



Police Registration Policy

- Students from certain countries or territories (as listed in Appendix 2 of the Immigration Rules) who have been granted limited leave to enter or remain in the UK for longer than 6 months **must** register with the police.
- All students who must register with the police are given information on where, when and how to do this via email as per the below:

Hello,

As part of your visa responsibilities, you will need to register with the local police. You must do this within 7 days of your arrival in the UK.

To do this, you will need to log on to The Avon and Somerset Police website, here <https://www.avonandsomerset.police.uk/services/foreign-national-registration/>

You must then create an online account and fill in the online registration form. To do this, you will need:

- *your personal details, UK address (and postcode) and your contact details*
- *a family member's details (if applicable)*
- *your passport and your Visa/travel details*
- *your study details*
- *the ability to upload a passport style photograph*

*When you have completed the registration you will be required to **make an appointment** to register with the police in person.*

Our nearest police registration office is a short walk from Abon House:

Clifton Foreign National Registration Unit

2-10 Kings Parade Mews

Clifton

Bristol

BS8 2RE

01278 645594

Opening hours: Monday to Thursday, 08:30 - 12:45 and 14:00 - 15:15; Friday, 08:30 -12:00

*When you go to meet the police, you **must** bring your:*

- *passport*
- *biometric residence permit (if you have one)*
- *UK Visas and Immigration decision letter*
- *£34 registration fee in cash*



The police will then issue you with a Registration Certificate. We will need a copy of this, so please remember to bring it to the school office when you have it. You must also remember to report to the police and tell them if you change your address at any time. You will then need to take your certificate with you to do this.

If you have any questions about this or need any help, please come to the school office.

- Once the student has registered with the police and received their police registration certificate, we take a photocopy of this and file it in the student's booking.

When students arrive, an administrator will make a note of those who must register with the police (as recorded in the entry visa vignettes of the relevant students) and email the student to notify them of this requirement.

The status of the student's police registration is entered onto the database, and administrators chase up students who have yet to bring their certificates. We then store a copy securely in the student's enrolment folder in electronic format.

We notify students that they must have their police registration certificate with them at all times.

We also tell them that they must notify the **police and school** if they change their mobile telephone number or address.