

Purpose of Document:

Now that the Covid Concessions are being phased out and with the re-introduction of in-person enrolment/registration, this document is designed to support staff conducting compliance checks during enrolment (student registration) and at the beginning of each academic semester (census checks). It outlines those documents you will see as evidence and what to do with those documents upon examination. It also guides you when re-enrolling students throughout various check points during the academic year. As some colleges may be conducting online and/or in-person enrolment, this guidance outlines processes for both online and in-person enrolment modes.

Online document checks concession is currently in place until **30 September 2022**, which means that any online right to study checks completed after that date must be followed up with in-person document checks and scanning.

Any incomplete online checks conducted within the concession timeframe must be followed up in person to have outstanding documents scanned, saved and logged in College's database (for example if the student's BPR was delayed and you have agreed for them to provide this at a later set date).

Note: Once you are confident that all relevant checks have been completed, and that the appropriate documents have been scanned, the student's 'Can Register' tick-box needs to be ticked on the Enrolment Details panel and the date of entry into the UK to the 'Arrival Date' box. This process will then allow the student to complete their portal registration.

Summary:

1. In Person Document Scanning/Online enrolment document checks

2. Re-Enrolment – Returning Students

3. New Students

- **Passports (valid ID)**
- **Academic and English Qualifications**
- **Proof of UK Address**
- **Guardianship Details (where relevant)**

4. Additional Documents - Student Visa Route (SVR) Students

- **Entering through E-Gates**
- **eVisas and EUSS digital status**
- **Entry Clearance Vignette**
- **Biometric Residence Permits (BRP's)**

1. Document checks:

In-person document scanning

- Ensure that the full document is visible within the scan.
- If a document includes a hologram that is obscuring the photo (for those colleges that use mobile devices for scanning), try holding the document at a different angle.
- Include your staff ID card in the scan where possible.
- If the document is two-sided, we'll need both sides. This is especially important for BRPs.
- Check if all the details on the documents match against other documents provided. (E.g., Are all the names the same and spelled correctly on the qualifications, BRP, passport and ECV, etc.)

Document checking through a virtual platform

- Request the document is held to the screen with all relevant details clearly visible
- If a document includes a hologram that is obscuring the photo request the student hold the document at a different angle
- Compare documents seen to those already held on file (e.g., admissions documents). Where we do not hold a copy in the student's eFile, ask for it to be emailed through to you so that it can be saved on the student's eFile.
- If the document is two-sided, we'll need both sides. This is especially important for BRPs.
- Check if all the details on the documents match against other documents provided.
- (E.g., Are all the names the same and spelled correctly on the qualifications, BRP, passport and ECV etc.)

Incorrect documents:

In the first instance please report all incorrect documentation (errors, missing information, suspicion of fraud etc.) or non-standard documentation to the Admissions team as soon as possible. Where documentation is missing please arrange for the student to return with the correct documentation before fully enrolling the student. Please follow your College's 'temporary enrolment' procedure, confirm the time scale the student has to produce the absent documentation. Please make sure this is followed up in a due course and that once documents are provided, you verify them and make records on Navigate.

2. In-person Re-Enrolment – All Returning Students

Students that are re-enrolling (returning students) do not have to show any identification or immigration documentation as this would have been checked and verified when first enrolled (registered), however, you should verbally ask the student to confirm whether they continue to hold their current visa (where applicable).

During re-enrolment you should be looking to:

- **Confirm contact details:**

a. Ask the student if they have a new mobile phone number. If yes, add this to Navigate under the Student Contact Details panel as a 'Cellphone' number. You may wish to clarify if they still use their old mobile number (if listed under Student Contact Details) and if not make the old number inactive by unticking the 'Active' box. Do not delete an old number!

b. Check if the student has a home phone number for the location they are currently in. You may wish to confirm the details we may have for them under the Student Contact Details panel listed as 'Phone' number. Again, activate or deactivate new and old numbers as necessary.

c. Ask the student if they have any additional contact phone numbers they would like to add either for themselves or a family member (consent permitting).

d. Ask the student where they are currently living and/or are likely to study for the semester. Does this match what we have on the Student Contact Details panel? If not, either update existing details or add a new 'Permanent Home Address' and update the relevant spreadsheet.

- **Semester Programme outline** (engagement expectations)

Returning students will need to have it clearly outlined to them the expectations for the new semester and programme schedule. This should include how the programme will be delivered and how students will be monitored. It is important to highlight that face-to-face/on-campus teaching has returned fully, and students are required to attend all classes in-person, and should inform relevant college members if they cannot attend and for what reason.

- **Support, guidance, and communication channels**

Students will need to know who to contact for all College and Academic Service issues, including engagement, updating contact details, academic queries and resources etc. The welfare of the student will remain as important as ever so confirming with the student who to contact, with availability, will be beneficial during this transition.

3. New Students

Passports

- Does the photo on the passport reasonably match the person you are enrolling?
- Does the passport match the passport we hold on the Admissions e-file?
- Do the student's details match their other documents, such as their qualifications?
- Does the student's DOB match our Navigate DOB?
- Are there any endorsements on the passport that we should be aware of?



For most students, a passport will already exist on Navigate under the **Student Document Details** panel (entered during admission).

If there is no passport evident you will need to add one by clicking the '+New' and selecting 'Passport' from the drop-down list. Add all relevant details from the passport.

In both scenarios above you will be required to update and verify the accuracy of all sections of the passport, including:

- ID number, status, nationality on document and passport country of birth.
- Active from and until fields (passport issue and expiry dates)
- You will need to verify you have virtually seen the passport by adding your full name and the date you saw the passport to the 'Verified By' and 'Verified Date' fields.

- If it is not already linked to the CAS (SVR students), please link it by clicking the plus '+' icon beside the CAS and select 'link to existing document'.
- If the student is providing a new passport, do not overwrite the details in the passport, but instead create a new passport document (again, link to the CAS where applicable) ensuring that all fields are complete as far as possible. Set the old passport to 'Expired'.

Type	Passport		
ID/Number	123456789		
Status	Current	Cohort	Select
Issued Date	01/08/2017	Issued Place	Playa Del Carmen
Active From	01/08/2017	Active Until	18/06/2022
Passport Country of Birth	Togo	Passport Place of Birth	French Polynesia
Issued Country	Mexico	Nationality on document	Luxembourg

Save Cancel

Proof of UK Address

- Does the student's proof of address contain the full postal address?
- Is it either a tenancy agreement, recent bill, or letter from the landlord (this could be a family member or friend if they are living with them) confirming the full address and duration of the student's stay?
- Do we have at least one Active Email and Cellphone?

Type Name	Value	Active?
Email	@learning.icrgu.navitas.com	<input checked="" type="checkbox"/>
Cellphone		<input checked="" type="checkbox"/>
Phone		<input checked="" type="checkbox"/>
Street Address		<input checked="" type="checkbox"/>
Cellphone		<input checked="" type="checkbox"/>
Email		<input checked="" type="checkbox"/>
Email		<input type="checkbox"/>

UK Addresses are added through the Student Contact Details panel in either the Offers or Enrolment work area. To add a new address, click +New, and ensure that you choose 'Street Address' – this is extremely important!

Then complete all relevant fields, including the Active From, Active Until, Accommodation Evidenced, Verified By and Verified Date fields. If you do not have an Active Until because the student's tenancy does not have a specified end date, then select the last day of the semester, to ensure that we remind the student to provide new evidence for their next semester. Then press Save.

Student Contact Details + New Ranks Controls

Details

Copy an existing address

Building

Unit

Street Number

Street

Postal Delivery Information

Locality

Region

Postcode

Country

Status

Active From Active Until Bounced

Number of contacts failed Date/Time last contact failed

Demographics

Mail Sort Code

Accommodation Details

Accommodation Evidenced Verified By

Verified Date

UK Guardianship Details (Students under 18 or in other relevant circumstances)

- Do the student’s guardianship details match those on the Acceptance Form?
- Do we have at least one phone number, in addition to the Guardian’s address and, where possible, email?
- Is the UK Guardian that has been put forward, an acceptable Guardian? For instance, University friends would not usually be considered acceptable.

The UK Guardian details are added to the student’s Relations in the Relations panel. This is available in the student’s Enrolment Home tab. To add the relation, click New, and enter their first name, surname, Relation Type (Guardian or Legal Guardian dependent upon their status), and whether the student wishes to share their data with them (this should be set to ‘No’ if we are unsure), and then click Save.

Relations + New

User Information

First name

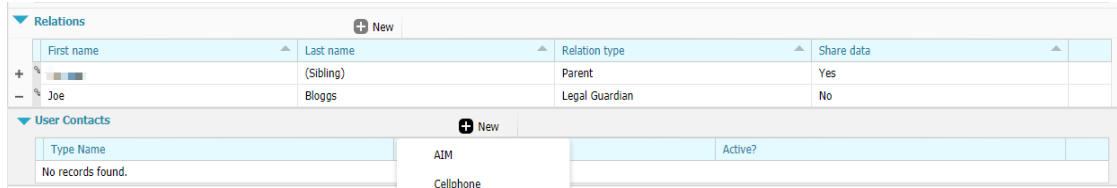
Last name

Relation type

Share data

Save Cancel

Next, click the plus '+' icon beside the relation, and click 'New' to enter their contact details. The Active Until date should be set to the end of semester so that the contact details are checked with the student in the next study period. Then click Save.



The screenshot shows two sections of the Navitas system interface. The top section is titled 'Relations' and contains a table with columns: First name, Last name, Relation type, and Share data. There are two rows of data. The first row has a plus sign icon to its left, and the second row has a minus sign icon. The bottom section is titled 'User Contacts' and contains a table with columns: Type Name, AIM, and Active?. Below the table, it says 'No records found.' and there are labels for 'AIM' and 'Cellphone'.

First name	Last name	Relation type	Share data
	(Sibling)	Parent	Yes
Joe	Bloggs	Legal Guardian	No

Type Name	AIM	Active?
No records found.		

4. Additional Documents – Student Visa Route

It is important to check SVR students' UK entry date to make sure that they have entered the UK during their visa validity period. This can be found on their Entry Clearance Vignette (ECV) in their passport.

Note: Students who have received an eVisa have a digital proof only and do not have an ECV on their passport, but they may have an arrival stamp at the back of their passport.

Student will not have an entry stamp, if entered the UK through eGates. Nationals of these countries can use automated e-Passport gates ('e-Gates') to enter the UK:

- EU/EEA and Swiss nationals (with chipped passport)
- Australia
- Canada
- Japan
- New Zealand
- Singapore
- South Korea
- United States of America

Actions:

Any student without a dated entry stamp found on their ECV or at the back of their passport if granted eVisa, will need to evidence travel to confirm they have arrived during their validity period (valid from date as detailed on their ECV or eVisa).

Students who have entered before the valid from date will not have activated their Student visa conditions and instead have visitor conditions. If you find this to be the case, please do not enrol. Contact Europe.compliance@navitas.com for further advice.

What should I ask for?

Please request to see other evidence, including, but not limited to, travel tickets or a boarding pass in paper or electronic form. Make a record of the date that the student entered the UK on Navigate, but do not have to retain evidence of the date on student's e-file.

If a student is unable to prove entry in this way they will need to be advised to return to the port of entry and request a stamp to confirm entry – validating their visa. Alternatively, they may need to leave the UK and re-enter, ensuring that they have sufficient evidence of this.

SVR eVisas and EUSS Digital Status

EEA nationals with a chipped passport who have applied for Student Visa route or EUSS will receive a digital immigration status only, which means that the student does not carry any physical immigration permission. It is important to conduct a Right to Study check and save the proof on student's efiles. The process is outlined below:

- Ask the student to create a share code by logging into [View and Prove service](#), they must select the reason as 'something else', do not accept codes generated for other purposes. Once they have seen a preview of their status that will be shared, they need to click 'create share code'. They can send it to you over email or tell you the code.
- Enter student's code and date of birth here to access their eVisa/EUSS digital permission: [Check someone's immigration status](#)
- Extract the record of their status as a PDF and save it in the student's e-file.

Troubleshooting:

To log into 'View and Prove' service, the student needs:

- Details of the identity document they used when they last applied. If log-in fails, check if they are attempting a sign-in with the correct ID details.
- Do they have access to the mobile number or email address used when you last applied? They will then be sent a code for signing in.

If any of the details are incorrect or log-in fails, then the student should contact the UKVI Resolution Centre (Students with an EUSS Status).

What to check on an SVR eVisa, from top to bottom:

- Check the student's name and photo, do the details match other documents?
- Valid From and Valid Until dates – did the student enter the UK during the validity period? Does the visa cover the duration of their course?
- Visa Type: Student (not 'Child Student')
- Reference number is the same as Document ID, make a note of it on Navigate
- Visa Conditions – are there any errors?

Home Office [Check someone's immigration status](#)

Their immigration status

Name: [REDACTED]

Status: Student

Valid From: 24 June 2021

Valid until: 7 September 2023

Summary of what they can do in the UK

They can live in the UK until the expiry date.

As a student, they can study. This must be in line with the conditions listed in the decision (or grant) notice they received from UK Visas and Immigration.

Things they cannot do

They cannot:

- study at an academy or state school
- get public funds

Details of check

Organisation or company: SAE Education Ltd	Job title of checker: SEO Academic	Purpose of check: University check
Date of check: 7 July 2021	Reference number: SC [REDACTED]	

Key differences from ECV/BRP:

- No defined working hours, please select '20 working hours' for Undergraduate students when updating Navigate records.
- No record of Sponsor Licence number

Please enter the SVR eVisa into Navigate:

- Find the student's CAS, open the CAS and update the Visa Outcome to 'Successful', and save.
- Then click + icon next to the CAS to open the support documents panel.
- Next, click + New -> Visa -> eVisa.
- Then, complete all relevant fields including a status of Current, the correct Visa Type, and Visa conditions – when verifying a digital status, this includes completing the Verified By with your full name, and Verified Date with the date of verification.
- Then press Save.

Status under EUSS – general information.

You will see 2 types of permissions under EUSS: Settled or Pre-Settled. A status under EUSS allows EU/EEA citizens who have resided in the UK before the end of Brexit transition period, to live, work and study in the UK.

Pre-Settled status is valid for 5 years from the date of issue, Settled status has no limit.

What to check on an EUSS Status, from top to bottom:

- Check students name and photo, do the details match other documents?
- Valid From and Valid Until dates – Does the status cover the duration of their course?
- Reference number is the same as Document ID, make a note of it on Navigate

Please enter the SVR eVisa into Navigate:

As no CAS required for EUSS, please enter as a standalone document:

- In Student Document Details tab click + New -> Visa -> EUSS Settled or Pre-Settled
- Then, complete all relevant fields including a status of Current, when verifying a digital status, this includes completing the Verified By with your full name, and Verified Date with the date of verification.
- Then press Save.

ECV – Entry Clearance Vignette

What to check on an EUSS Status, from top to bottom:

- Document ID – top right
- Valid From and Valid Until dates – when does it expire?
- Visa Type SVR: D - Student;
Visa type Tier 4 (returning students): Tier 4 General Student
- Sponsor's license number in observations.
- Visa Conditions – are there any errors?



To enter the ECV into Navigate:

- Find the student's CAS, open the CAS and update the Visa Outcome to 'Successful', and save.
- Then click + icon next to the CAS to open the support documents panel.
- Next, click + New -> Visa -> Entry Clearance Vignette.
- Then, complete all relevant fields including a status of Current, the correct Visa Type, and Visa conditions – when verifying an original, this includes completing the Verified By with your full name, and the Verified Date with the date of verification.
- Then press Save.

Type	Entry Clearance Vignette		
ID/Number	00123456		
Status	Current	Status Reason	
Cohort	Select		
Visa Type	VT-B Tier 4 (Uni)		
NQF/SCQF Level	NQF 6	Working Hours	Unknown
Police Registration Cert Needed?	Yes	BRP Decision Letter Received?	Received
Verified By	Jack Rivers	Verified Date	29/08/2017
Issued Date	01/09/2017	Issued Place	Nassau
Active From	01/09/2017	Active Until	01/10/2017
Visa Amendments		BRP Collection Location	University
		Date Visa Curtailed	
		Issued Country	Bahamas

Save Cancel

Visa/Biometric Residence Permit (BRP)

What to check on a Visa/BRP, from top to bottom:

- Document ID – Top Right
- Full name – Does this match the student's passport?
- Valid From and Valid Until dates – when does it expire?
- Visa Type: All our Sponsored Students should be 'Student' or Tier 4 (General) for returning students.
- You will see other visa types – e.g. Skilled Worker Dependent, ILR.
- Visa Conditions – does the Student Visa BRP cover the duration of their course + 4 months? Has the student been granted working hours? (up to 20h/pw term time for Undergraduate Students)
- Are any amendments are required?
- Checking the reverse side, does the student's details match their passport?

If you notice any errors on the visa, be sure to note these in the Visa Amendments field and

Type	Visa/BRP		
ID/Number	G123456		
Status	Current	Status Reason	
Cohort	Select		
Visa Type	VT-B Tier 4 (Uni)		
NQF/SCQF Level	NQF 6	Working Hours	20
Police Registration Cert Needed?	Yes	BRP Decision Letter Received?	Received
Verified By	Jack Rivers	Verified Date	30/08/2017
Issued Date	24/08/2017	Issued Place	San Jose
Active From	31/08/2017	Active Until	28/08/2020
Visa Amendments			
BRP Collection Location	University		
Date Visa Curtailed			
Issued Country	Costa Rica		

Save Cancel

then work with the University to get these rectified.

Police Registration Certificates

TERMINATION of Police Registration Scheme for International Students

Following the recent UKVI announcement, as of the 4th August 2022, the Police Registration Scheme has been **abolished**.

All international students from relevant nationalities, who were required to register with the police under the UKVI immigration rules, are **no longer required** to do so from this date.

The changes apply to those who have already registered with the police and who have a condition to register with the police listed as part of their leave to enter or remain in the UK. In addition, they will **no longer be required** to communicate any updated personal details with the police.