University of Essex INTERNATIONAL academy

Registration with the Police

Student name: _____

Appointment date:

Your allocated time is

_____

Please be early and remember that it is important to bring all the documents with you

This leaflets is for those students who need to register with the Police

If you need to know more please contact Colchester Police Registrations 01206 717633

Will my dependents need to register?

If your dependants are:

- ✓ Foreign Nationals
- ✓ Are 16 years or older

Then they must check their visas for confirmation of this.

What if I loose my Registration Certificate?

- ✓ Report it to the police immediately
- ✓ You can then apply for another
- ✓ A replacement will cost you another £34

Documents needed for police registration

Your Passport

Two **identical** passport size photographs

University offer letter/or registration card

£34

something with your address written on (Both in the UK and your Home country)

Address of sponsor

If you are married, you will need to provide your spouses name and the date you were married

Biometric Card, if you have one

Do I need to register with the police?

- ➢ Some foreign nationals with a visa for more than 6 months must register after arriving in the UK.
- ➢ The Student visa in your passport will state if you need to register.
- ➢ You must register within 7 days of arriving at the airport.

How do I register?

If you arrive before you course starts then please follow instructions in Option one.

Option 1

Step 1

Make and appointment with the Foreign Nationals Registration Officer by calling

☎ 01206 717633 (ring office hours)

You are given an appointment (write the details on this form carefully).

Step2

Gather all the documents together, put them into an envelope, and label it **FOR POLICE REGISTRATION**.

Step3

Visit the Colchester Police Station with all your documents

(Make sure that you arrive early)

On arrival at the police reception, tell the officer that you are there to register with the police.

Option 2

The Foreign Nationals Registration Officer may visit the International Academy in the first week of your course. Students who have arrived a few days before they start their course may use this service.

Step 1

Check with Marilyn Shanks- Social and Welfare Officer if this service is available.

Make and appointment with the Foreign Nationals Registration Officer by visiting

Room 4.101

Step2

Gather all the documents together, put them into an envelope, and label it **FOR POLICE REGISTRATION**.

Step 3 Attend police registration at the appointed time.

Getting to the Police Station
(Do not be late for your appointment)

Outward Journey

Get on the Bus (61 OR 62) from the University of Essex, Get off at Head street stop (outs the Odeon cinema) when you get off the bus immediately turn left and walk down head street, you will see an under path (passage way that allows you to get to the other side of the road safely). When you get out of the under path, you will see the police station, it is the first building (red brick) on your right. When you get to the police station, tell the officer at the desk that you have an appointment for police registration.

On the return journey

Return via the under pass and walk down head street until you get to the post office, cross the traffic lights and you will now be on is Head street, you can get on the bus at the first bus stop or the one just pass Liquid (outside of the George hotel).

Please fill in this section before you attend your appointment

- I was born in _____ city in _____ (the country you were born)
- My address in the UK is _____ _____ _____ _____ _____
- My address in my country is _____ _____ _____ _____
- My wife/husband's name is _____
- The date of my wedding was _____
- My sponsor's name is _____
- My sponsor's address is _____ _____ _____

Change of Address

Take your passport, certificate, proof of new address and report to Colchester Police Station reception
No appointment needed

Change of Visa

If you have just renewed your visa, please take your passport, Visa/Biometric card, Police Registration Certificate and report to Colchester Police Station registration
No appointment needed