This guidance is for international students who are required to register with the police as a condition of their visa.

**Do I need to register with the police?**
You will need to register if you have a visa which is more than 6 months in duration and you are a national of one of these countries: Afghanistan, Algeria, Argentina, Armenia, Azerbaijan, Bahrain, Belarus, Bolivia, Brazil, China, Colombia, Cuba, Egypt, Georgia, Iran, Iraq, Israel, Jordan, Kazakhstan, Kuwait, Kyrgyzstan, Lebanon, Libya, Moldova, Morocco, North Korea, Oman, Palestine, Peru, Qatar, Russia, Saudi Arabia, Sudan, Syria, Tajikistan, Tunisia, Turkey, Turkmenistan, United Arab Emirates, Ukraine, Uzbekistan, Yemen.

**How do I know if I need to register, it’s not written on my visa?**
It is unlikely to be stated on your visa (either the temporary vignette or the BRP) so you should check your decision email letter. If you are unsure, we recommend that you register if your visa is more than 6 months in duration and you are a national of one of the countries on the list. You will need to take a copy of the decision letter or email with you to register.

**What is OVRO?**
OVRO is the Overseas Visitors Records Office. This is the police office which deals with police registration in London. Further information is available on the [OVRO website](#). It is located at: 323 Borough High Street SE1 1JL. The nearest underground station is Borough on the Northern Line (Bank Branch).

**When do I register with the police?**
You must register with the police within 7 days of arriving in the UK. The only exception is if you are participating in the Metropolitan Police interim process which is available from September – October and is facilitated by LSE. If you arrive before September, you must register in person at OVRO yourself.

**How do I register with the police?**
In most circumstances, you will need to attend OVRO yourself. The LSE do run an interim process, however this is in September only.

**Can I try to register in person by myself and use the interim process?**
No, you must choose one method of registration and stick with that. If you try to do both, you may face issues with the Police.

**What is the Metropolitan Police interim process?**
LSE facilitates the interim process in collaboration with the Metropolitan Police who own the process. If you choose to participate in the interim process, you need to submit the required documents to ISVAT in person. Once you have submitted the request form and required documents to ISVAT, you have started the Police Registration process. ISVAT will send you a letter confirming that you are participating in the process. We will send these on a Friday.

**What documents do I need to submit to ISVAT/the Metropolitan Police?**
It is your responsibility to complete the registration proforma correctly and ensure you have submitted all the required documents. If you are attending OVRO by yourselves outside of the interim process, you must take the following documents with you:
- Your completed registration form (YOU MUST TYPE THE FORM BUT SIGN BY HAND);
- One UK passport-sized photo (45mm x 35mm) which you must glue to the form (do not use a staple);
- Your passport containing your temporary vignette (sticker)
- Your biometric residence permit (BRP)
- £34 registration fee, payable by card of sterling cash;
- Previous UK Police Registration Certificates for the UK (if you have one).
- A printed copy of your visa decision email or letter from the UKVI

If you are submitting your documents to ISVAT as part of the interim process, put them in an A4 envelope (do not fold the form) and write your name and LSE ID number on the front of the envelope.

You must include:
- Your completed registration form (YOU MUST TYPE THE FORM BUT SIGN BY HAND);
- One UK passport-sized photo (45mm x 35mm) which you must glue to the form (do not use a staple);
- A copy of your biometric information page from your passport;
- A copy of your temporary vignette which showed when you entered the UK;
- Copies of both sides of your BRP.
- Previous UK Police Registration Certificates (if you have one)
- Your documents will be checked and any errors highlighted.
Do I give ISVAT my £34 if I am registering through the interim process?

If you are registering through the interim process, do not put cash in your envelope. You will pay when you collect your Police Registration Certificate.

What happens when I submit my documents to ISVAT for the interim process?

Once you have submitted your documents to ISVAT, we will check them and let you know if anything is missing or incorrect. We will send a confirmation letter to you saying that you are taking part in the interim process. We only send these once a week, so please do not expect an automatic response.

ISVAT will take your documents to OVRO. We will only visit OVRO on the following dates:

- Friday October 11th 2019 (submit by Thursday 10th to be included)
- Friday 25th October 2019 (submit by Thursday 24th to be included)

Once OVRO have received your documents, they will process them and create a Police Registration Certificate for you/update your current Police Registration Certificate.

How do I collect my Police Registration Certificate?

OVRO will provide ISVAT with specific dates and times that you must collect your Police Registration Certificate. ISVAT will email you the date and time you must attend.

**IMPORTANT:** The appointment has been set for you to collect your Police Registration Certificate with the UK Police. This is non-negotiable and if you do not attend at the time of your appointment the UK Police will inform ISVAT. You must adhere to the rules for Police Registration and respect the seriousness of the process. If you are required to miss teaching, you must inform your department you will be absent with reason. It is better to miss teaching than miss an important legal appointment with the Police.

I've got a visa extension application in progress, how do I register with the police?

You will not need to register until you receive your new visa. You must remember to attend OVRO within 7 days of receiving your new visa.

I am a dual national, do I need to register with the police?

You don't need to register if you have dual nationality with a country that's not on the list. If both your nationalities have a police registration condition then you must register.

I tried to register at OVRO but the officer at the door said they were busy. My an appointment is more than 7 days after I arrived in the UK, is this OK?

Yes, if you went to OVRO within 7 days and were given an appointment to attend again at a later date, that is fine but it is very important that you attend your appointment as scheduled.

I tried to register with the police but they would not register me, what can I do?

If the police will not register you, it is likely to mean that you do not have that condition attached to your visa. Please contact us for advice if you are unsure.

What happens if I don’t register with the police even though I am required to?

You will be in breach of your visa conditions. This could result in future immigration applications being refused. You would also be at risk of being removed from the UK. You could also be banned from returning to the UK for a certain period.

Help, I forgot to register with the police!

You should go to OVRO as soon as possible.

How do I report changes to the police?

For details of how, when and where to report changes, and which changes must be reported, check the OVRO webpage. There is no fee for reporting changes.

Help, I forgot to inform the police of my new address!

You must go to the local police station nearest to where you currently live immediately. Remember to take your Police Registration Certificate and proof of address with you.

When will I need to use my Police Registration Certificate?

- You must provide it when you apply for a visa extension in the UK.
- You must provide it when you report changes to the police.
- We also recommend that you carry it with your passport and visa when travelling to prove that you are compliant with the police registration condition. If you need to travel when you first arrive, register in person.
- You may be requested to show it as evidence that you have complied with the condition.

If you lose your certificate, you will need to attend OVRO and pay for a new one.

Are there any other exemptions from the requirement?

You won't need to register if your visa is less than 6 months in duration (e.g. if you are a Short-Term Student). You won't need to register if you are a national of a country which is not on the list. Children under 16 do not need to register. You don't need to register with the police if you have permission to stay in the UK:

- on a permanent basis (e.g. Indefinite Leave to Remain),
- as the family member of an EEA citizen,
- as the partner (spouse, fiancé(e), civil or unmarried partner) of a person settled in the UK
- as a person with access rights to a child resident in the UK
- as the parent of a child at school
- as someone who's been given asylum
- as a seasonal agricultural worker
- as a private servant in a diplomatic household
- as a minister of religion, missionary or member of a religious order
Guide to Completing the Police Registration Pro-Forma

You must type the pro-forma on your computer and sign it by hand.

1. **Surname**: this must match your passport
2. **First name**: this must match your passport
3. **National of**: this is the country not your nationality e.g. China *not* Chinese
4. **Date of Birth**: you must use the UK format of *DD/MM/YYYY*
   
   **Sex**: If you do not identify as 'Male' or 'Female' contact ISVAT for advice.
5. **Current Nationality by**: Select one option of how you obtained your current nationality. If you were born in a country where both of your parents are nationals, choose 'Birth & Parents'. ‘Naturalisation’ means you obtained citizenship through a legal process.
6. **Occupation**: You should write ‘Student’ if you are on a Tier 4 visa.
7. **Place of birth**: This should be the place stated on your passport.
8. **Marital status**: This is your marital status in your home country. A ‘Civil Partnership’ in the UK is only for same-sex relationships.
9. **Previous non-UK address**: this should be the last address you lived at outside the UK, even if it is not your home address.
10. **Passport Number**: this must match your passport
    
    **Place of issue**: this is the country where your passport was issued
11. **Date of arrival in the UK**: this must match your entry stamp on the Tier 4 sticker in your passport showing the date of your arrival in the UK
    
    **Place of Arrival**: this must match the entry stamp e.g. Heathrow, Terminal 5
12. **Full name and Address of University**: London School of Economics and Political Science, Houghton Street, London, WC2A 2AE
13. **UK Residential Address**: this is your full home address in the UK, including the postcode. If you are at a temporary address, please provide this address and then update your Police Registration Certificate when you receive it.
14. **Email address**: you can use either a personal address or you LSE email address. ISVAT will always contact you about Police Registration using your LSE email address.
15. **UK home of mobile number**: Enter your UK phone number if you have one.

*Once you have completed the questions, print and hand sign the pro-forma. Your signature must not go outside the lines on the box or it will not be accepted by OVRO. You must glue a photograph to your pro-forma. It must not be bigger than the photograph box on the form and must be a recent photograph (students have previously submitted non-UK sized photographs or pictures of them in school uniform when they are studying a Masters degree).*