

## **Information for New and Returning Students in respect of International Visitor (Police) Registration**

### **New Students**

Certain nationalities are required to register with the police within 7 days of arrival in the UK. Students should check the stamp in their passport/ visa to see if they need to register.

They must take with them:

- their passport;
- their Visa
- one passport sized photograph;
- a copy of their original offer letter from the University; and
- £34 registration fee in cash.

### **New Scheme for September 2011**

With agreement from Greater Manchester Police we have been able to put in place a scheme for students arriving during Orientation and Welcome weeks to ensure that this process is more efficient and less stressful for the students involved.

This means that registration will be managed using a combination of scheduled appointments and drop-ins and that, most critically, students who have arranged for an appointment to register within 7 days of arrival (even if that appointment is for some months later) will be considered to be in compliance with the obligation to register.

### **Students arriving between 13 September and 23 September**

During Orientation students should book an appointment to register with the Purple People at the International Society Helpdesk.

They will be issued with an appointment card and with the application form to complete and take to the Office along with a checklist of the other documentation and payment that they need. A record will be kept of the students' names and appointment times. This list will be transferred each evening to GMP so that they can prepare an appointment schedule for the next day. Students will be informed that it is crucial that they do attend the appointment and that they cannot swop appointment times with another student. *During Orientation, students should not go to the Registration Office at Bootle Street without an appointment as they will be turned away.*

### **Students arriving before 13 September and after 23 September**

If students arrive before 13 September or after 23 September, they can either;

- Arrange their own appointment by emailing the office at [GMP.IVRO@gmp.police.uk](mailto:GMP.IVRO@gmp.police.uk). They will need to make sure that they include their full name exactly as on the passport, their visa expiry date and that they need to register as a new arrival. Once their email has been processed they will receive notification of an appointment day and time to attend.

or

- Visit the International Visitors Registration Office directly.

*Address:* International Visitors Registration Office, Greater Manchester Police, Bootle Street Manchester M2 5GU

*Tel:* 0161 856 3320/3317

*Opening hours:* Monday, Tuesday, Thursday, Friday: 8:00am – 3.45pm

*Wednesday:* 8:00am - 12 noon

Students will be asked to fill in an application form when they get to the office. They should also be aware that it is possible that they will have a long wait at the Office as a very large number of students have to register at this time.

## **Returning students**

Certain nationalities are required to register any change of address with the police within 7 days of arrival in the UK. Students should check the stamp in their passport/ visa to see if they need to register any such change. If they have moved to new accommodation (even if this is just a different room in the same hall of residence) they must go to the Police Station at Bootle Street to register with an officer there. This service is free of charge.

They must take with them:

- their passport and
- their visa
- their current Police Registration Certificate (PRC)
- proof of their address –for example, a utility bill or letter addressed to them

## **Returning students registering a change of address with the police between 13 September 2011 and 23 September 2011**

In order to make sure that all new and returning students can be seen and dealt with as efficiently as possible during the first weeks of term, returning students who are registering a change of address should go to the **main reception desk at Bootle Street and NOT the International Visitors Registration Office.**

The most efficient way to complete their registration will be to email the office at [GMP.IVRO@gmp.police.uk](mailto:GMP.IVRO@gmp.police.uk). They should be sure that they include their full name as on the passport, visa expiry date and that they require to change your address (COA). Once their email has been processed they will receive notification of an appointment day and time to attend.

If the student prefers to queue rather than wait for an appointment, the address of the station is Greater Manchester Police, Bootle Street, Manchester M2 5GU (they should use the entrance under the blue lamp)

Tel: 0161 856 3320/3317

Opening hours are Monday, Tuesday, Thursday, Friday: 8:00am – 3.45pm

Wednesday: 8:00am - 12 noon

## **Returning students registering a change of address with the police before 13 September and after 23 September 2011**

Students wishing to register outside of Orientation and Welcome weeks can email the GMP as above and request an appointment or they can go directly to the Registration Office at Bootle Street. The address and opening times are as above.

### **Key message**

In order to better manage the very large numbers of incoming and returning students GMP have confirmed that, as long as students have either,

- made an appointment to register within 7 days of arrival

or

- visited the Office and registered either as a new student or with a change of address within 7 days;

their immigration status is secure

