

Uploading your visa to Student e-Service

If you are entering the UK on a visa, before you are able to register online you will need to upload a copy of your visa to Student e-Service. The Admissions team will then check your visa and grant you access to register online. Please note, as the Admissions team need to manually check your visa, this process can take up to two working days.

In order to upload your visa to Student e-Service:

1. Log into [Student e-Service](#)
2. Select the Person Details tab

Imperial College London Student e-Service

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Home Personal Details Personal Information Addresses Course Information Student Funding Online Registration Applications Academic Record Request Documents

Welcome to Imperial College Student e-Service

Your current status is: **Eligible to Register**

By accessing this service you can:-

- View your status with the College for the current session.
- Upload your photograph for your College ID card
- Register Online
- Update your Personal and Address Details to make sure they are up to date
- Track the progress of any new applications you make (if you are declining an offer of admission for your first choice course and now wish to be considered for your second choice please contact your Admissions team: <http://www.imperial.ac.uk/study/pg/apply/contact/>)
- Access useful links providing information about the services we offer and to pay your tuition fees on-line.

Please do not use the 'Back' and 'Forward' buttons on your browser as they will not work within Student e-Service. Please use the tabs above to navigate between pages. Please ensure that you log out of Student e-Service using the 'Logout' link at the top of the page.

Registration

- You will receive an email each year informing you when it is time to register. You must register at the start of your programme and again at the start of each subsequent academic year using the online registration system.
- If you are an international student from outside the EU you must input your passport number and upload the page of your passport containing your personal details, photograph and visa. You can do this in the Personal Details tab. Failure to provide this information is likely to lead to the termination of your registration with the College and mean that we will have to report you to UK Visas and Immigration, which could result in your visa being revoked.
- If you are in receipt of College funding, you should enter your bank details on the Student Funding tab in order to facilitate payment.

3. Select the Passport/Visa page

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Personal Details Passport/Visa

Your Personal Details

ID Photograph

You should upload a photograph by Please read the [photograph criteria](#) before uploading your photograph. Photographs which do not meet the criteria will be rejected.

If you will be living in Student Halls you will receive your ID Card from your Hall Warden. Otherwise you will receive this from your department.

Personal Details

Title

Last Name

First Names

Preferred Given Name

Date of Birth

Gender

Country of Citizenship

College Identifier

If any of your Personal Details in this section are incorrect, please click on the Notify Us button. Please note most changes to Personal Details will require you to bring documentary evidence into the Registry.

4. Click the Add New UK entry visa button

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Personal Details Passport/Visa

Your Passport and Visa Details

All international students are required to provide Imperial College London with their passport number and copies of their passport and entry clearance visas/vignettes as soon as these are available. Please note you may be asked to upload a copy of your Biometric Residence Permit (BRP) once you have entered the UK.

Please only enter passport details for the passport you intend to use to travel to the UK.

The passport number that you enter here will be quoted on your CAS (Confirmation of Acceptance for Studies).

Failure to provide the correct passport details may result in a delay in issuing your CAS.

More information on student visa applications is available on the International Student Support website: <https://www.imperial.ac.uk/study/international-students/visas-and-immigration/>

TIP Select the Passport Number to view uploaded files. Click on 'Upload File' link to upload a scanned copy of your passport.

Passport Details

Select Passport Number	Country of Nationality	Expiry Date	Update	Upload File
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Update"/>	<input type="button" value="Upload File"/>

Click 'Add New' to enter your passport details, or 'Update' to amend existing passport details.

Uploaded Files

Files

UK Visa / UK Identity Card / UK Entry Clearance Details

Select Type	Visa, ID Card or Entry Clearance Number	Issue Date	Expiry Date	Upload File
No visa details submitted	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Upload File"/>

Click 'Add New' to enter details of a UK entry visa, or UK identity card.

5. Enter your visa information. Please note the Visa/ID Card or Entry Clearance Number is normally the red number in the top right corner of your visa.

Add Visa/ID Card or Entry Clearance Details

Type: Select the type of visa from the drop-down list (if entering a UK Identity Card number, select 'UK Identity Card' from the list). Click on the help link for help on where to find the visa number. Click on the calendar icon to select the issue date and expiry date from the calendar, or enter the dates in the format dd-mmm-yyyy (e.g. 10-Dec-2008).

Visa/ID Card or Entry Clearance Number:

Issue Date:

Expiry Date:

6. Once you have entered your visa details you will be able to click the submit button. This will return you to the Passport/Visa page.
7. On the Passport/Visa page click the Upload File button. This will allow you to upload either a scan or photograph of your visa. Please make sure the scan or photo you upload is of a good quality so the details on your visa can clearly be seen. If you are uploading a Biometric Residence Permit, please ensure you upload both the front and back of your card.

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●			Update	

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