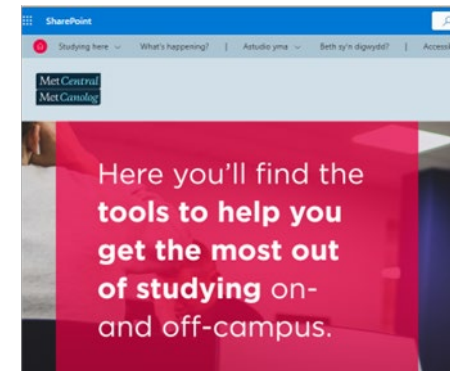
[MetCentral – Cartref](https://outlookuwicac.sharepoint.com/sites/students/SitePages/studying-here/cy/home.aspx)

<https://outlookuwicac.sharepoint.com/sites/students/SitePages/studying-here/cy/home.aspx>



[MetCentral - Studying at Cardiff Met](https://outlookuwicac.sharepoint.com/sites/students/SitePages/studying-here/home.aspx)

<https://outlookuwicac.sharepoint.com/sites/students/SitePages/studying-here/home.aspx>





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