

YOUR ENROLMENT GUIDE

# Right to study checks

Bring the right ID to enrolment and you are one step closer to starting your course. This guide shows you exactly what to bring.

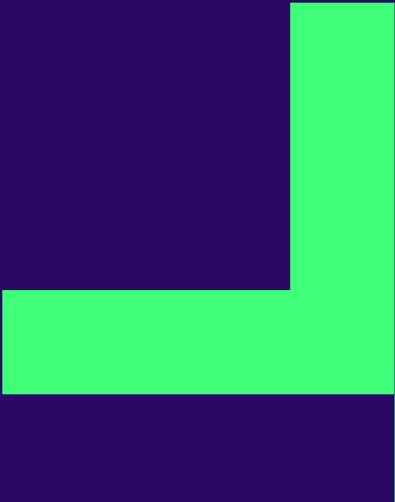
## Two things every document needs

- 1 It must be in your name.
- 2 Any photo on it must clearly look like you.

## Find your list

|    |                                |        |
|----|--------------------------------|--------|
| 01 | I was born in the UK           | Page 2 |
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It starts with you.



# Born in the UK

Most people born in the UK only need one document. Bring one from the first list if you can.

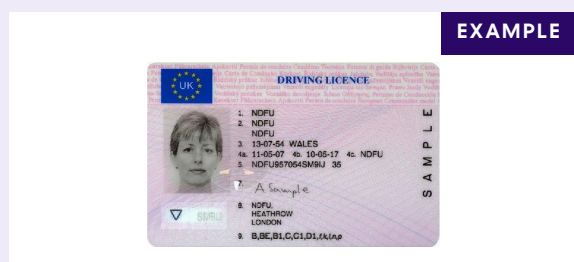
## Bring one of these



EXAMPLE

### UK passport

Expired UK passports are fine.



EXAMPLE

### UK driving licence

Full or provisional.

## Or one of these

UK birth certificate

Ages 16 to 18 only

Education, Health and Care Plan (EHCP)

Pathway Centre students aged 19 to 24 only

Exam certificate

Ages 16 to 18 only

Looked after child letter

### Not on the list?

Check page 5 for the documents we cannot accept. If you are still unsure, email the Student Engagement Team before you come in at

[college.enquiries@barnetsouthgate.ac.uk](mailto:college.enquiries@barnetsouthgate.ac.uk)

# Born in the EU or EEA

Not sure if your country is in the EEA? Check the full list at [gov.uk/eu-eea](https://gov.uk/eu-eea)

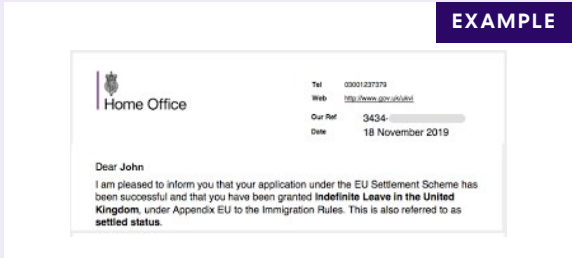
## Bring one of these



**EXAMPLE**

**EU Settlement Scheme status**

Settled status (indefinite leave to remain) or pre-settled status (limited leave to remain), shown live on your phone or as a screenshot.



**EXAMPLE**

**EU Settlement Scheme letter**

The Home Office letter confirming your status under the scheme.

## Show us your status, not a share code

We cannot accept a share code. Log in to your account and show us the live page on your phone, or bring a screenshot of it.

## Or one of these

UK passport

Expired UK passports are fine

Irish passport

Education, Health and Care Plan (EHCP)

Pathway Centre students aged 19 to 24 only

Exam certificate

Ages 16 to 18 only

Looked after child letter

Born in the EU or EEA? A UK driving licence will not count as your ID. See page 5.

# Born somewhere else

This list is for you if you were born outside the UK, the EU and the EEA.

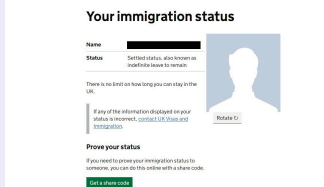
## Bring one of these



**ARC card**  
Your Application Registration Card.



**Biometric Residence Permit**  
Your BRP card.



**eVisa**  
Shown live on your phone or as a screenshot.

## Show us your eVisa, not a share code

We cannot accept a share code. Log in to your account and show us the live page on your phone, or bring a screenshot of it.

## Or one of these

Certificate of naturalisation

Dependant eVisa

Bring your dependant ID with it

Family reunion eVisa

Bring your dependant ID with it

Home Office letter

No more than 12 months old

Pre-settlement visa (non-EEA)

Letter version

UK passport

Expired UK passports are fine

UK driving licence

Education, Health and Care Plan (EHCP)

Pathway Centre students aged 19 to 24 only

Exam certificate

Ages 16 to 18 only

Looked after child letter

# Documents we cannot accept

These do not prove your right to study, so leave them at home and bring a document from your list instead.

01 Student visas

02 EEA passports and ID cards

03 UK travel documents and UK entry clearance

04 Aspen cards

05 Bank cards

06 Freedom passes and bus passes

07 Marriage certificates

08 Solicitors' letters

09 ARC bail letters (liable to be deported or detained)

10 A UK driving licence, if you were born in the EU or EEA

## Has your ID run out?

Expired UK passports are always fine. For other expired ID, including an eVisa, we look at each case individually. Bring an up-to-date Home Office letter that shows you are renewing it.

## Ready for enrolment? Check before you come in

✓ My document is on the list for where I was born

✓ Any photo on it clearly looks like me

✓ I have my National Insurance number, if I am 19 or over

✓ It is in my name

✓ I can show my status live or as a screenshot, not a share code

✓ I have brought any extra ID my document needs

# Your National Insurance number

If you are 19 or over, you need to give us your National Insurance (NI) number when you enrol. It makes sure your course is funded properly, so you are not charged the full fee.

## Why we ask for it

### To check your funding

It links to your learning record and shows you meet the criteria for the Adult Skills Fund, which pays for all or part of your tuition.

### To confirm your work status

Many courses are fully funded (free) if you are unemployed or earn below a set income. Your NI number helps confirm this.

## When you do not need one yet

### Asylum seekers

You are not usually expected to give an NI number. You can get funding for your course if you have been in the UK for at least 6 months and are waiting for a decision on your claim.

### Ukraine schemes

If you are here under a Ukraine scheme, such as the Ukraine Family Scheme or the Ukraine Permission Extension Scheme, you do not need one when you enrol.

## How to get your NI number

- 01 Apply online** through the official GOV.UK service as soon as you can.
- 02 Prove who you are** with digital photos of your ID, such as your passport or BRP.
- 03 Look out for your number.** It usually arrives around 4 weeks after you prove your identity.

From Ukraine? Your NI number may already be in your eVisa account or printed on the back of your BRP.

## Questions? We are here to help

Email the Student Engagement Team and we will help you work out what to bring.

[college.enquiries@barnetsouthgate.ac.uk](mailto:college.enquiries@barnetsouthgate.ac.uk)