



INSTITUTE FOR  
CONTEMPORARY  
THEATRE

## Proof of Identity - UK HE Students

### **Why do I need to prove my identity?**

Whether you are a new or existing student, we need to confirm your identity when you enrol with us. We are required by law to determine your right to study in the UK. We will only ask for enough information to allow us to manage your course.

### **What do I need to provide?**

#### New students

To confirm your identity, we need to verify your name and address and your right to remain in the UK.

#### Current students

We will tell you if you need to provide evidence of your name and address once we have processed your enrolment.

### **Forms of identification:**

Please supply one of the following photo ID options and bring the originals to your enrolment session:

#### **UK/EU/EEA Students:**

- A Valid passport.
- EU Travel card (also known as ID Card).
- UK or EU photo driving licence and Birth Certificate or SLC Confirmation Letter.

Please contact the enrolment support team for alternative options.

#### **International Students:**

- Valid in date passport.
- Valid Visa/BRP/ILR that covers the duration of your course and allows full-time studies in the UK.
- Proof of refugee status.

A member of our enrolment team may contact you to confirm the additional documentation needed. We may also ask you to provide paper ID evidence. If we do ask, please provide original items as we are not able to accept statements or bills printed from the internet.

If you are unable to provide any of the ID Documentation listed above, please contact us using the College Help details in the box below.

## Proof of Qualifications

To enrol you with us, we need to have a record of your educational achievements.

### REQUIREMENTS

- An official certificate or letter headed document issued by your previous educational institution, detailing your official grades
- Do not use a photocopies/scans: please bring original certificates with you to your enrolment session.

## Student Photo

On the next page, you are required to provide a photo of yourself. This will be added to your student record and your BIMM ID card.

### REQUIREMENTS

- A recent passport-style photo of yourself
- You can use a selfie, but we need to be able to clearly see your whole face
- The photo must be in colour, with no filters
- The file type must be **jpg**.