



# Registration Document Guide for Students Without UK or Irish Nationality

All new students who do not hold UK or Irish nationality are required to have their passport and immigration documentation checked to prove their 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 who do not have a passport or travel document) are required to provide a valid passport to register. We are unable to register students without a valid 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 share code to prove your right to study. **If you have both a share code and a BRP, please provide your share code during registration.**

Please select the option below that applies to you for information on what you will need to provide during registration. After uploading documents, Student Visa holders will be required to attend an appointment to have their documents checked in person and we will endeavour to check the documents of students with other immigration permission (e.g settled status, skilled worker visa holders etc) online. If further information is required, we will email you to notify you of the next steps.

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### Who does this guidance apply to?

This guidance applies to any students who do **not have UK or Irish nationality**. This means that you will have a passport from a country other than the UK or Ireland and will hold a UK immigration status, for example Student Visa, Pre-/Settled Status, Skilled Worker Visa etc. Please note, that this process does not relate to your fee status.

If you have British or Irish nationality and have been classified as someone who does not, please amend your main nationality on the online registration form, or contact [registration@city.ac.uk](mailto:registration@city.ac.uk) with a copy of your proof of UK or Irish nationality so that your student record can be updated.

### Student Visa Holders

Document required	Details
Passport	Upload a clear copy of the photo page of your passport during the registration ID upload task.

	<p>When registering in person, please bring your original passport. We cannot accept copies.</p>
<p><b>Share code</b></p>	<p><i>You will need to have set up your UKVI account and have access to your eVisa to be able to generate a share code. If you have not yet done this, please do so via <a href="#">this link</a>.</i></p> <p>To obtain your share code, please follow <a href="#">this link</a>. The share code must meet the below criteria:</p> <ul style="list-style-type: none"> <li>• be generated under the reason 'for anything else'</li> <li>• begin with the letter S</li> <li>• expire after the last date of registration</li> </ul> <p>We cannot check any other share code types (e.g right to work or right to rent). <b>Uploading the wrong share code type or an expired share code will delay your registration.</b></p> <p>Provided you have uploaded this information at the point of uploading your ID documents, we will be able to access this information during your in person registration appointment and you will not need to bring a paper copy of your share code.</p>
<p><b>Decision letter</b></p>	<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>

<p><b>Proof of date of entry if you applied for your visa from outside of the UK</b></p>	<p>If you applied for your visa from <i>outside the UK</i> you must also provide <u>proof of your date of entry</u> using <u>one</u> of the below options which applies to you:</p> <ul style="list-style-type: none"> <li>• <b>Photo or scan of entry stamp in your passport</b></li> <li>• <b>If you did not receive a stamp in your passport</b> - please upload a copy of your boarding pass or other travel ticket into the UK which clearly states your date of entry into the UK and your name</li> </ul>
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## Students with Other Immigration Permission

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
<p><b>Passport</b></p>	<p>A clear copy of the photo page of your passport</p>

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

## Refugee Status

Document required	Details
<b>Travel document, if available</b>	A clear copy of the photo page of your travel document

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

<p><b>If you applied for your visa ahead of entering the UK – Share Code</b></p>	<p><i>You will need to have set up your UKVI account and have access to your eVisa to be able to generate a share code. If you have not yet done this, please do so via <a href="#">this link</a>.</i></p> <p>To obtain your Share code, please follow <a href="#">this link</a>. The share code must meet the below criteria:</p> <ul style="list-style-type: none"> <li>• be generated under the reason ‘for anything else’</li> <li>• begin with the letter S</li> <li>• expire after the last date of registration</li> </ul> <p>We cannot check any other share code types (e.g right to work or right to rent). <b>Uploading the wrong share code type or an expired share code will delay your registration.</b></p> <p>If you do not have a share code because you have not yet set up your eVisa, please do so <a href="#">here</a>.</p>
<p><b>If you did not make an application ahead of entering the UK – proof of date of entry</b></p>	<p>A clear copy of the entry stamp in your passport stating your date of entry into the UK.</p> <p>Or if your passport 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**



## Share code

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 eVisa. 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 share code 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](http://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 share code, 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](http://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.



## 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 share code to prove my immigration status. What should I provide during registration?**

*If you have both a BRP and a share code, please provide your share code during registration. It is important that you choose the option 'to prove anything else' when generating the share code.*

*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 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 share code 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 share code. 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 agree to extend your current permission or apply for a new visa to cover the remainder of your course. Once you have applied for the visa extension, you will need to send through proof of your submitted application and then your new permission once the visa is granted.*

*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 have not yet received the outcome of my Student Visa application, however I can travel to the UK visa free. 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.*