Certain international students will be required to register with the police **within 7 days of arrival**. If you applied for your visa overseas, this requirement will be printed on your visa sticker in your passport. If you applied for your visa in the UK, this requirement will be printed on the letter you were given when you received your passport and documents.

**Please check carefully whether you need to register with the police, as the consequences of not doing so can be serious.**

If you already have a Police Registration Certificate from previous studies in the UK but are re-locating from another city to London, you must also follow the procedures listed below. If you have been out of the UK for more than 12 months, you need to re-register as if you were new to the UK.

**Registration costs £34,** updating an existing Police Registration Certificate is free of charge.

If you applied for your visa outside the UK, you will have been given a temporary visa sticker in your passport and you must collect your Biometric Residence Permit (BRP) from the University or a Post Office (full details are given in your visa decision letter) within 10 days of arriving in the UK. If you applied inside the UK you will already have a BRP.

To register with the police you will need to take the following documents with you to the **Overseas Visitors Records Office:**

- Your passport
- Completed and signed online **Police Registration form** (must be completed online and printed off - handwritten proformas will not be accepted)
- 1 x passport sized photograph (must be **pasted** onto the form)
- £34.00 Registration Fee
- Biometric Residence Permit (BRP) or UKVI decision letter


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**The following applies to everyone who is required to register with the police:**

Every time you **change your address in London** you **must** update your Police Registration Certificate within 7 days. This can be done at your local police station. You can find your nearest one by visiting [www.met.police.uk](http://www.met.police.uk). The police stations nearest to the South Kensington campus can be found overleaf.

Every time you **extend your visa** you must re-register at The **Overseas Visitor Records Office** within 8 days, taking with you the above-mentioned documents and your old Police Registration Certificate (if you have one).

If you get a **new visa overseas, or a new passport, change your name, nationality or marital status,** this must also be reported to The **Overseas Visitor Records Office** within 8 days, with any relevant evidence (eg marriage certificate).

**Lost Police Registration Certificates** should be reported to the nearest Police Station and a replacement can be issued by the OVRO.
Guidance to completing the form:

1. **Surname:** This must be entered exactly as shown in your passport.
2. **First name:** This must be entered exactly as shown in your passport.
3. **National of:** You must enter the country and not nationality - for example: CHINA not Chinese, IRAN not Iranian...
4. **Date of Birth:** This must be entered using the following format: Date/Month/Year
5. **Current Nationality by:** You must select how you obtained your current nationality. Please select only one option.
6. **Occupation in the UK:** This must be your full time occupation and in line with your visa conditions in the UK.
7. **Place of Birth:** This should be entered as the country where you were born.
8. **Marital Status:** Enter your marital status as appropriate (This status must be the same as your status in your country). In case of Civil Partnership, select this option for same sex civil partnerships/marriages only. If you are in the process of being divorced and have separated from your spouse then please ensure you select ‘Married’ until such time your divorce has been finalised.
9. **Previous NON-UK Address:** Your last address abroad must be entered here. This may not necessarily be in the same country as your origin. If you do not have an address abroad then please enter the address of a relative/friend.
10. **Passport Number:** Some passport numbers have letters before the numbers. If your passport has this, please include these letters. **Place of issue:** Country your passport was issued.
11. **Date of arrival in the UK:** This date should be your latest arrival date into the UK following the issue of your visa abroad. The stamp showing the date and port of arrival can be found in your passport; it is rectangular in shape and is normally endorsed next to your Entry Clearance visa. **Place of Arrival:** This should be the port of arrival, for example - Heathrow, Gatwick, Dover...
12. **Full Name and Address of University/College/Work:** Please enter the full name/address of the actual campus you are studying at. In case of work, please enter the name and address of the office or site you are employed at and not the head office address.
13. **UK Residential Address:** Please enter your full home address in the UK. You must include the full postcode in the relevant field. If you are temporarily staying at a hotel, please ensure you write the full name and address of the hotel.
14. **E-mail address:** You can enter your UK or Non UK e-mail address.
15. **UK Home or Mobile Number:** Enter your UK phone number - if you have one.

16. **Signature:** You must ensure that you sign INSIDE the box shown on the left within this section. If any part of your signature is outside of the box, your proforma will not be accepted.

17. **Photo:** You must PASTE a recent colour photograph within the guidelines shown in this section. The photo size must be 45 millimetres (mm) high x 35 millimetres (mm) wide. Any photo that does not meet this specific requirement will result in your application being refused. Although there are no specific background colour requirements, the background must be plain.
The **Overseas Visitors Records Office** is located at:

**Overseas Visitors Records Office (OVRO), Southwark Police Station**  
323 Borough High Street,  
London SE1 1JL

Telephone: 020 7230 1208

Opening Hours: Monday, Tuesday, Wednesday and Friday: 9.00am - 4.00pm  
*Please note: The OVRO is not open on Thursdays and may close early (eg 2:30pm) during busy periods*

**How to get to OVRO**  
From London Bridge Station: 15 minute walk in the direction of Elephant & Castle.  
From Borough Underground Station: On exiting the station - turn right. OVRO is a 5 minute walk in the direction of Elephant & Castle on the opposite side of the road.

Buses from London Bridge: 133, 35, 40 & (343 from Tooley Street)
Police stations local to South Kensington campus

For students who wish simply to update their police registration certificate after a change of address, you can visit one of the below police stations, close to the South Kensington campus:

Kensington Police Station

- 72 Earls Court Road, W8 6EQ
- Opening Hours: Monday to Friday, 10am – 6pm
- Closest tube stations: High Street Kensington (District and Circle lines), Earls Court (District and Piccadilly lines), Kensington Olympia (District line, London Overground)

Belgravia Police Station

- 202-206 Buckingham Palace Road, SW1W 9SX
- Opening Hours: Monday to Sunday, 8am – 10pm
- Closest tube stations: Victoria (District, Circle and Victoria lines), Sloane Square (District and Circle lines)