

## Registration Documents

All new students are required to complete online registration where you will need to upload a high-quality, electronic document to confirm your identity. The document should be clear with all information being legible and easy to read.

### **New UK/EU Students:**

You will be required to upload a clear copy of one of the following evidence from Group 1. If you do not have any of the documents in Group 1, you will need to submit a document from Group 2a and a document from Group 2b to confirm your UK or EU residence:

#### Group 1

- A passport showing the holder as a British citizen or a citizen of the UK and colonies having the right of abode in the UK
- A passport or national identity card showing that the holder is a national of a European Economic Area country or Switzerland
- A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office of a European Economic Area country or Switzerland
- A permanent residence card or document issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to the family member of a national of a European Economic Area country or Switzerland

If you do not have any of the documents from Group 1 then you should submit one of the documents from Group 2a in combination with one of the documents from Group 2b

#### Group 2a

- A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland
- A certificate of registration or naturalization as a British citizen

#### Group 2b

- Driver's licence (photocard)
- P45
- P46
- National Insurance card
- Marriage or civil partnership certificate
- Letter from government agency
- Citizen Card

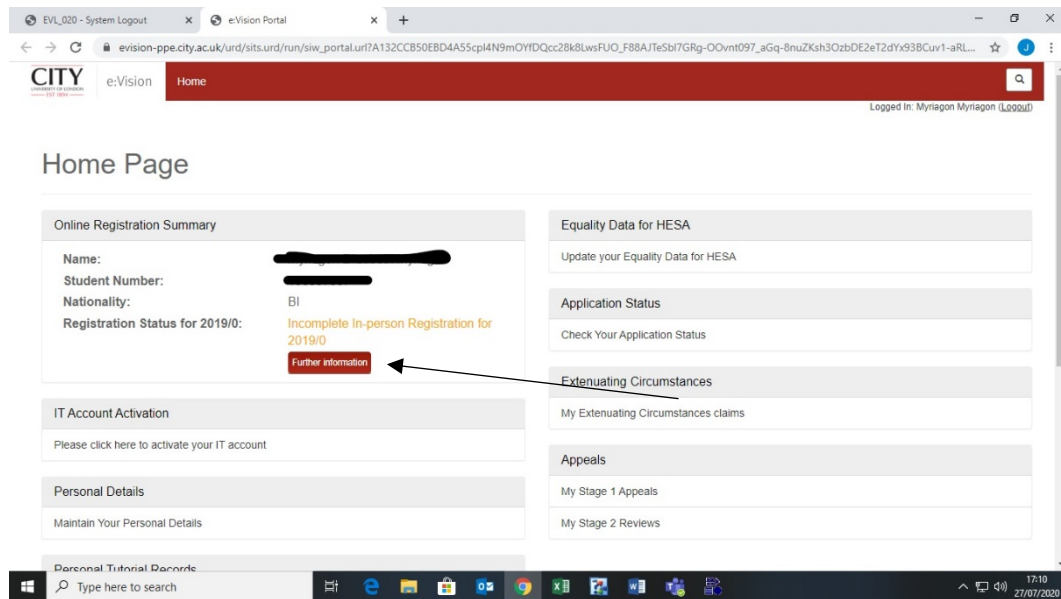
Please note:

- A Driver's licence cannot be used as evidence of nationality without a birth certificate
- An NHS ID card cannot be used as evidence

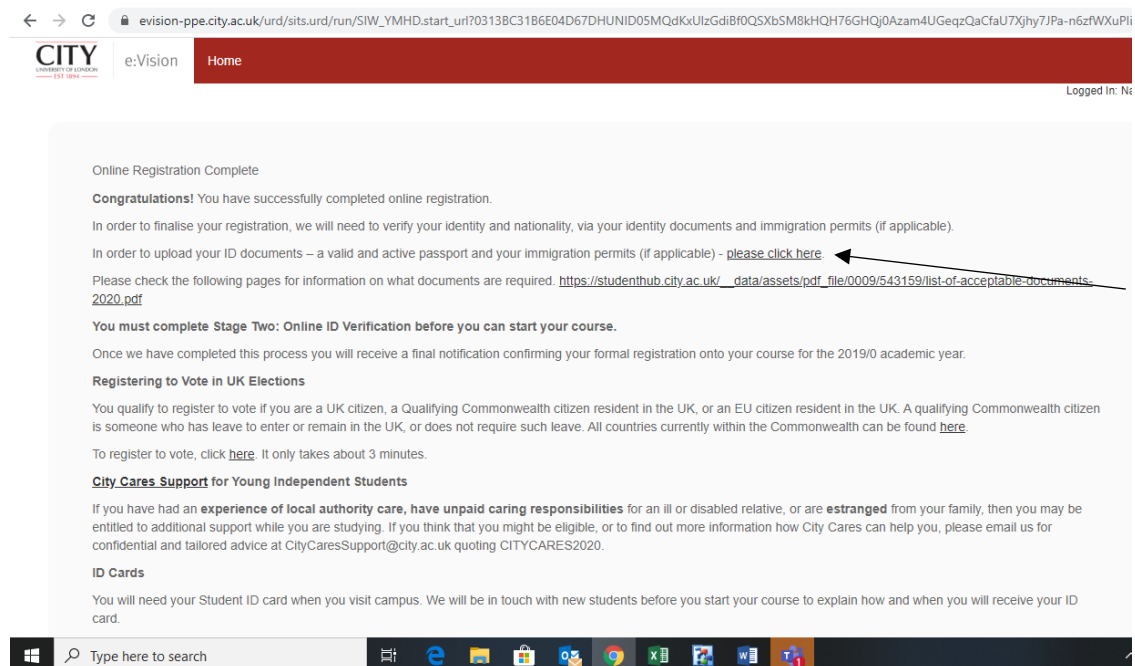
## EU Settlement scheme:

If you have applied and received either EU Pre settlement or Settled status please upload a copy of your Home Office letter in addition to your passport.

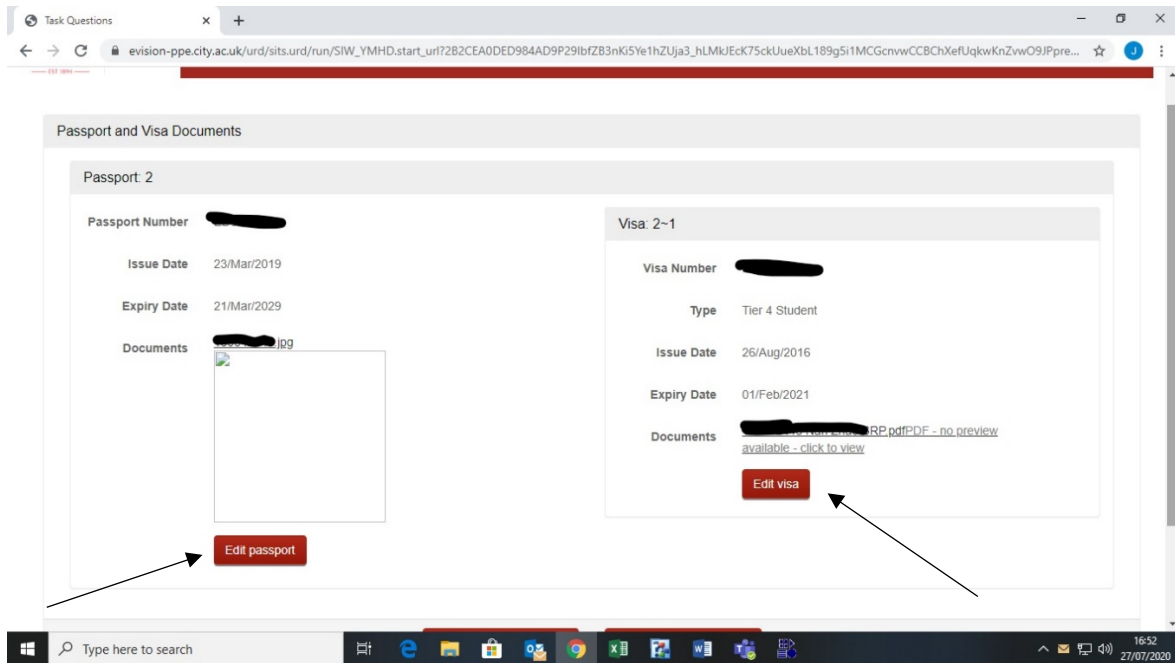
When accessing the Online Registration system, you will see the below screen. You will need to click on the red “Further information “button (as indicated by the arrow below)



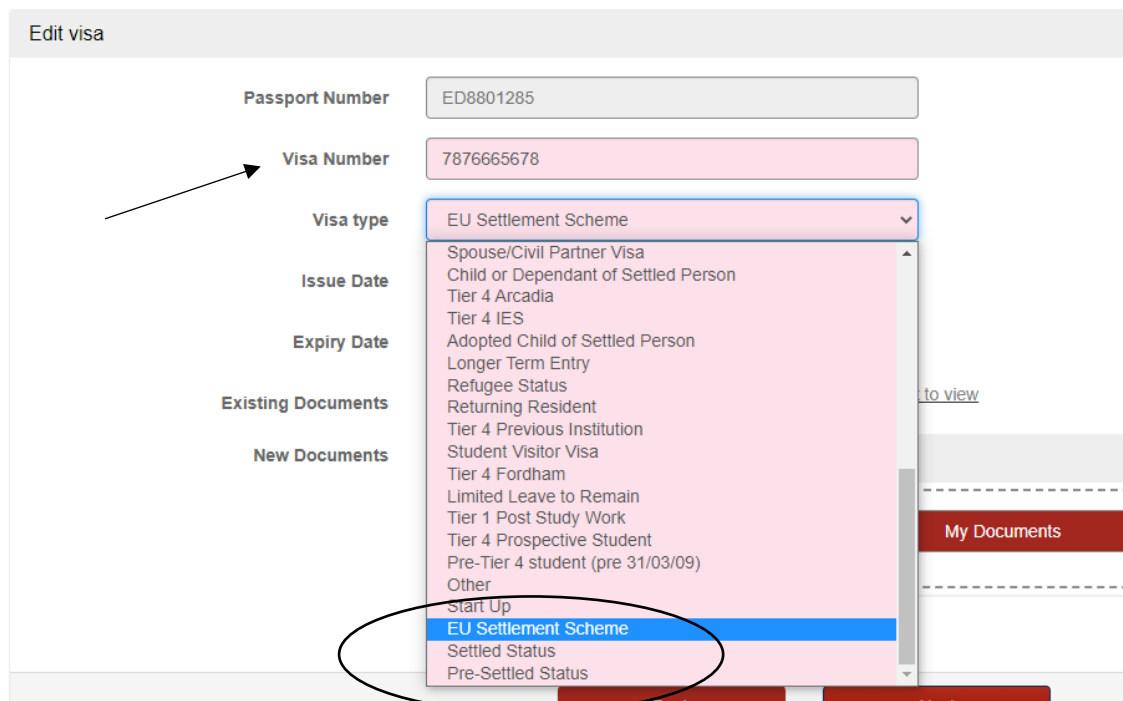
After clicking “Further Information” you will come to the next page advising you to click on the link to upload your documents as below:



You will then be presented with the next page where you would need to upload your documents. Click the red edit passport/visa, complete the relevant details and upload the associated documents.



If you obtained EU Settlement Status (Pre-Settled or Settled Status) please state your Home Office number under Visa Number and choose the relevant Vis Type as below:



If you have not obtained EU Settlement Scheme yet, you only have to upload your passport or National Identity Card,

If you have any questions or concerns about your UK/EU documents please email us at [Registry@City.ac.uk](mailto:Registry@City.ac.uk)

### **New Non-EEA Students:**

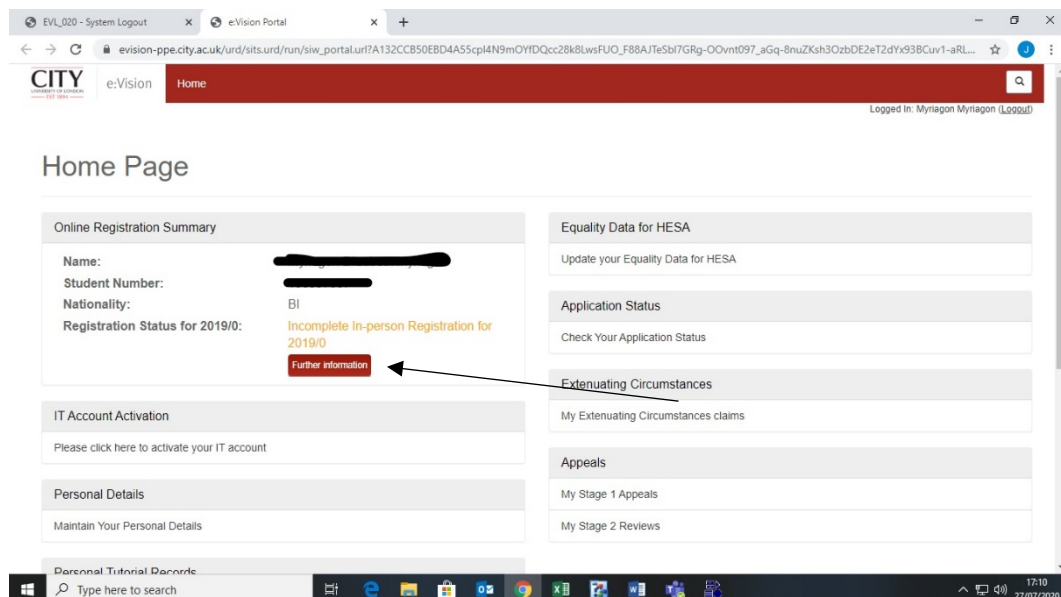
If you are a Non-EEA student and hold/require a Tier 4 or any other visa, you will also be required to upload:

- A copy of your passport (photo page only)
- A copy of your vignette (if applicable)
- A copy of the **front and back** of your Biometric Residence Permit (BRP)
- If your visa application is pending with the Home Office, please provide evidence that you have submitted an immigration application, such as a Home Office confirmation letter, evidence of any previous immigration permission and any other important information to confirm your eligibility to study in the UK. Please note that we do not accept solicitors' letters on their own. All evidence provided should be dated in the last 6 months.

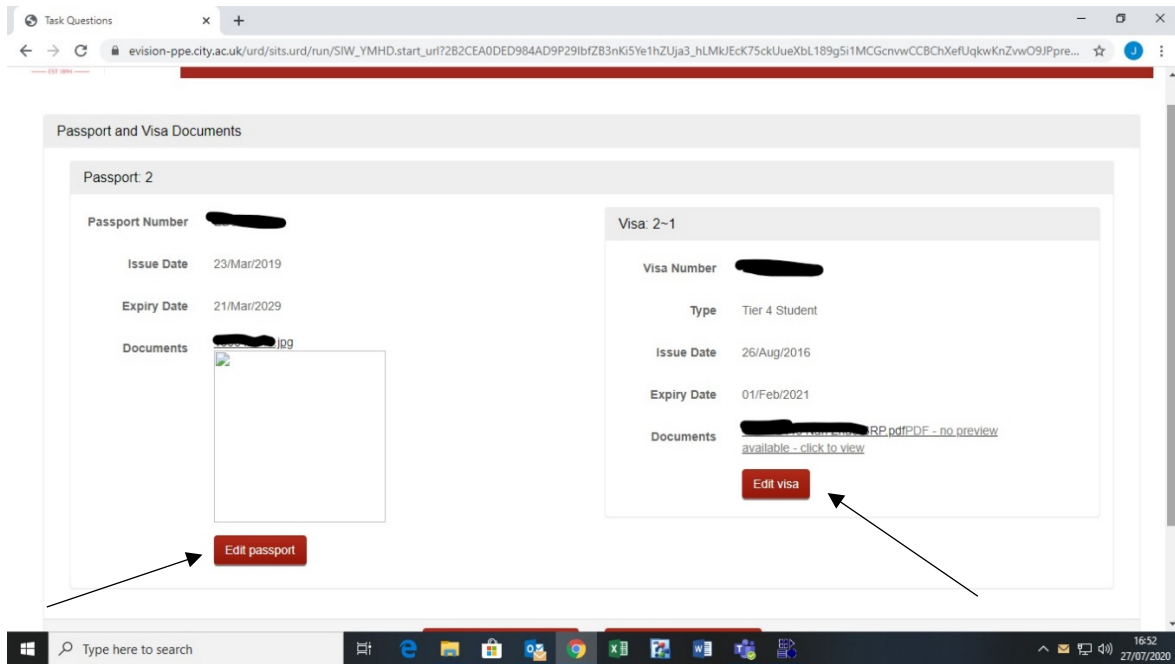
After uploading your documents, we will check your registration: confirm your identity, nationality and your eligibility to study in the UK for the duration of your course.

Once we have confirmed all of the above you will be issued with a formal confirmation of registration at City to your stated contact email address.

When accessing the Online Registration system, you will see the below screen. You will need to click on the red "Further information" button (as indicated by the arrow below)



After clicking “Further Information” You will then be presented with the next page where you will be required to, click the red edit passport/visa, complete the relevant details and upload the associated documents.



Below are some document examples and where to find the required information.

### Passport Example



Passport Number

Issue Date

Expiry Date



### **Short Term Study Visa Example**



Visa Number

Expiry date: Add 6 months to issue date

Issue Date

### **Pending Visa Application**

If you currently have a pending application with the Home Office please upload your passport and email confirmation of your application to [VisaCompliance@city.ac.uk](mailto:VisaCompliance@city.ac.uk)

If you have any questions or concerns about your immigration documents please email us at [VisaCompliance@City.ac.uk](mailto:VisaCompliance@City.ac.uk)