



Providing Evidence of Identity – Enrolment 2022/23

Harper Adams requires all new students to provide proof of their identity both when they enrol and when they register for their course.

As part of online enrolment, students are required to upload a document(s) which the University can use to conduct a 'Right to Study' check. This check is required for the University to ensure that the student has a legal right to study at a Higher Education Institution in the UK.

The best document to use for a Right to Study check is a **passport**. If you are a British National, an expired passport is acceptable provided it has expired by no more than 5 years provided that it has not been replaced. If you are from outside of the UK, a passport is the only acceptable document. If you are a British National and do not have a passport, the following will be accepted as an alternative:

- Birth certificate *and* Driving Licence
- Driving licence *and* Student Finance support notification

Please note that students who are on a Student Route/Tier 4 visa or other immigration permission **must** upload their passport and their visa/proof of entry clearance. Students who have permission to be in the UK under the EU Settlement Scheme must also provide their 'share code' so their status can be downloaded from the Home Office. No other form of identification will be accepted.

A **clear and complete colour** copy should be uploaded during online enrolment. A scan is the preferred method, although a photograph taken on a mobile phone is also acceptable provided that the entire document can clearly be seen from a single picture. Where a document is not clearly legible, or looks like it has been tampered with, it will not be accepted and the student will be contacted by an Admissions Administrator to provide an alternative.

The document uploaded will also be used to update the Student Records System with your **legal full name**.

When you arrive at the University to register in person, you are also required to bring your document with you for identity purposes so we can issue you with your student ID card.

Students who are studying on a Student Route/Tier 4 visa or other immigration permission will not be allowed to register without their passport and visa, as this is a requirement of the Home Office. All other students who fail to bring valid identification with them will be allowed to provisionally register for a period of two weeks. If identification is not received within two weeks, the student will be withdrawn from the course.

If you do not have access to the above documents or have any questions, please contact the Admissions and Visa Compliance Office for advice on (01952) 815000 or email: admissions@harper-adams.ac.uk.