

POLICE REGISTRATION 2009 INSTRUCTION SHEET

PLEASE NOTE THERE IS A CHARGE OF £37 FOR POLICE REGISTRATION

**Appointments can be made at the Student Services Centre, B37, Highfield or
telephone 023 8059 9599**

**PAYMENT MUST BE MADE IN FULL, WHEN MAKING YOUR APPOINTMENT, BY
CASH, CHEQUE OR CREDIT CARD AT THE STUDENT SERVICES CENTRE, B37**

Students and any dependants aged 16 or over who are required to register with the police will have the following conditions endorsed on their UK visa or residence permit in their passport:

The holder is required to register at once with the Police,
Register with the police within seven days

**APPOINTMENTS WILL BE HELD IN THE COMMITTEE ROOM, STUDENTS
UNION BUILDING 42 (LEVEL 2) NEXT TO THE ACCOUNTS OFFICE**

YOU MUST BRING THE FOLLOWING:

- **Your passport**
- **Two passport size photographs (these can be obtained from the machine situated behind the reception desk in Students Union (Building 42))**
- **Your receipt, confirming payment of your registration fee**
- **Your offer letter from the University or proof that you have registered on your course**

Please note that anyone required to register with the police must attend in person. If you turn up without an appointment you will not be seen.

Those who are unable to register on these days will need to make an appointment at Police Headquarters in Winchester. Please ask for a leaflet about how to do this from the Student Services Centre. Or refer to our website at www.soton.ac.uk/visa

**WHEN BOOKING YOUR APPOINTMENT FOR POLICE REGISTRATION,
WE WILL NEED THE FOLLOWING INFORMATION WRITTEN CLEARLY
BELOW:**

NAME _____

UK ADDRESS AND POSTCODE _____

DATE OF BIRTH _____

NATIONALITY _____

YOUR COURSE DETAILS _____

MOBILE TELEPHONE NUMBER _____

EMAIL ADDRESS _____