Northumbria University
NEWCASTLE

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GETTING STARTED AT NORTHUMBRIA

HOW TO ENROL

A guide for International Students

I AM NORTHUMBRIA
I AM NORTHUMBRIA

Enrolling or re-enrolling on your programme is a mandatory requirement for both the University and the UKVI. You must enrol on your course before the enrolment deadline stated on your CAS (Confirmation of Acceptance for Studies). Your enrolment is only complete once your visa has been verified. Here are the steps to show you how.

PLEASE NOTE: If you are starting your programme as a blended learner, you will begin study immediately following pre-registration, but must comply with these requirements as soon as you are in the UK. Students on campus should follow all steps below.

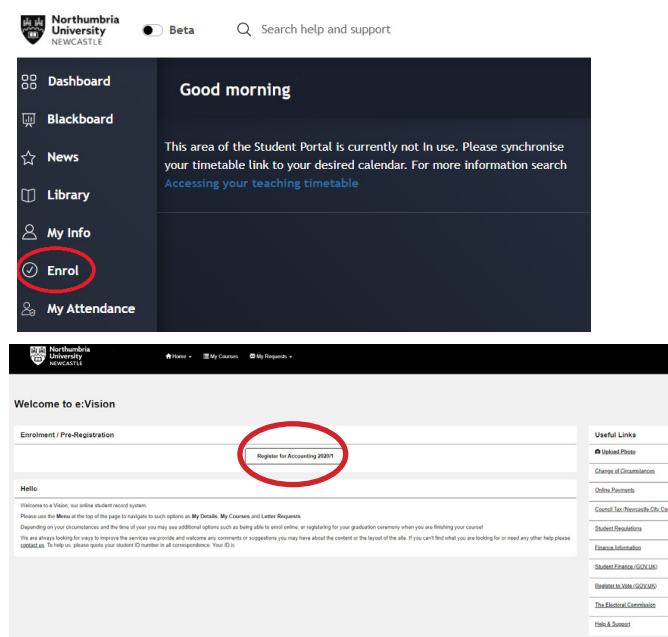## STEP 1: Ensure your have everything you need to hand

To complete this task, you will need the following information and documents. This is based on the kind of visa you hold.

- **Your Northumbria username and password:** These details were sent to you in your enrolment email

- **Your visa documentation:** This is based on which type of visa you hold - see page 3

- **A copy of your passport**

- **A digital, passport style photograph for your student Smartcard**

STEP 2: Log on to your Student Portal

You can access your Portal at myportal.northumbria.ac.uk

- **Log in using your Northumbria username and password**

- **Click 'Enrol' on the left menu**

- **You will see a screen like this one** ⟶

- **Click 'Register for [programme] 2021/22'**

STEP 3
Enter the details you are asked for

This includes your personal details, term-time address and confirming your programme details.

You will be asked to Upload Visa Documentation, based on the type of visa you hold. Please upload the following documents as soon as you arrive in the UK:

Students studying on a Student Visa, should upload:

- Front and back of BRP card (if collected). If you are collecting your BRP from a Post Office but have not yet done so, please ensure you upload a copy when you have it

- A copy of stamped transit vignette (the visa inside your passport). Please upload after UK arrival, as it will now have a UK entry date stamped on it from border control

- If you arrived via an e-gate, please upload your transit vignette and boarding pass to evidence your UK arrival date

- Copy of your passport

Students studying on a visit visa, should upload:

- Copy of entry stamp and boarding pass

- Copy of your passport

Students studying on a non-student visa, should upload:

- Copy of relevant immigration permission (i.e. BRP card and transit vignette, if applicable)

- Copy of your passport

Please allow up to five working days for completion of checks following upload of the correct documentation.

Examples of documents that should be uploaded:

Stamped transit vignette: Ensure the UK entry date stamp is visible

Front and back of BRP card

Continue to enter the details you are asked for

- This includes uploading a passport style photograph for your student Smartcard. You can read more about the requirements for this photograph on our website.

- You also need to read and accept Northumbria's Student Regulations

- If you need to amend or query any details, you can do so by selecting the section you need to change (see picture opposite).

Programme Details

ℹ Please tick the incorrect item and add a comment in the relevant box. You will only be contacted if your student record needs to be updated.

		Tick
Student Number		
Faculty		☐
Programme of Study		☑
Add your comment here		
Programme Year		☐
Programme Start		☐
Attendance		☐
Location of Study		☐

Go Back   Submit

Information for continuing students: Re-enrolment

- You must remember to re-enrol onto your course at the start of every academic year

- Failure to re-enrol onto your course, may result in sponsorship withdrawn and your visa curtailed

- To complete the re-enrolment task, please re-accept the Student Regulations. If you have a new passport or visa, please upload these documents.

If you need help:

Submit an enquiry to Ask4Help via your Student Portal
myportal.northumbria.ac.uk/help-and-support

Or ask on campus where you see this sign:

ASK 4HELP

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