

Registering with the Police

Who needs to register with the Police?

Students from certain countries (see list below) have to register with the Police once they arrive in the UK. **If you need to register with the police, it will be clearly stated on your immigration document (e.g. your visa, Biometric Residence Permit, letter confirming visa).**

Afghanistan	Algeria	Argentina	Armenia	Azerbaijan
Bahrain	Belarus	Bolivia	Brazil	China
Colombia	Cuba	Egypt	Georgia	Iran
Iraq	Israel	Jordan	Kazakhstan	Kuwait
Kyrgyzstan	Lebanon	Libya	Moldova	Morocco
North Korea	Oman	Palestine	Peru	Qatar
Russia	Saudi Arabia	Sudan	Syria	Tajikistan
Tunisia	Turkey	Turkmenistan	U.A.E	Ukraine
Uzbekistan	Yemen			

If you are required to register with the Police you must do this within 7 days of your arrival in the UK.

How do I register with the Police?

During term time, a representative from the Police will be available in the Student Services Centre, Newton building. Students who need to register with the police or update their existing police registration certificate (with a new address or new visa for example) will need to visit the Student Services Centre reception in the Newton building to book an appointment with the Police. You must ensure you book your appointment within 7 days of arrival in the UK, or within 7 days of the change of address/visa. Appointments will be held in the Student Services Centre, Newton building.

What documents do I need to provide?

You will be required to present the following documents when you register with the police

- Your passport
- Your visa: your entry clearance sticker in your passport or BRP card (Please note that you cannot complete police registration with a 30-day entry clearance sticker – you must collect your BRP first).
- Two recent passport-sized photographs

- Letter from NTU (offer/CAS) confirming your course details
- Completed Police Registration Questionnaire (see below)
- Receipt of payment from Barclays Bank (see below)

How much does Police Registration cost?

A fee of £34 is required for your Police Registration application.

This cash fee of £34 must be paid directly to any Barclays Bank. The closest Barclays Bank to the City Site campus is located at: 2 High Street; Nottingham; Nottinghamshire; NG1 2EN

The attached document provides full details of how to make the payment. You must take this document with you when you make your payment and hand it to the Barclays Bank cashier.

Remember to get a receipt for the payment you have made and to bring it with you when you register with the Police.

What is a Police Registration Certificate?

A Police Registration Certificate is a sheet where your personal details are recorded (name, date of birth, marital status, nationality, passport number and photo), as well as your addresses and visa expiry dates. You should keep it safe as you will need it if you make any further visa applications and you must carry it with you when you travel in and out of the UK.

Should I tell the Police if my details change?

Yes. It is very important that you **inform the Police immediately of any changes in your personal details and immigration situation**, for example:

- Moving to a new address
- Getting a visa extension
- Getting a new passport
- Losing your Police Registration Certificate

You can do this at the times listed above in the Student Services Centre. **You must report any such changes to the Police within 7 days.**