

Dear Student

We are looking forward to meeting you soon during Welcome Week, 14 – 21 January 2022.

You would have received an unconditional or conditional offer for your Programme of Study. Before you commence on your Programme of Study and to be able to join the Welcome Week events, there are a few Queen Mary (QM) administrative processes outlined below that should be completed as soon as possible to avoid missing out of any Welcome Week events or delaying your start to your Programme of Study:

1. QM Offer Email

You should have received an email from the Admissions Office with your offer, please make sure that you have **accepted** your offer.

Conditional offers

Please ensure that any conditions associated with your offer are fulfilled **as soon as possible** to avoid delays to the start of your programme. If you have submitted documentation via your MySiS portal and have not received an up-date from the Admissions Team, please go to the following website: <https://www.qmul.ac.uk/contact/> and click on the chat icon.

Please note that conditional offers holders will not be able to access to the Online Learning Environment - QMplus where online Welcome Week Information events and course materials will be provided until your offer has changed to unconditional and your record has been transferred for online enrolment.

2. Online Enrolment: commencing from 13 December 2021

Please review the following website for Enrolment information:
<https://www.qmul.ac.uk/newstudents/enrolment/online-enrolment/>

3. Student ID Card collection

Please see the following website: <https://www.qmul.ac.uk/newstudents/enrolment/student-id/>

4. Paying your fees

Please see the following website: <https://www.qmul.ac.uk/newstudents/before-you-arrive/paying-your-fees/>

5. IT Services

You should receive your QM username/password and email address approximately 72hrs from receiving your online Enrolment email. These will be emailed to you directly by IT Services. Please see the IT Services guide: <https://www.its.qmul.ac.uk/services/students/>

If you do not receive your IT details with 72hrs of your enrolment email, then please go to the IT Services website <https://www.its.qmul.ac.uk/> and start a 'live chat'.

6. QMplus (Online Learning Environment) <https://qmplus.qmul.ac.uk>

Here you will be able to interact with staff and students on your programme during Welcome Week and your modules. Online interaction is a very important part of the blended learning process.

You will require your QM username/password to log into QMPlus.

If you require to contact us, please email the relevant email addresses:

Conditional Offer holders (not completed Online Enrolment): pglaw-reception@qmul.ac.uk

Enrolled students (Completed Online Enrolment): pglawoffice@qmul.ac.uk

Please download and review the 'Induction Letter' on the website: [Welcome January 2022!](#)
for further information on Welcome Week events between 14 – 21 January.

Regards

**Teaching and Learning Services Team
School of Law
Centre for Commercial Law Studies**