

Registration with the Police

If you need to register with the police, your visa stamp or Biometric Residents Permit will say so. [see Fig. 1]

Students from the countries listed below who are studying at the University College for more than six months will be required to register with the Police:

Afghanistan	Bolivia	Iran	Lebanon	Peru	Tunisia
Algeria	Brazil	Iraq	Libya	Qatar	Turkey
Argentina	China*	Israel	Moldova	Russia	Turkmenistan
Armenia	Columbia	Jordan	Morocco	Saudi Arabia	United Arab Emirates
Azerbaijan	Cuba	Kazakhstan	North Korea	Sudan	Ukraine
	Egypt	Kyrgyzstan	Oman	Syria	Uzbekistan
Belarus	Georgia	Kuwait	Palestine	Tajikistan	Yemen

* Some citizens of Hong Kong have new passports and are required to register with the Police; if you are unsure if this applies to you, please check with the Police when you arrive.

Before going to register with the Police please check that you have a valid visa. If your visa has expired you must seek advice immediately from the International Student Adviser. DO NOT GO TO THE POLICE STATION.

New Students:

It is important that you register with the Police within seven days of arriving in the UK.

You must go to **Chelmsford Police Station**, New Street, Chelmsford, CM1 1NF [see Fig. 2]

Opening times: Appointments are available Monday - Thursday

To register with the police you must make an appointment. Please see the International student advisor who can do this for you or you can phone 101 and ext. 420003 to make an appointment yourself. However you will need to obtain a Police registration letter from the International Student Advisor to take to your appointment.

You will be asked to hand over your documents and wait within the Police station for approximately 45 minutes whilst the registration is processed.

When you register, you will need to take with you:

- your passport or identification document containing your visa stamp;
- any previous police registration certificate;
- any letter you have received from the UK Border Agency about this;
- two passport-sized photographs;
- written proof of your student status, home and UK address (available from Registry or the International Student Adviser)
- Exact registration fee in cash (currently £34).
- Marriage certificate and ages of any children if appropriate. This must be translated into English.
- Evidence from the person/organisation that is financially sponsoring you.

N/B If your parents are paying for your fees then you will need a letter translated into English from them stating their name and that they are your parents and they are fully responsible for covering the financial cost of your studies for the duration of your course, please include dates e.g. from September 2016 – May 2019. If you are sponsored by your government then you will need to provide the official financial sponsorship letter from them.

This is required for you and any dependants who accompany you. There is no registration fee for children under 16 years old.

You will then be issued with a registration certificate. You must keep this document safe and up to date.

If any of your personal or visa information changes, you must report it to the same police station, but you do not have to do this in person.

Returning Students:

If you have extended your visa or have changed your address you must update your Police Registration immediately. There is no fee to update the registration certificate.

General:

It is particularly important that your Police Registration Document is up to date before you travel in or out of the UK.

If you experience any problems with police registration please contact Writtle University College by telephone on 01245 424200 and ask to speak to the International Support Adviser (Ext 25655) or International Admissions and Compliance Officer (Ext 25646)

Fig. 1

If you need to register with the police, your visa stamp or Biometric Residents Permit will say so.



Fig. 2

Chelmsford Police Station, New Street, Chelmsford, CM1 1NF

