Tier 4

Police Registration for International Students

If you are a citizen of one of the following countries and you have immigration permission (visa) for more than six months you should have an endorsement in your visa in your passport, Biometric Residence Permit (BRP) or letter from UKVI (if you have been issued with a 30 day vignette) which states that you are required to register with the Police within seven days of your arrival in the UK (or make an appointment to register with the Police within seven days of your arrival in the UK):

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, United Arab Emirates, Ukraine, Uzbekistan, Yemen.

Booking an appointment

When you are starting a new course

You must book an appointment to register with the police as part of International Check-In. You should book the appointment with the police after you have completed steps 1 – 10 of registration and you have collected your BRP card. If you have not had a police registration appointment this academic year and do not have any dependants then you can book your appointment yourself by logging into My Student Life and clicking Police Registration.

If you have already had a police registration appointment this year or you need to book a family appointment then you must email ssc@manchester.ac.uk and they will either reactivate your ability to book your appointment on MyManchester or book the appointment for you (if you have dependants).

Booking an appointment

When you are extending your visa

If you have extended your visa in the UK you must check the conditions on your BRP card when you receive it as it will tell you if you need to register with the police. You must make an appointment with the police yourself within seven days of receiving your new BRP card.

If you have not had a police registration appointment this academic year and do not have any dependants then you can book your appointment yourself by logging into MyManchester, clicking the My Student Life tab and clicking Police Registration.

If you have already had a police registration appointment this year or you need to book a family appointment then you must email ssc@manchester.ac.uk and they will either reactivate your ability to book your appointment on MyManchester or book the appointment for you (if you have dependants).

Supporting documents

The registration certificate currently costs £34 (card payment only) for each person over the age of 16. You need to take the following with you when you register:

- Your passport
- Your Visa / BRP card
- A confirmation of attendance letter (issued by the University and obtained from the Student Services Centre or International Check-In or through the online booking system)
- 1 passport sized photograph
- £34 (card payment only)
- Any previous Police Registration Certificate you may have been issued
- Sponsor letter (if your tuition fees and/or maintenance is being paid by a sponsor)
- Contact details for two ‘next of kin’ (family members) who can be contacted in case of emergency
- Your completed ‘Student / Employment Information’ sheet. You should have received a copy of this form when you made your appointment. **It is important that this form is completed before you attend for your appointment.**

## Change of circumstances

You must also inform the police **within seven days** if you:

- change your UK address (this can be done at any police station if your police registration certificate was issued by Greater Manchester police)
- extend or change your immigration permission (visa)
- change your place of study
- obtain a new passport
- change your name
- change your marital status

There is no charge for these updates, but remember to take written proof of the change (eg. a letter from your accommodation provider or University).

If you leave the UK for more than 2 months but will return to the UK within 12 months, you must contact them before you leave and again when you return. If you leave the UK and do not expect to return you must return your registration certificate to the police.

You should keep your police registration certificate safe and carry it with you when you leave and enter the UK. If a police officer asks you to present your Police Registration Certificate you should be given 48 hours to evidence the same at any police station. If you lose your Police Registration Certificate, you must report it as soon as possible and get a replacement which will cost £34.

## Location

**International Visitors Information Office**  
Greenheys Police Station  
Charles Halle Road Open  
Moss Side  
Manchester  
M15 6NP