



International Registration Document Guide

All new international students are required to complete registration where you will have your passport and visa documentation checked 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 without a passport or travel document) are required to provide a valid passport to register. 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 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 THAT EXPIRED IN DECEMBER 2024: The Home Office transitioned to a digital immigration verification system from January 2025. If your BRP expired on 31-Dec-24, you must now obtain your eVisa and provide a sharecode to prove your right to study. **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 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

| Document required | Details |
|--|---|
| Passport | A clear copy of the photo page of your passport |
| Sharecode | <p><i>You will need to have set up your UKVI account and have access to your eVisa to be able to generate a sharecode. If you have not yet done this, please do so via this link.</i></p> <p>To obtain your Sharecode, please follow this link. The sharecode must meet the below criteria:</p> <ul style="list-style-type: none"> • be generated under the reason 'for anything else' • begin with the letter S • expire after the last date of registration <p>We cannot check any other sharecode types (e.g right to work or right to rent). Uploading the wrong sharecode type or an expired sharecode will delay your registration.</p> |
| Decision letter | <p>A copy of the letter or email you received from UKVI confirming that your Student Visa application has been successful. The letter should include details of the conditions of your leave.</p> <p>Please provide a copy of the entire document.</p> |
| Proof of date of entry if you applied for your visa from outside of the UK | <p>If you applied for your visa from <i>outside the UK</i> you must also provide <i>proof of your date of entry</i> using <i>one</i> of the below options which applies to you:</p> <ul style="list-style-type: none"> • Your entry clearance vignette with stamp • If you did not receive a stamp on your vignette - your entry clearance vignette without a stamp & a copy of your boarding pass including your date of entry and name • If you did not receive an entry clearance vignette - please upload a copy of your boarding pass or |

| | |
|--|--|
| | other travel ticket into the UK including your date of entry and your name |
|--|--|

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, Presettled Status, 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 .

| Document required | Details |
|-------------------|--|
| Passport | A clear copy of the photo page of your passport |
| Sharecode | <p><i>You will need to have set up your UKVI account and have access to your eVisa to be able to generate a sharecode. If you have not yet done this, please do so via this link.</i></p> <p>To obtain your Sharecode, please follow this link. The sharecode must meet the below criteria:</p> <ul style="list-style-type: none"> • be generated under the reason ‘for anything else’ • begin with the letter S • expire after the last date of registration <p>We cannot check any other sharecode types (e.g right to work or right to rent). Uploading the wrong sharecode type or an expired sharecode will delay your registration.</p> <p>If you do not have a sharecode because you have not yet set up your eVisa, please do so here.</p> |

If you do not have a sharecode, but instead have an in date legacy document (for example BRP, vignette or ink stamp), you must provide a clear copy of this.

If your vignette is in an expired passport, please ensure you provide a copy of your current passport as well as your expired passport including the vignette.

If you do not have a sharecode because you have not yet set up your eVisa, please do so [here](#).

Refugee Status

| Document required | Details |
|-------------------------------|--|
| Travel document, if available | A clear copy of the photo page of your travel document |

| | |
|------------------|---|
| Sharecode | <p>You will need to have set up your UKVI account and have access to your eVisa to be able to generate a sharecode. If you have not yet done this, please do so via this link.</p> <p>To obtain your Sharecode, please follow this link. The sharecode must meet the below criteria:</p> <ul style="list-style-type: none"> • be generated under the reason ‘for anything else’ • begin with the letter S • expire after the last date of registration <p>We cannot check any other sharecode types (e.g right to work or right to rent). Uploading the wrong sharecode type or an expired sharecode will delay your registration.</p> <p>If you do not have a sharecode because you have not yet set up your eVisa, please do so here.</p> |
|------------------|---|

Standard Visitor Visa

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.

| Document required | Details |
|---|--|
| Passport | A clear copy of the photo page of your passport |
| If you applied for your visa ahead of entering the UK - Vignette sticker | <p>A clear copy of the entry clearance vignette sticker in your passport including the entry stamp.</p> <p>Or if your vignette has not been stamped, a copy of your boarding pass including your date of entry and name.</p> |
| If you did not make an application ahead of entering the UK – proof of date of entry | <p>A clear copy of the entry stamp in your passport stating your date of entry into the UK.</p> <p>Or if your vignette has not been stamped, a copy of your boarding pass including your date of entry and name.</p> |

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.

Vignette with Entry Stamp



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. You can download a document from the Government website, an example is shown below. The section circled in red shows the expiry date. **The expiry date for your sharecode must last until the final date of registration in October.** If it does not, please generate a new one.

Details you need to share

Share code

SLE 9KY 52P

This code is valid until 19 August 2025.

What to do next

- 1 Give this share code and your date of birth to the person you want to prove your status to.
- 2 To see your status, they must enter the share code and your date of birth at www.gov.uk/check-immigration-status.
- 3 Contact them to make sure they have all the information they need.

To prove your status to someone else, you can re-use this code or create a new code - there is no limit to how many codes can be used at the same time.

Using your sharecode, we will generate an e-Visa which looks like the below:

Home Office Check someone's immigration status

Their immigration status

| | |
|-------------|------------------|
| Name | [REDACTED] |
| Status | Student |
| Valid From | 1 September 2022 |
| Valid until | 30 January 2027 |

Summary of what they can do in the UK

They can live in the UK until the expiry date.

As a [student](#), they can study. This must be in line with the conditions listed in the decision (or grant) notice they received from UK Visas and Immigration.

Things they cannot do

They cannot:

- study at an academy or state school
- get [public funds](#)

Details of check

| Organisation or company | Job title of checker | Purpose of check |
|-------------------------|----------------------|------------------|
| City UoL | Visa Compliance | Right to Study |

| Date of check | Reference number |
|-------------------|------------------|
| 20 September 2022 | SC-3GW9RZ2-AA |

Decision Letter

This will either be in the format of a 5 page pdf document or an email.

The beginning of the 5 page pdf will look as below:



UK Visas
& Immigration

UK Visas & Immigration
Vulcan House
4-6 Millsands
Sheffield
South Yorkshire
S3 8NU

Tel 0300 790 6268
Web www.gov.uk/uk-visas-immigration

27 June 2024

Dear [REDACTED]
Ref: [REDACTED]

Your application for a United Kingdom (UK) visa (vignette) has been successful.

This letter is not permission to travel to the UK.

What this means for you

Before you can travel to the UK, you will need to collect your visa from the visa application centre, or if you have purchased a courier return service, wait until you have received your visa. Please do not attempt to travel to the UK until you have your visa.

We will contact you when your visa is ready to collect from the visa application centre where you submitted your application.

Please do not visit the visa application centre until you are contacted.

This notice explains that, when you arrive in the UK, you will have permission to be in the UK (known as permission to enter) as STUDENT (S) from 23 Aug 2024 until 22 Jan 2026.

If you have been issued settlement in the UK (also known as Indefinite Leave to Enter), the 'valid until' date on your visa (and this notice) represents the expiry date of your passport and does not indicate an expiry of 'settlement'.

Your passport/travel document contains a short-term entry clearance visa, which allows

The beginning of the email decision letter will look as below. Please ensure the entire email is provided.



Dear [REDACTED]

Ref: [REDACTED]

**Your application as a dependant of [REDACTED]
[REDACTED] on the Skilled Worker route has been successful.**

You have been granted permission to stay in the UK as a dependant child until 13 Oct 2025.

This notice sets out all of the conditions of your permission to stay in the UK so please read it carefully.

Sharing information about your permission to stay in the UK (your immigration status)

Employers, landlords or other organisations may need to check your immigration status to see if you are allowed to work, rent somewhere to live or access public services.

You can use our online services to prove your right to work (<https://www.gov.uk/prove-right-to-work>) or prove your right to rent (<https://www.gov.uk/prove-right-to-rent>) and share that information with other people. You'll need to select the option to share your information and you'll then get a share

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 proof of visa 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 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.

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

Yes, we can register you using just your proof of immigration status if you are not in possession of a travel document.

5. 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 (whichever is sooner). You will be asked to sign a disclaimer to agree to this.

6. My BRP expired 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.

7. My BRP expired on 31-12-24, what can I provide?

If you no longer have a valid BRP, you must provide a sharecode so that we can check your eVisa. If you do not yet have an eVisa, you must set up a UKVI account in order to access your eVisa and generate a sharecode. More information can be found on the government website [here](#).

8. 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.

9. 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.

10. 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.

11. 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.