

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/Irish Students:

You will be required to upload a clear copy of one the following evidence from either Group 1 or Group 2 to confirm your UK or Irish residence:

Group 1

- A passport showing the holder as a British/Irish citizen or a citizen of the UK and colonies having the right of abode in the UK. This must be valid as of the start date of your course.

If you do not have the document listed in 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
- An expired passport showing the holder as a British/Irish citizen

Group 2b

- Driver's Licence / Provisional Drivers Licence (photocard)
- P45 or P60
- A letter from HMRC with your National Insurance Number
- Marriage or civil partnership certificate
- Letter from a government agency (e.g., Home Office, Department of Work & Pensions, etc.)

Please note:

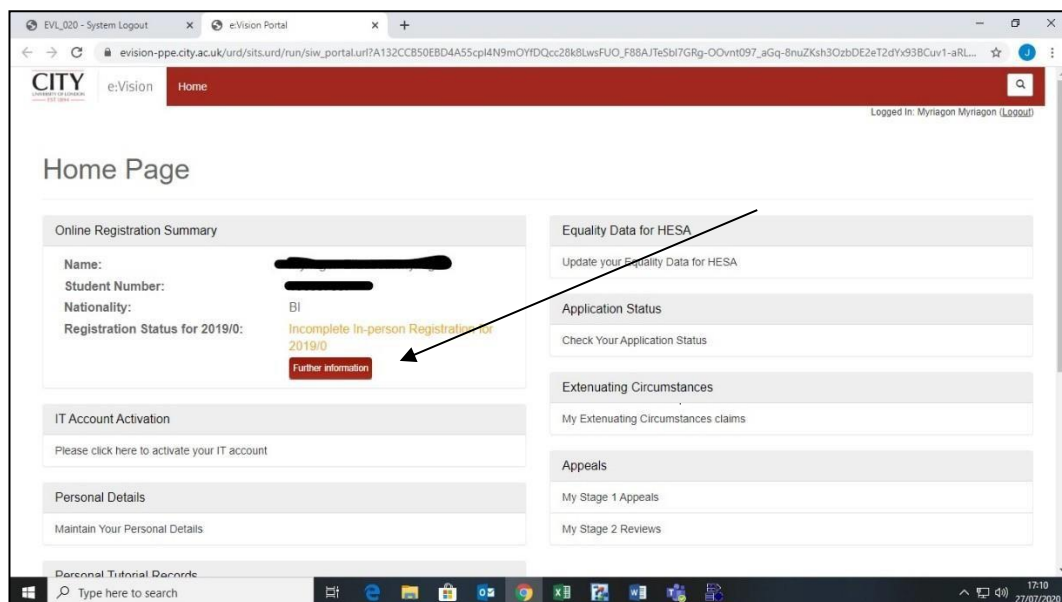
- We are unable to accept documents from Student Finance/Student Loans Company
- A Driver's Licence cannot be used as evidence of nationality without a birth certificate
- A birth certificate cannot be used as a sole proof of identity and must be accompanied by a document from Group 2b above
- An NHS ID card cannot be used as evidence of identity

If you have any questions or concerns about your UK or Irish documents, please email registration@city.ac.uk.

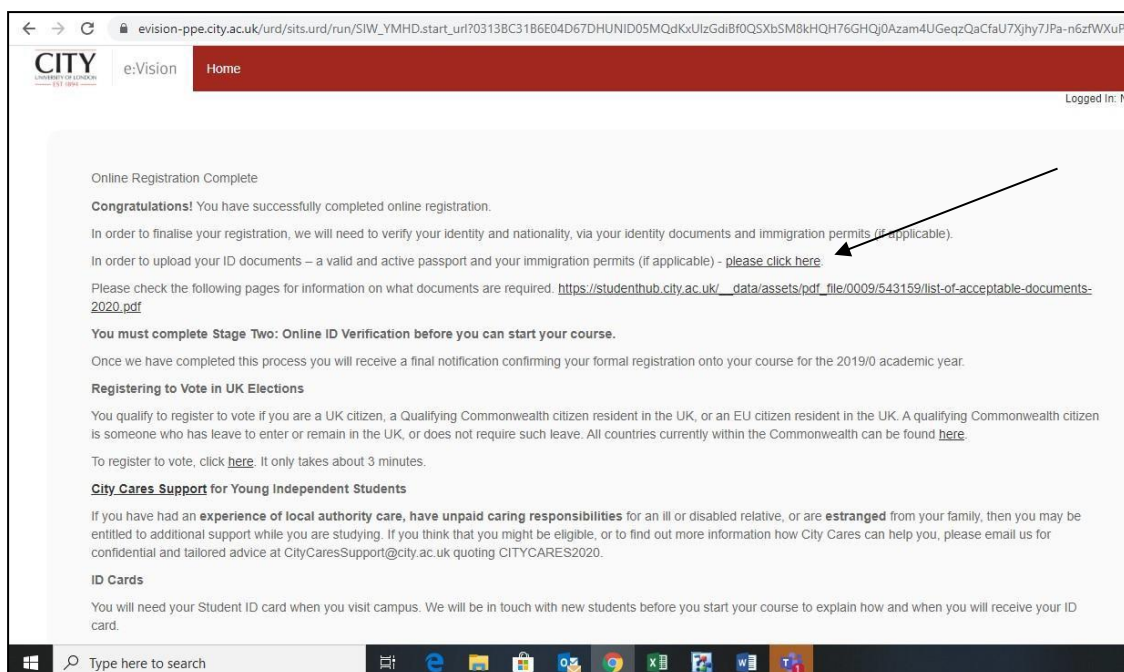
For details of the documents required for all other nationalities please see the below guidance.

EU Settlement scheme: If you have applied and received either EU Pre-Settlement or Settled Status, please upload your '[share code](#)', in addition to your passport, so that we can verify your Right to Study.

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 will need to upload your documents. Click the red 'Edit passport' or 'Edit visa' buttons, complete the relevant details and upload the associated documents:

Task Questions

evision-ppe.city.ac.uk/urd/sits.urd/run/SIW_YMHD.start_url?2B2CEA0DED984AD9P29IbfZB3nK5Ye1hZUja3_hLMkJecK75ckUueXbL189g5i1MCGcnwCCBChXefUqkwKnZvwO9/Ppre...

Passport and Visa Documents

Passport: 2

Passport Number [REDACTED]

Issue Date 23/Mar/2019

Expiry Date 21/Mar/2029

Documents [REDACTED].jpg

[Edit passport](#)

Visa: 2-1

Visa Number [REDACTED]

Type Tier 4 Student

Issue Date 26/Aug/2016

Expiry Date 01/Feb/2021

Documents [REDACTED] BP.pdf/PDF - no preview available - click to view

[Edit visa](#)

Type here to search

16:52 27/07/2020

If you obtained EU Settlement Status (Pre-Settled or Settled Status) please state your share code, under the Visa Number section. A share code can be obtained from www.gov.uk/view-prove-immigration-status. You need to state the reason as 'something else', rather than prove right to work or rent. If either of the latter is chosen, we will be unable to verify your status.

Then select the relevant Visa Type as below:

Edit visa

Passport Number ED8801285

Visa Number 7876665678

Visa type **EU Settlement Scheme**

Issue Date

Expiry Date

Existing Documents

New Documents

to view

My Documents

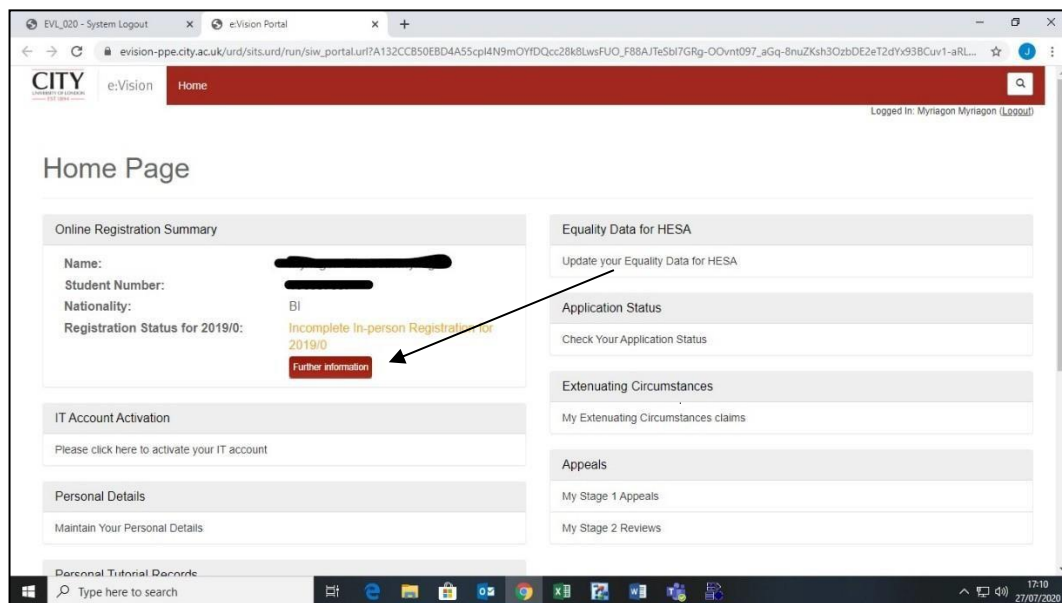
Back Next

New Non-EEA Students:

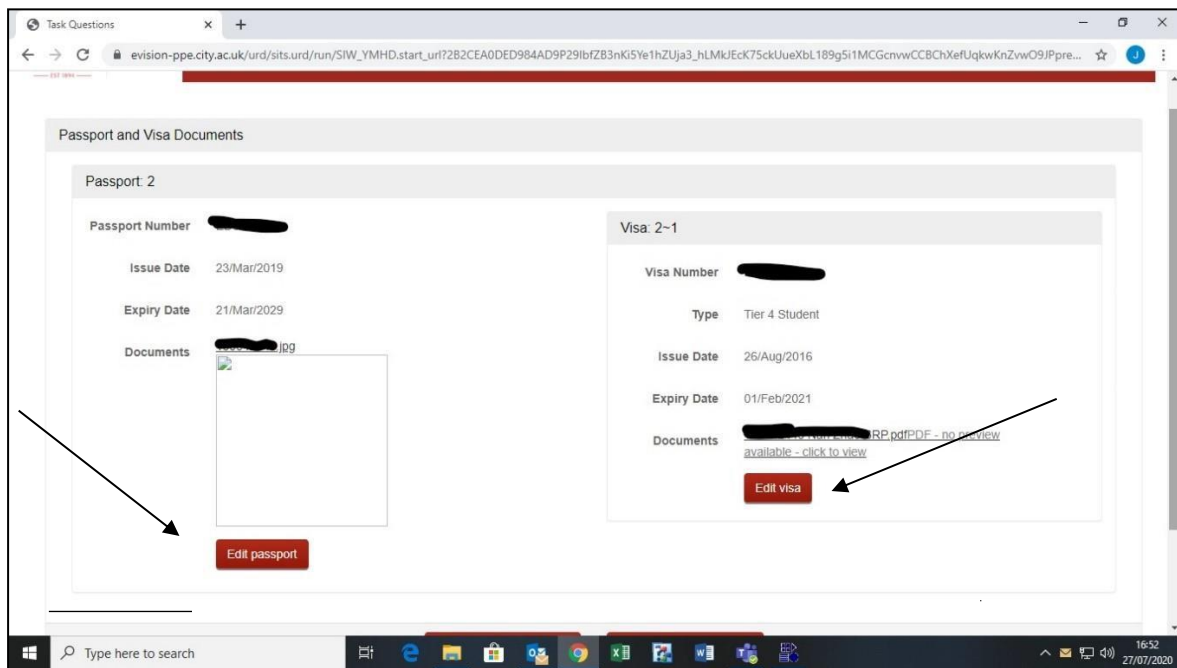
If you are a Non-EEA student and hold/require a Student visa or any other visa, you will also be required to upload:

- A copy of your passport (photo page only) *and...*
- A copy of your vignette (if applicable) *and/or...*
- A copy of the **front and back** of your Biometric Residence Permit (BRP) *or...*
- Share code (if you used the 'ID Check' App for your visa application) *or...*
- 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.

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' or 'Edit visa' buttons, 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

BRP Example



Visa Type

Visa Number

Visa Expiry Date

Visa Issue Date

Resident Permit Example



Visa Number

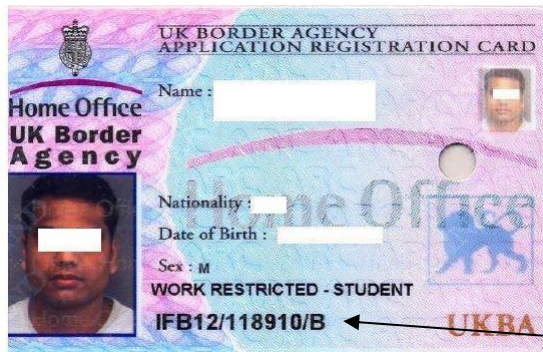
Visa Type (be sure to change from the defaulted Student Visa)

Visa Issue Date

Visa Expiry Date: Add 10 years from start date if no expiry date listed

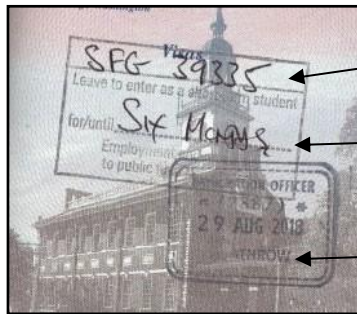
Asylum Claimant Example

If you do not hold a passport, please upload your registration card to **both** the passport and visa section.



Visa Number

Visitor Visa Example



Visa Number

Expiry Date: Add 6 months to issue date

Issue Date

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.

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.

If you have any questions or concerns about your immigration documents, please email us at visacompliance@city.ac.uk.