

## 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.

### **Your Official Name**

Please be aware that your chosen or 'known as' forename will be solely used throughout your study at City St George's in any communications sent to you. This will also appear on your ID card and be used to create your City St George's email address.

As part of your initial ID check, however, we will be required to match your official name exactly to your passport/ID documents (including any middle names).

If your official name no longer matches the details in your passport/ID documents, please upload additional documentary evidence of any changes in your name and we will assess these as part of your ID check. Please be aware that any such document should be added in addition to any required document(s) listed below.

### **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@citystgeorges.ac.uk](mailto:registration@citystgeorges.ac.uk).

### **Students without a UK or Irish passport**

If you are a national of any country other than the United Kingdom or Republic of Ireland, please refer to the below guidance to assist with your ID check process:

[https://www.citystgeorges.ac.uk/\\_data/assets/pdf\\_file/0004/767137/Registration-Documents-September-2025-Updated.pdf](https://www.citystgeorges.ac.uk/_data/assets/pdf_file/0004/767137/Registration-Documents-September-2025-Updated.pdf)

Kind Regards,  
Student Records Team.