

Police Registration

Certain nationalities are required to register with the police within 7 days of arrival in the UK. Please check the stamp in your passport/ visa to see if you need to register. If you are required to register you must make an appointment to visit the International Visitors Registration Office.

In order to provide the most efficient service, registration will be managed using a combination of scheduled appointments and drop-ins.

Before 13 September and after 23 September

If you arrive before 13 September or after 23 September, you should contact the International Visitors Registration Office directly.

Address

International Visitors Registration Office, Greater Manchester Police, Bootle Street
Manchester M2 5GU

Tel: 0161 856 3320/3317

Email: gmp.ivro@gmp.police.uk

Opening hours:

Monday, Tuesday, Thursday, Friday:

8:30am – 3.45pm

Wednesday: 8:00am - 12 noon

You must take with you:

- your passport;
- your visa;
- one passport size photograph;
- your original offer letter from the University or a *Confirmation of Attendance letter* from the Student Services Centre; and
- £34 registration fee per person in cash.

You will be asked to fill in an application form when you get to the office.

It is possible that you will have a long wait at the Office as a very large number of students have to register at this time.

Between 13 September and 23 September

During Orientation you must book an appointment at the Office at the International Society Helpdesk.

You will be issued with an appointment card and a checklist of the other documentation and payment you will need to take with you to the appointment. We will also make a note of your name and your appointment time. It is important that you do attend the appointment. You cannot swap appointment times with another student. **You must make the**

appointment within 7 days of arrival, but due to the large numbers of students arriving,

the Registration Office may not be able to see you for several weeks; this will not affect your immigration status.

During Orientation, please do not go to the Registration Office without an appointment as you will be turned away.

Greater Manchester Police confirm that as long as you have made an appointment within 7 days of your arrival, even if this appointment is for some weeks hence, you have fulfilled your legal obligations and your immigration status is secure. You should carry your appointment card with you in case you are asked to show it but you need not carry your passport and visa with you.