

### Acceptable documentation for proof of identity checks for new students

All new students are required to provide original documentation in person to confirm their identity. This document outlines what documentation is acceptable, based on a student's nationality.

Systems should be in place to ensure an ID check has been undertaken, for example by checking names on a list or making it a condition of collecting the University card.

If the student's name on their ID is different to their record, proof of the reason for this will be required, for example a marriage / civil partnership certificate, divorce document, deed poll or adoption certificate. The name on CamSIS should be updated if necessary.

Nationality	Preferred form of ID	Other acceptable forms of ID if preferred form not available
<p><b>UK</b> <i>ID check should be undertaken prior to student commencing study where possible. If a longer period is required, should be completed within 2 weeks of a student's arrival.</i></p>	<ul style="list-style-type: none"> <li>• A valid UK passport</li> </ul>	<ul style="list-style-type: none"> <li>• Current photo-card driving licence, full or provisional, issued in the UK or Ireland which includes confirmation that the holder was born in the UK or Ireland (N/K means 'not known' so would not be acceptable) and student's educational history is in the UK or Ireland.</li> <li>• A full birth certificate issued by UK authorities. This includes certificates issued in the Channel Islands, the Isle of Man or Ireland and by UK authorities overseas such as Embassies, High Commissions and HM Forces.</li> <li>• Certificate of naturalisation or registration as a British Citizen</li> </ul>
<p><b>Irish</b> <i>ID check should be undertaken prior to a student commencing study where possible. If a longer period is required, should be completed within 2 weeks of a student's arrival.</i></p>	<ul style="list-style-type: none"> <li>• A valid Irish passport</li> </ul>	<ul style="list-style-type: none"> <li>• Current photo-card driving licence, full or provisional, issued in the UK or Ireland (N/K means 'not known' so would not be acceptable) and the student's educational history is in the UK or Ireland.</li> <li>• A Foreign Birth Registration Certificate issued by the Irish authorities may be acceptable – refer to International Student Office to check.</li> </ul>

<p><b>Students with a student visa</b>  <i>Immigration checks to be undertaken prior to a student commencing study. Evidence must be scanned and uploaded onto CamSIS.</i></p> <p><i>Follow guidance provided by the International Student Office to identify relevant students and check evidence.</i></p>	<ul style="list-style-type: none"> <li>• Valid passport and</li> <li>• Evidence of student visa</li> </ul>	<ul style="list-style-type: none"> <li>• No other form of ID acceptable.</li> </ul>
<p><b>Non-UK and non-Irish with alternative immigration permission (not a student visa)</b>  <i>ID check should be undertaken prior to a student commencing study where possible. If a longer period is required, should be completed within 2 weeks of a student's arrival.</i></p>	<ul style="list-style-type: none"> <li>• Valid passport</li> </ul> <p><i>Evidence of immigration status will normally have been checked and uploaded to CamSIS as part of the admissions process, unless the International Student Office asks the College to do this for a particular student on arrival.</i></p>	<ul style="list-style-type: none"> <li>• National ID card ONLY acceptable for EU students when accompanied by a verified status under the EU Settlement Scheme.</li> </ul>

If you are unsure of a document, please use the following links for more information on how a valid document should look and what information it should contain:

- National Document Fraud Unit guide:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/503927/gov\\_uk\\_guide\\_-\\_including\\_impostors\\_270216.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/503927/gov_uk_guide_-_including_impostors_270216.pdf)
- PRADO Public record database of travel documents:  
<http://www.consilium.europa.eu/prado/en/prado-start-page.html>
- Biometric Residence Permit guide:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/261497/brp-information-leaflet.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/261497/brp-information-leaflet.pdf)