

# Welcome to Northumbria!

Complete your enrolment now

## EN: Important Information for International Students Arriving in the UK

To become fully enrolled, you **must upload your visa documents**, including your **eVisa Share Code**.

### What you need to do:

- Go to [myportal.northumbria.ac.uk](https://myportal.northumbria.ac.uk)
- Click **"Enrol"** from the main menu
- Choose **"Upload Visa Documents"**
- Upload the following:
  - eVisa Share Code** - must be 9 characters long and start with an "S" (mandatory for Student Route Visa holders)
  - Stamped Transit Visa or Boarding Pass**
  - Passport photo ID page**

### Why this is urgent:

It may take up to 5 working days\* to check your visa.

After that, it can take another 2 working days\* to:

- Access your timetable
- Use University systems
- Collect your Smartcard (your student ID)

Upload your documents **as soon as possible** to avoid delays.

### To find out more visit

[myportal.northumbria.ac.uk/enrolment](https://myportal.northumbria.ac.uk/enrolment)

## ZH

抵达英国的国际学生的重要资讯

要完全注册，您必须上传您的签证档案，包括您的电子签证共享码（如果适用）。

您需要做什么：

1 前往 [myportal.northumbria.ac.uk](https://myportal.northumbria.ac.uk)

点选主选单中的「注册」

3 选择「上传签证档案」

4 上传以下内容：

• 盖章的过境签证或过境签证贴纸（如果您透过电子门到达）

• 登机牌

• 护照照片身份证页

• 电子签证共享程式（如果适用）

为什么这很紧急？

检查您的签证可能需要长达5个工作日\*。

之后，可能需要再花2个工作日才能：

• 取得您的课程表

• 使用大学系统

• 领取您的学生证

请尽快上传您的档案，以避免延误

## AR

معلومات مهمة للطلاب الدوليين

إلى الطالب الدولي الذي وصل إلى المملكة المتحدة: لإتمام تسجيلك بالكامل عليك تحميل وثيقه فيزا وتسجيل eVisa Share Code الخاصة بك (إذا ذلك ينطبق)

ما تحتاج إلى القيام به:

• انتقل إلى الموقع: [myportal.northumbria.ac.uk](https://myportal.northumbria.ac.uk)

• انقر على "enrol" من القائمة الرئيسية

• اختر "upload visa documents"

• قم بتحميل ما يلي:

• **eVisa Share Code** - يجب أن يتكون من 9 أحرف وبدأ بحرف

"S" (الرامي لحاملي تأشيرة الطالب)

• تأشيرة العبور المخطومة أو بطاقتة صعود الطائرة

• صفحة صورة الهوية بجواز السفر

لماذا هذا الأمر عاجل:

1. قد يستغرق ما يصل إلى 5 أيام عمل لفحص الفيزا

2. وبعدها سيستغرق يومين عمل للدخول:

• لجدولك الدراسي

• لأنظمة الجامعة (وهذا سبأخر استلام بطاقتة

الطالب)

## HI

यूके आने वाले अंतरराष्ट्रीय छात्रों के लिए महत्वपूर्ण जानकारी

पूरी तरह से नामांकित (enrolled) होने के लिए, आपको अपने वीजा दस्तावेज़ अपलोड करने होंगे, जिसमें आपका eVisa शेयर कोड (यदि लागू हो) भी शामिल है।

आपको क्या करना है:

- [myportal.northumbria.ac.uk](https://myportal.northumbria.ac.uk) पर जाएं
- मुख्य मेनू से "Enrol" पर क्लिक करें
- "Upload Visa Documents" विकल्प चुनें
- निम्नलिखित दस्तावेज़ अपलोड करें:
  - eVisa Share Code** - यह 9 अक्षरों का होना चाहिए और "S" से शुरू होना चाहिए (Student Route Visa धारकों के लिए अनिवार्य)
  - मुहर लगी ट्रांज़िट वीजा (**Stamped Transit**) Visa या **Boarding Pass**
  - पासपोर्ट (Passport)** के फोटो ID पेज की कॉपी

यह क्यों जरूरी है:

- आपके वीजा की जांच में 5 कार्यदिवस तक लग सकते हैं।
- उसके बाद, निम्नलिखित सुविधाओं के लिए 2 अतिरिक्त कार्यदिवस तक लग सकते हैं:
  - आपका टाइमटेबल देखना
  - यूनिवर्सिटी सिस्टम्स का उपयोग करना
  - स्मार्टकार्ड (छात्र पहचान पत्र) प्राप्त करना

देरी से बचने के लिए अपने दस्तावेज़ जल्द से जल्द अपलोड करें।

## MS

### Maklumat Penting untuk Pelajar Antarabangsa yang Tiba di UK

Untuk mendaftar sepenuhnya, anda mesti memuat naik dokumen visa anda, termasuk \*eVisa Share Code\* (jika berkenaan).

Apa yang anda perlu lakukan:

Pergi ke [myportal.northumbria.ac.uk](https://myportal.northumbria.ac.uk)

Klik **"Enrol"** dari menu utama

Pilih **"Upload Visa Documents"**

Muat naik dokumen berikut:

- \* **Stamped Transit Visa**\* atau **Transit Vignette**\* (jika anda tiba melalui \*e-gate\*)
- \* **Boarding pass**\*
- \* Halaman ID foto passport
- \* **eVisa Share Code**\*

### Mengapa perkara ini penting:

Semakan visa anda mungkin mengambil masa sehingga 5 hari bekerja\*.

Selepas itu, ia mungkin mengambil masa tambahan 2 hari bekerja\* untuk:

- \* Akses jadual waktu anda
- \* Menggunakan sistem Universiti
- \* Mengambil \*Smartcard\* anda (kad pelajar anda)

Muat naik dokumen anda secepat mungkin untuk mengelakkan kelewatan.

# VISA VERIFICATION AND ENROLMENT

- After uploading your visa documents, it may take up to **5 working days\*** for verification. We will contact you via your University email if any further information is required.
- You are not fully enrolled until you receive a confirmation email to your University account.
- Once fully enrolled, please allow up to **2 additional working days\*** to access your timetable, University systems, and to collect your Smartcard (student ID).

## Your Timetable

- To ensure you don't miss any of Welcome and Induction Week, check your timetable as soon as possible. It includes details of University Welcome Events and your mandatory Programme Induction. **If your timetable is not visible by your programme start date, please contact Ask4Help.**

## Your Smartcard (Student ID)

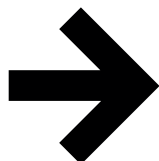
- **City Campus Students** - Collect your Smartcard from Study Skills 1, Library Building on 19 or 22 January 10am-3pm. After 22 January, collection is available from the Ask4Help Desk (open 24/7 during term time).
- **Coach Lane Campus Students** - You will receive your Smartcard during your DBS session. If you miss this, or don't have a DBS session, collect it from the Coach Lane Ask4Help Desk Monday-Friday: 8am-8pm, Saturday-Sunday: 9am-5pm.

# VISA VERIFICATION TIMELINE

As soon as you arrive in the UK



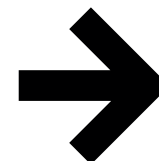
Upload your visa documents  
and eVisa Share Code



Up to 5 working days later\*



Confirmation of enrolment sent  
to your University email



Up to 2 working days later\*



Access your timetable, University  
systems and collect your Smartcard



Check your email regularly in case we need more information about your visa.

\*Please note that, due to factors beyond the University's control visa processing, access to your timetable, University systems and Smartcard may take longer than stated.



## Need help? Contact Ask4Help

Online at [myportal.northumbria.ac.uk/help-and-support](https://myportal.northumbria.ac.uk/help-and-support)

In person at City Campus - Student Central, Library Building, NE1 8ST

In person at Coach Lane Campus - Coach Lane Library, NE7 7XA

By telephone +44 (0)191 227 4646

## To access Campus Maps visit

[myportal.northumbria.ac.uk/maps](https://myportal.northumbria.ac.uk/maps)