All new international students are required to complete in-person registration where you will have your passport and visa documentation checked in order to prove your right to study. Until this check is complete, you will be unable to start your classes or collect your student card.

ALL STUDENTS: Please note, all students (apart from those with refugee status) are required to bring a valid passport to in-person registration. We are unable to register students without a passport. If you are eligible for Student Finance but are yet to apply at the point of registration, please complete in-person registration with your passport before sending it off to Student Finance. If your passport has been sent to the Home Office for immigration purposes, please read the relevant answer in the FAQs below.

STUDENTS WITH BRPS EXPIRING IN DECEMBER 2024: The Home Office is transitioning over to a digital immigration verification system. From summer 2024, the Home Office will provide instructions on how to prove your immigration status digitally moving forward. If you have both a sharecode and a BRP, please provide your sharecode during registration.

Please select the option below that applies to you for information on what you will need to bring with you to in-person registration.

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Who is Considered an International Student?
To be considered an international student, you will not have UK or Irish nationality. It is possible to have Home Fee Status, but still be considered an international student for registration purposes. If you do not hold UK or Irish nationality, you must complete in-person registration. If you have UK or Irish nationality and believe you have been wrongly classed as an international student, please contact registration@city.ac.uk with a copy of your proof of UK or Irish nationality so that your student record can be updated.

Non-UK or Irish Student with Student Visa

**Applied Overseas and Used the ID Check App**

- Passport
- Sharecode
- Entry stamp in passport, or if you used the e-gates at the UK border, a copy of your travel ticket for entry into the UK

To obtain your Sharecode, please follow this link. Please ensure that you choose the option ‘to prove anything else’. We are unable to check share codes for right to work or rent. Sharecodes expire after a period of time, so please ensure your sharecode is valid for the date of your in-person registration.

**Applied Overseas and Did Not Use the ID Check App**

- Passport
- Vignette with entry stamp, or if you used the e-gates at the UK border, a copy of your travel ticket for entry into the UK
- BRP

Please note, you must collect your BRP from your chosen Post Office ahead of attending your in-person registration slot. You will find the details of the Post Office on the Visa decision letter emailed to you by the Home Office.

Alternatively, if you have received a vignette and BRP but also have access to an e-visa via a sharecode due to the Home Office transitioning to the digital system, please provide:

- Passport
- Vignette with entry stamp, or if you used the e-gates at the UK border, a copy of your travel ticket for entry into the UK
- Sharecode

To obtain your Sharecode, please follow this link. Please ensure that you choose the option ‘to prove anything else’. We are unable to check share codes for right to work or rent. Sharecodes expire after a period of time, so please ensure your sharecode is valid for the date of your in-person registration.

**Applied within the UK and Used the ID Check App**

- Passport
- Sharecode

To obtain your Sharecode, please follow this link. Please ensure that you choose the option ‘to prove anything else’. We are unable to check share codes for right to work or rent. Sharecodes
expire after a period of time, so please ensure your sharecode is valid for the date of your in-person registration.

**Applied within the UK and Did Not Use the ID Check App**

- Passport
- BRP

Alternatively, if you have received a vignette and BRP but also have access to an e-visa via a sharecode due to the Home Office transitioning to the digital system, please provide:

- Passport
- Sharecode

To obtain your Sharecode, please follow [this link](#). Please ensure that you choose the option ‘to prove anything else’. We are unable to check share codes for right to work or rent. Sharecodes expire after a period of time, so please ensure your sharecode is valid for the date of your in-person registration.

**Non-UK or Irish Student with a Non-Student Visa**

Students under this category include those with the following visa types:

- Ancestry Visa
- Asylum Seeker
- Dependent Leave to Enter
- Diplomatic Visa
- Entrepreneur Visa
- Entrepreneur Dependent Visa
- Family/Dependent of EEA/EU National
- Government Authorised Exchange Visa
- Indefinite Leave to Enter
- Indefinite Leave to Remain
- Leave to Enter
- Leave to Remain
- Permanent Residence
- Right to Abode
- Settlement – No Time Limit
- Indefinite Leave to Remain
- Skilled Worker Visa
- Skilled Worker Dependent Visa
- Spouse/Civil Partner Visa
- Student Dependent Visa
- BN(O) visa
- Ukraine Extensions Scheme
- Ukraine Family Scheme and others

- Passport
- BRP or sharecode

To obtain your Sharecode, please follow [this link](#). Please ensure that you choose the option ‘to prove anything else’. We are unable to check share codes for right to work or rent. Sharecodes expire after a period of time, so please ensure your sharecode is valid for the date of your in-person registration.

However, if you were not issued a BRP or sharecode, but instead just have a vignette in your passport or previous passport, you will need to bring the following:

- Passport
- Vignette

If your vignette is in an expired passport, please ensure you bring your current passport as well as your expired passport including the vignette.

**EU Settlement Scheme (EU Presettled or Settled Status)**

- Passport
- Sharecode
To obtain your Sharecode, please follow this link. Please ensure that you choose the option ‘to prove anything else’. We are unable to check share codes for right to work or rent. Sharecodes expire after a period of time, so please ensure your sharecode is valid for the date of your in-person registration.

**Refugee Status**
- Travel document, if available
- BRP

If you do not have your travel document available, we will be able register you using just your BRP.

**Standard Visitor Visa**

If you applied for your visa ahead of entering the UK:
- Passport
- Vignette sticker in passport with entry stamp

If you did not make an application for this visa type ahead of entering the UK:
- Passport
- Entry stamp in passport, or if you used the e-gates at the UK border, a copy of your travel ticket for entry into the UK

Please note, this type of visa is only suitable for students studying on a course of 6 months or less. If you are studying on a course that is over 6 months in length, you will be unable to register under this visa category.

**Example Documents**

If you are unsure what a particular document is, please see examples of these documents below. Please note, there may be some variation in these documents. Sensitive information has been redacted.

**BRP**

![BRP](image1)

**Vignette with Entry Stamp**

![Vignette with Entry Stamp](image2)
Vignette without Entry Stamp

Sharecode

This is not a document, rather it is a series of numbers and letters which we will input into the Home Office system to generate an e-Visa. The e-Visa looks like the below:
FAQS

1. I have sent my passport to the Home Office as I am renewing my visa, can I register?

Yes, please provide us with a copy of your current passport, old BRP and proof that you have submitted a new visa application. We may ask you to sign a disclaimer to provide the new documents when they become available.

2. I have sent my passport to Student Finance so it is not available during registration, can I register?

No, we are unable to register students without a passport due to it being with Student Finance. You will either need to wait until it is returned to you (ensuring you are still able to adhere to the latest registration date) or request it back from Student Finance.

3. I went to the Post Office to collect my BRP, but they said it’s not yet available, can I register without it?

Yes, please explain this to the member of staff who is completing your registration. They will ask you to sign a disclaimer to agree to provide a copy of your BRP as soon as it becomes available. It is essential that you return to the Post Office once the BRP is available and provide us with a copy.

4. I applied for my visa in the UK, but I haven’t yet received the outcome, can I register?

Yes, as long as all the following are true:

- You made your application for your new visa in the UK before your previous visa expired
- You were eligible to study under your previous visa category
- You are eligible to study under your new visa category

We will ask you to sign a disclaimer to state that you will send through proof of your new visa as soon as you receive the outcome. If your new visa application is not successful, you will be required to withdraw from or defer your studies.

Please note, if your previous visa category was the Graduate Route and you are still awaiting the outcome of your new visa for which the application was made in the UK, it is unlikely you will have a right to study as the Graduate Route does generally not allow for study.

5. I have refugee status but do not have my travel document, can I register without this?

Yes, we can register you using just your BRP card.
6. I have been studying at City or INTO City during the previous academic year and my visa for this course is still valid. I have been issued a new CAS for my new City studies, but have not yet applied. Can I register?

Yes, we will register you on the basis that you will submit your new visa application within 6 weeks of registering or before your current visa expires (what ever is sooner). You will be asked to sign a disclaimer to agree to this.

7. I have a Student Visa and my BRP states that my visa expires on 31-12-24, but my course finishes after this date. Is this a mistake?

If you hold a Student Visa and your BRP states that your BRP expiry is on 31-12-24, but your course or ‘wrap up period’ ends after this date, this is not an error. You can check your actual visa expiry date on your decision letter received from the Home Office when you first received the outcome of your Student Visa application.

The Home Office are phasing out the use of BRPs and you will be moved over the digital verification system. In summer 2024, the Home Office will provide details on how to obtain a sharecode to verify your immigration status moving forward. If you have already set up your Home Office account and have access to a Sharecode, please provide this instead of your expiring BRP during registration.

8. My BRP expires on 31-12-24, but I now also have a sharecode to prove my immigration status. What should I provide during registration?

If you have both a BRP and a sharecode, please provide your sharecode during registration. It is important that you choose the option ‘to prove anything else’ when generating the sharecode. If you are unable to do so, you will need to provide your BRP.

Please note, if you are on a Student Visa, you will also need to provide your proof of date of entry into the UK via your vignette with entry stamp or boarding pass.

9. My visa expires before my course end date, do I still have a right to study?

Yes, if your visa type is not a Student Visa. We will ask you to sign a disclaimer agreeing to extend your current permission or apply for a new visa to cover the remainder of your course. As part of the disclaimer, we ask that you send through proof of your new permission once your previous visa has expired.

If you hold a Student Visa which does not cover the length of your course, this could be an error. Please alert the member of staff completing your ID check. However, if the expiry date on your BRP is 31-12-24, please read questions 7 and 8 above.

10. I’m an EU/EEA student and have not yet received the outcome of my Student Visa application, however I can travel to the UK without this. Can I travel to the UK and start my studies before I am approved for the Student Visa?

No, it is important that you do not travel to the UK until you have received notification of a successful Student Visa application. If you enter the UK before this, you will enter on a Visitor Visa and will not
have a right to study. You will be unable to register or attend classes and will be required to return to your home country until your Student Visa is approved. You cannot wait for the outcome of your Student Visa whilst you are in the UK as you must enter the UK on your Student Visa in order to validate it.

11. I have a Standard Visitor Visa or Student Visa and entered the UK border through the e-gates, so don’t have a stamp in my passport. Will this be a problem?

If you did not receive a stamp in your passport, we ask that you please show us proof of your entry into the UK via a travel ticket, e.g boarding pass. If you are on a Standard Visitor Visa we are required to take a copy of this for your files.

12. I applied for my visa outside of the UK and have not yet received the outcome and I believe I will miss the latest date for registration. Can I register late?

No, unfortunately we are unable to extend the latest registration date. If you do not receive your visa by the latest registration date you will need to withdraw your visa application and defer your studies.