

## Enrolment process 2016: Identity and eligibility to study check

### (Information for students)

All students starting a new course need to confirm their ID and eligibility to study in the UK. The University is required to check this by the UK government.

The university's preferred option is:

- A valid passport or EU National Identity card and any relevant visa documentation where applicable or
- A photographic driving licence and birth certificate and any relevant visa documentation where applicable

Acceptable forms of ID include:

a	UK/EU passport
b	EU Identity card
c	UK / EU photo driving licence and British birth certificate
d	UK / EU photo driving licence and SLC funding letter confirming UK/EU funding
e	Non UK/EU passport and relevant visa documentation

In exceptional circumstances a combination of the following will be accepted:

- A birth certificate and two original documents from the list below:

Document	Notes	Issue date and validity
Current driving licence – old-style paper version	UK	Must be valid
Birth certificate – issued after time of birth	UK and Channel Islands	Must be valid
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement e.g. Pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Work permit or visa	UK	Issued in last 12 months. Valid up to expiry date
Utility bill	UK – not mobile telephone bill	Issued in last 3 months
Benefit statement e.g. Child Benefit, Pension		Issued in last 3 months
Central or local government or government agency or	UK and Channel Islands	Issued in last 3 months

local authority document giving entitlement e.g. from the Department from Work and Pensions, the Employment Service, HMRC		
Letter from Head Teacher or College Principal	UK – for 16-19 year olds in full time education ( <i>only used in exceptional circumstances if other documents cannot be provided</i> )	Must still be valid

Please bring your proof of ID and eligibility to study to your enrolment event.

If you have already enrolled, please bring to iPoint, Student Central.

*This document is based on Government guidelines for ID checking (Admissions and Records Office, updated September 2016)*