

Student Identification Policy 2018/19

All students are required to provide a valid form of identification in order to be registered for an Edge Hill University programme of study or module.

The level of identification required will be determined by the student's nationality, as set out below:

Nationality	Identification
UK	Original UK Birth Certificate* Original UK Adoption Certificate* UK & Northern Ireland Passport UK Photo Driving Licence (where this indicates the holder was born in the EEA) * and original Marriage Certificate / Change of Name Deed Poll document (signed, dated & witnessed) if applicable.
EEA ¹ or Switzerland	National ID Card Passport UK Photo Driving Licence (where this indicates the holder was born in the EEA)
Non-EEA	Passport and evidence of visa status

Original versions must be uploaded. Where a student has a non-EEA nationality, a copy of their original passport (including visa) and, where appropriate the Identity Card for Foreign Nationals (ICFN) or Biometric Residence Permit (BRP) will be taken. The University is required by law to check, verify and retain copies of this documentation in student files as part of its immigration sponsorship duties. Staff will check this documentation to ensure that students have the right to study in the UK and, specifically, with Edge Hill University. All Tier 4 Students beginning their course as of September 2015, where the duration of the course is six months or more, must have collected their BRP from an approved Post Office from within the UK prior to enrolment. The temporary vignette visa with the passport will not be accepted for enrolment purposes.

The University will monitor students with a time limit on their visa. At enrolment students must provide evidence of their current visa status, where the visa is due to expire within 3 months of the start of the course, students will be required to confirm that they intend to extend their current immigration privileges/status within the UK. In addition, within 1 month from the date of expiry, they must provide evidence of their ongoing application to UK Visas and Immigration Service (UKVI). Tier 4 students that are progressing onto a higher level course with Edge Hill University (e.g. an undergraduate course to a postgraduate course) can enrol using their current visa providing they have provision in place with the International Office in order to submit a visa extension before their current leave expires. Tier 4 Students who are switching sponsors to Edge Hill University are required to have an application at the Home Office for approval prior to enrolment. These students are not able to enrol before an application has been submitted.

Important items to note:

- Students can only enrol in their legal name as recorded on their identification.
- Even if a student has already provided these documents during their application process **they must still provide the required proof of identity/status at enrolment.**

At enrolment this policy will be strictly adhered to and you will not be able to enrol if you do not provide the appropriate identification. **Please note students can only enrol in their legal name as stated on their identification.** If students have any questions about this they should contact the Student Recruitment and Marketing Support Team on 01695 657249 or at cpdenquiries@edgehill.ac.uk.

¹ The European Economic Area (EEA) consists of Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, the Republic of Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden and the UK.