Enrolment & ID Check
For New Students

This guide explains what to do after receiving your Student Visa and subsequently your eVisa

You have received your visa

➢ Your passport should now contain a visa sticker called a vignette which is valid for 90 days to allow entries into the UK

➢ You should also have received a letter or email from the UKVI on your successful application. This document states the entire length of your visa and the conditions of the visa granted. Check your spam folder if you cannot locate this email. Request this from your agent if they submitted the application on your behalf.

➢ You will need to apply for an eVisa based on the link and instructions on your UKVI decision email/letter. Please refer to our eVisa application guide for details if you need help with this process.

Complete your enrolment

You can begin your online enrolment when you receive an email about completing your online enrolment from Registry. The email appears like the image below:

Welcome to St Mary's University, and we hope you are looking forward to joining our community and starting your studies with us.

Please complete your Online Enrolment on your student Portal (e:Vision) ASAP.

   a. Set your Password

   Please use this link to (re)set your password.

   Don't worry that the title at the top of the page says "Get back into your account" – you can use this link to set your password now.

   When requested to enter your "Email or Username", please enter your St Mary's email address which is: ▇▇▇▇▇@live.stmarys.ac.uk.

   On the Next page, select the "I've forgotten my password" option.

Have your share code ready

➤ Before you can fully complete the visa section of the enrolment, you will need to have gained access to your eVisa and generated a valid share code for it.

➤ You **cannot** complete enrolment if you have not yet been granted a Student visa

➤ You **cannot** complete enrolment if you have not begun the eVisa linking process

➤ You **cannot** complete enrolment if you are still waiting for the eVisa to be approved by the Home Office

Apply for your eVisa

You do NOT have a BRP. eVisa is the only proof of immigration permission.

UKVI Decision Letter/email contains instructions on applying for an eVisa.

Create UKVI account, verify your ID, apply for eVisa

eVisa approved, access 'View and Prove' to see eVisa and produce share code

Check our step-by-step guide: **insert link**

Enrolment tasks: visa and immigration details

Visa and Immigration Details - Entry to the UK

Please enter the dates of your arrival to the UK below. If you have studied in the UK before now, please enter the recent arrival date.

Please enter your visa decision date*	01/Jan/2025
Please enter your arrival date to the UK*	02/Jan/2025
Please upload your boarding pass or e-ticket*	Browse and Upload Boarding Pass or e-Ticket
Visa Type*	Student Route Visa

If you are a single semester Study Abroad student, please select 'Standard Visitor Visa' as your visa type. If you cannot find the visa type you are looking for, please select 'Other'.

If you have entered the UK before receiving your visa decision, you may have entered the UK as a visitor. You must contact the student visa team immediately if you entered the UK before your visa status was granted via studentvisas@stmarys.ac.uk.

Continue

Enter the decision date of your visa. Check your UKVI decision letter or email
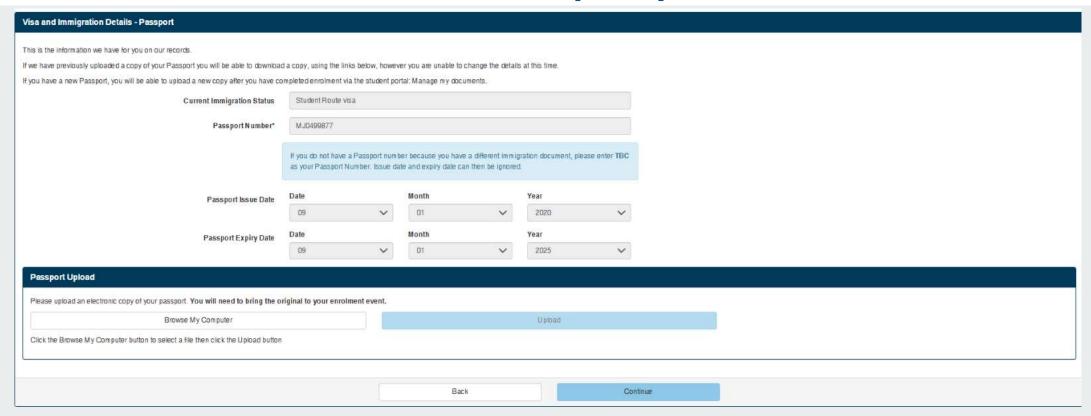
Use the arrival date from your e-ticket or boarding pass. If there is a date stamped on the vignette of your passport by a border officer, please use that date.

Upload a picture of your e-ticket or boarding pass. Click Upload.

Enter your visa type E.g. Student Route Visa
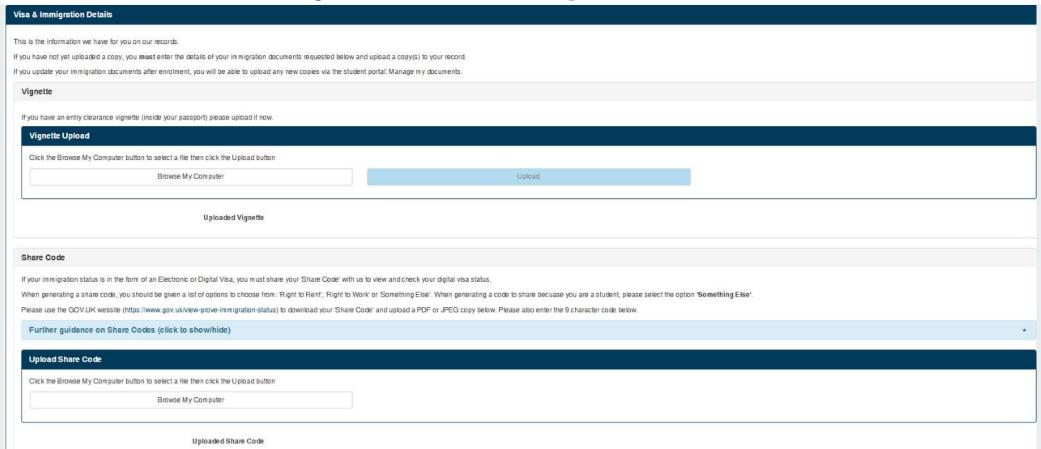
Confirms or renew passport details

Visa and Immigration Details - Passport

This is the information we have for you on our records.

If we have previously uploaded a copy of your Passport you will be able to download a copy, using the links below, however you are unable to change the details at this time.

If you have a new Passport, you will be able to upload a new copy after you have completed enrolment via the student portal: Manage my documents.

| Current Immigration Status | Student Route visa |
| Passport Number* | MJ0499877 |

If you do not have a Passport number because you have a different immigration document, please enter TBC as your Passport Number. Issue date and expiry date can then be ignored.

Passport Issue Date

Date	Month	Year
09	01	2020

Passport Expiry Date

Date	Month	Year
09	01	2025

Passport Upload

Please upload an electronic copy of your passport. **You will need to bring the original to your enrolment event.**

| Browse My Computer | Upload |

Click the Browse My Computer button to select a file then click the Upload button

| Back | Continue |

Your Passport details will appear on this screen.

You do not need to upload another copy unless requested.

Entry clearance vignette

Visa & Immigration Details

This is the information we have for you on our records.

If you have not yet uploaded a copy, you **must** enter the details of your immigration documents requested below and upload a copy(s) to your record.

If you update your immigration documents after enrolment, you will be able to upload any new copies via the student portal: Manage my documents.

Vignette

If you have an entry clearance vignette (inside your passport) please upload it now.

Vignette Upload

Click the Browse My Computer button to select a file then click the Upload button

Browse My Computer	Upload

Uploaded Vignette

Share Code

If your immigration status is in the form of an Electronic or Digital Visa, you must share your 'Share Code' with us to view and check your digital visa status.

When generating a share code, you should be given a list of options to choose from: 'Right to Rent', 'Right to Work' or 'Something Else'. When generating a code to share because you are a student, please select the option **'Something Else'**.

Please use the GOV.UK website (https://www.gov.uk/view-prove-immigration-status) to download your 'Share Code' and upload a PDF or JPEG copy below. Please also enter the 9 character code below.

Further guidance on Share Codes (click to show/hide) ▲

Upload Share Code

Click the Browse My Computer button to select a file then click the Upload button

Browse My Computer

Uploaded Share Code
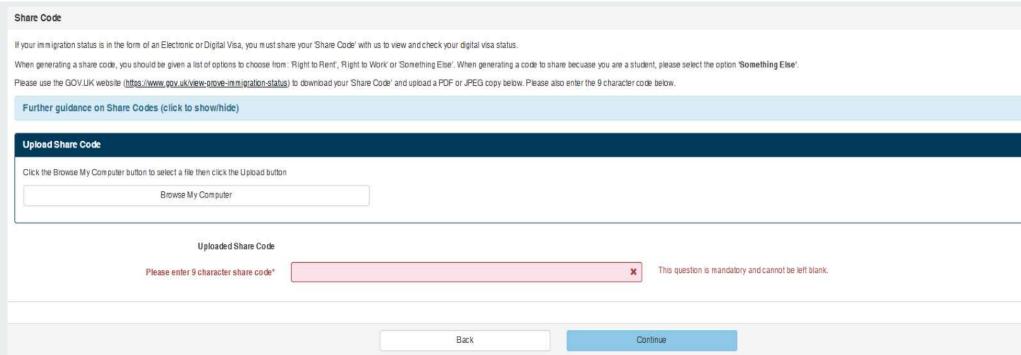
Please upload a copy of the 3 month Entry Clearance Vignette sticker from inside your passport

eVisa share code

When requesting a Share Code from your eVisa page, choose 'Something else' and for 'Education reasons'

Your Share Code will begin with the Letter S. If it does not you have downloaded an incorrect code

Download your Share Code and Upload it via the upload function. Type your 9 character Share Code without spaces

Email confirmation

Once you have completed the enrolment, you should receive an email confirming this.

Thank you for completing your enrolment and we are looking forward to welcoming you as a student to St Mary's University.

Now please **setup your Multi-factor Authentication (MFA)** so that you can access University systems.

Click here for instructions for setting up MFA.

NB: It is recommended that you have two devices to setup MFA, a Computer or Tablet that you sign into, and a mobile phone to set MFA on.

If you have any problems setting up your MFA, please contact the IT Helpdesk helpdesk@stmarys.ac.uk.

Once you have setup MFA, you will be able to access the University systems that you will be using like your learning resources, your Timetable, Office365, Student App, email (Outlook) etc.

Start Dates

The start date for your course is: 20 January 2025

Full details of term dates and course start dates for 2024/25 can be found here: Term Dates

First day on campus

➤ Collect your Student ID card at the Security Desk situated next to Reception at the entrance of the campus

➤ Check if you have received emails from the student visa team about completing your ID check

➤ If yes, come to Registry Services with your passport, eVisa share code and boarding pass to speak to a member of the team

Complete ID Check with Visa Team

Where?

➢ Registry Services, 1st Floor of J Building

When?

➢ 9:30 am - 4:00 pm, Mondays - Fridays

Documents to carry?

➢ Passport, Boarding Pass, eVisa Share Code

We will explain your visa to you

After we verified your ID, collected your share code, and taken copies of your passport and vignette, your ID check is complete.

You will then attend a brief meeting with a member of the visa team regarding your visa. You may need to wait for a while so we can deliver this information to a small group of students. If you have classes during this time please let us know.

We will walk you through everything you need to know about holding a Student visa by referring to the Essential Guide. We will cover engagement, work, placement, Graduate visa and others related topics.

We will demonstrate using the MySMU app to record your attendance, check your outlook calendar for timetable, access your university email and information on our website.

If you do not complete ID Check

If you have completed the online enrolment but have not done the ID check, your student status will be provisionally enrolled

Your student status will change to fully enrolled once you complete the ID check with the student visa team at Registry Services

We will remind you regularly about the ID Check if you have not completed this. If the time slots provided clash with your class or placement, please email us back with a proposed time that suits you.

Other services you should know

Fees team, 1st Floor of J building

➢ Please ring the bell on the left of the counter to speak to the fees team if you have questions regarding your tuition fees or instalment plan.

Accommodation team, Wellbeing team, the 2nd floor of J Building.

➢ Check with the accommodation team on availabilities of student halls on campus, or ask for help finding places nearby the campus within 1 hour of travel by public transport

IT Helpdesk, Library

➢ If you experience technical issues such as logging into your St Mary's account, head to the library and speak to the Helpdesk staff.