

# WHEN YOU REGISTER AT THE UNIVERSITY YOU WILL NEED TO BRING ...

Registration is the process that all students must go through to become a Canterbury Christ Church University student, enabling you to successfully begin your studies.

Once the registration process has been completed you will become a student of the University, receive a University Smartcard, have access to our teaching programmes or services and receive your Student Loan or Bursary (if you are entitled to one).

In order to register at the University, you **MUST** bring the following with you to your Registration Event:

## IDENTIFICATION

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- Please bring your PASSPORT or EU Identity Card (a Driving Licence is not sufficient).
- If you are a British citizen and do not hold a British passport we will accept a British Birth Certificate accompanied by photographic ID (such as a Driving Licence).

### Change of name

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If your name has changed since you gained your entry qualifications, or since your application to the University, please make sure you also bring evidence of your original name or your change of name; evidence can include marriage/civil partnership certificate, or official change of name Deed.



**IMPORTANT INFORMATION FOR EU STUDENTS, OVERSEAS STUDENTS  
AND STUDENTS WITH INDEFINITE LEAVE TO REMAIN.**

If you do not hold a British passport you must bring with you your passport or EU Identity Card. Overseas students must also bring their visa or evidence of Leave to Remain in the UK.

In order to speed up the Registration process, as well as your original documents, you must also bring with you a copy of your passport or EU Identity Card. If you are an Overseas Student, you must bring a copy of the evidence of your Leave that allows you to be in the UK eg Student Visa, Dependant Visa, Work Permit.

If you have an overseas passport but have been granted Indefinite Leave to Remain, please provide a copy of the evidence.

## QUALIFICATIONS

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### INFORMATION FOR ALL STUDENTS

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You will need to bring original evidence of your existing qualifications as detailed below, and if specific GCSEs are a requirement for entry to your programme ie any teacher training or IPL (health professional) programmes plus Finance, Psychology or Computing programmes, you will need to provide original evidence of these, even if you applied via UCAS. Please note that if you do not produce evidence of your qualifications within 20 working days of your date of registration you will be de-registered from your programme of study (ref: **Requirements Relating to Student Registration**).

In every case you must provide either:

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- original certificates – photocopies or documents which look like photocopies, including email confirmations, will not be accepted unless an official school/college or University stamp has been placed on the document to prove authenticity. If you hold any non-UK qualifications and have obtained a Statement of Comparability from NARIC you should bring this along with your original certificates.

**OR**

- an official 'Notice of Results' - this will be accepted for qualifications awarded this summer

**OR**

- University equivalency test letter/certificate confirming the pass results

Where original certificates or transcripts have been lost, a statement of results can be obtained from the examining board for a fee. Schools and colleges should be able to advise which board was used for the examinations; local town councils should also be able to advise which exam board was used by a school/college in cases where they no longer exist. Alternatively, the University will accept an original letter (on headed paper) from the school/college confirming exam results. The letter must include the candidate's name, date of birth, exam level, subject and awarded grade. If you are an EU or International student and are having difficulty bringing your original certificates please contact [international.admissions@canterbury.ac.uk](mailto:international.admissions@canterbury.ac.uk)

If you are unsure about what qualifications you need to show or you do not have evidence of your qualifications please email [admissions@canterbury.ac.uk](mailto:admissions@canterbury.ac.uk) as soon as possible.

### Undergraduate foundation programmes (except Foundation Degree)

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Evidence of any school and college based qualifications such as

GCSE (grades A\*-C) | Key Skills level 2 | NVQ level 2 | Skills for Life level 2

Higher diploma | BTEC award, certificate and diploma level 2 | Functional Skills level 2

Cambridge National level 2 | Cambridge Technical level 2

Plus any higher qualifications which you hold and any specific qualifications such as GCSEs required for entry on to your chosen programme.

### Undergraduate and Foundation degree programmes

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Evidence of any school and college based qualifications such as

AS and A level | Advanced Extension Award | Cambridge International award | International Baccalaureate

Key Skills level 3 | NVQ level 3 | Advanced diploma | Progression diploma

BTEC award, certificate and diploma level 3 | BTEC National | Cambridge Technical level 3

non-UK senior high school certificate, leaving certificate, baccalaureate, or diploma

Plus any higher qualifications which you hold and any specific qualifications such as GCSEs required for entry on to your chosen programme.

## QUALIFICATIONS (continued)

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### Postgraduate taught programmes

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Evidence of your undergraduate qualifications such as

Bachelor's degree | Graduate diploma | Graduate certificate | NVQ level 4  
BTEC Advanced Professional award, certificate and diploma level 6

Plus any higher qualifications which you hold and any specific qualifications such as GCSEs required for entry on to your chosen programme

### Postgraduate research programmes

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Evidence of your postgraduate taught qualifications, or your undergraduate degree if you have no postgraduate qualifications. Plus any higher qualifications which you hold.

## DISCLOSURE AND BARRING SERVICE (DBS) (FORMERLY CRB) CHECKS

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Students registering on programmes involving working with young children or vulnerable adults require a DBS disclosure form and must show this to the DBS officer at Registration or must engage with the DBS process during the Registration event. Any previous offences listed on a DBS check will need to be cleared by the University but in most cases this will have been done prior to the Registration event if already declared. Applicants who have in the last five years lived overseas, or those that are non UK residents, need to provide the equivalent of a DBS from that country/countries.

Any Overseas status students accepted via the Admissions Office will be provided with information on the DBS process, but will only begin the DBS process during registration following arrival; you will need to provide original documents (print outs from electronic sources are not currently acceptable, e.g online payslip or P45) at that point, and make the payment for DBS clearance and complete the DBS application online.

***If you require a DBS check your Programme Essentials Tile in the Portal will give details of how to go about it, including how to make the payment required.***  
***If you are unsure about anything to do with your DBS check please email [admissions@canterbury.ac.uk](mailto:admissions@canterbury.ac.uk) as soon as possible.***

## Occupational Health Clearance for students on professional programmes

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Education and Health and Social Care programmes require occupational health clearance to ensure candidates for these professions are fit to practise. Your Programme Essentials Tile will tell you if this is required and give you instructions on how to complete the online questionnaire.

Health and Social Care students (excluding Social Work) will be required to have immunisations and/or blood tests during Registration week; your photo ID is required for this to take place.

Answers to Frequently Asked Questions can be found at:

[www.canterbury.ac.uk/occupationalhealth](http://www.canterbury.ac.uk/occupationalhealth)

For further guidance regarding your occupational health clearance, please email: [ccustudents@ohworks.co.uk](mailto:ccustudents@ohworks.co.uk)

## SUMMARY CHECKLIST

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So please remember when you come to Registration you will need:

### IDENTIFICATION | QUALIFICATIONS

AS WELL AS DEPENDING ON YOUR COURSE:

### DBS | OCCUPATIONAL HEALTH

WE LOOK FORWARD  
TO WELCOMING YOU TO  
CANTERBURY CHRIST CHURCH UNIVERSITY

If you have any queries, do contact [i-zone@canterbury.ac.uk](mailto:i-zone@canterbury.ac.uk)