REGISTRATION

Identification (ID) and Qualification Checks

If you are a new student you will need to formally register with the College. You only need to do this once before you commence your programme of study. You do not need to register again, but you will need to enrol and make arrangements to pay your fees at the start of each academic year. To register you are required to provide appropriate documentation to confirm your identity and that you are eligible to study in the UK as well as details of the qualifications you hold for entry to your chosen programme of study.

ID Check (Applies to enrolment for both full programme and modular students)

The College is required to ensure that all students studying on our premises have the right to study in the UK and in order to complete registration you must provide an accepted form of photographic identification, normally a valid passport. If you do not hold a valid passport we may also accept the following documentation for UK, EU/EEA and Swiss nationals: a UK/EU photo driving licence or an EU National Identity Card together with your birth certificate/naturalisation certificate. If you are not a UK, EU/EEA national you must also provide visa documentation to confirm you have valid leave to remain in the UK. Further information on acceptable forms of ID documentation and other documentation, which may be required, can be found within our Student ID Flowchart.

Your ID documentation should be uploaded when you apply, or if after you have submitted your application, via the Birkbeck Applicant Portal: http://www.bbk.ac.uk/applicantportal. You can do this by photographing or scanning your ID documentation and uploading the image. If you have difficulties using the Portal upload facility you may also email your documents to idcheck@bbk.ac.uk. Please ensure you include your Birkbeck reference number and ‘ID Documents’ in the header of your email. Your reference number should always be included in any correspondence you may have with the College.

Your registered name as confirmed in your ID documentation will be used in all correspondence and will appear on the final award certificate, if you are successful.

Qualification Check (Applies to enrolment for full programme students only):

UCAS applicants taking A levels, Access courses, IB and BTEC courses will normally have their qualifications verified by UCAS during the summer results period and we accept this as confirmation of results without further scanned documentation. If you applied directly to the College for a part-time undergraduate programme your copy qualification documentation should be uploaded when you apply, or if after you have submitted your application, via the Birkbeck Applicant Portal: www.bbk.ac.uk/applicantportal. If you have been accepted without any formal qualifications you are only required to provide ID documentation in order to register.

Postgraduate students are required to provide evidence of qualifications and the standard obtained. This is normally a BA/BSc Degree certificate or certified transcript. If you hold professional/technical qualifications and have been accepted on this basis you should provide this documentation for registration purposes. If you have been accepted on a programme on the basis of your professional experience only then you are only required to provide ID documentation in order to register.

If you a new international student holding a Tier 4 student visa, you will also need to attend a face-to-face registration session with the relevant original documentation to show that you have valid permission to
study at Birkbeck. Details of these registration sessions will be emailed to eligible students; further information is available at Registration for Tier 4 Students.

Further information is available on the International Student pages.

**Termination of Registration**

Please be aware that your enrolment may be jeopardised if you do not complete these registration formalities. If for any reason the documents submitted do not fulfil the registration requirement, or you fail to provide them within the designated timeframe, your registration will be terminated. The College also reserves the right to terminate the registration of any student who is in debt to the College. This means that you will no longer be entitled to attend lectures or other classes, use the Library, access any College facilities of sit exams. You should be aware that you will also not be entitled to a refund.