



**LUNDS**  
UNIVERSITET

Januari 2019

Dnr STYR 2018/1848

1

Student och utbildning  
Avdelningen Studieadministrativa system  
Avd chef L Schmidt

### **Registration, PhD-studies, Spring Semester 2019**

**If you intend to actively pursue your PhD-studies at Lund University during the present semester/six months, you are now able to register in the Student Portal. This registration is, among other things, a prerequisite for PhD-students to receive various discounts at travel companies.**

- 1. To access the service, go to <http://www.student.lu.se>**
- 2. To enter, either use your LUCAT-ID and password for employees, or use your student account (StiL-account).**
- 3. Choose “Ladok” in the bar at the top, followed by “Ladok3” in the menu. Choose then Register under Doctoral thesis.**

**In the Student Portal, you are also able to print a transcript of records for you PhD-studies, you find it under “More information”.**

**If you do not have a LUCAT-ID, please contact your department to receive such an ID. If you for some reason are not entitled to such an IN, please contact the LU ServiceDesk to check if you have a Student Account at, <http://support.lu.se>. If so you can go to the nearest Reception Desk to get an activation code that you can use to activate your account.**

**If you don't have an official Swedish civic registration number (personnummer) you must use your Student account (StiL-account). This also applies if you have a “Samordningsnummer”.**

**If you for some other reason still are not able to register, please contact your department.**

**The last date for the registration to be entered is on Friday, 8 February 2019.**

**Best regards,**

**Leopold Schmidt**

A handwritten signature in blue ink, appearing to read 'L Schmidt'.