1. Follow the links provided to reach the login page. Have you checked that you are using the system provided by the correct police force? This will depend on where you live.

2. To create a new registration, please click here
3. Click on Student if you are in the UK on a Tier 4 student visa

4. Please complete all of the required sections. If you need more information, click on the question mark
5. Please type in your Surname/Family name exactly as it appears on your passport

6. Please type in your Given name(s)/Forename(s) exactly as they/it appears on your passport
7. Please click on the name of the country you are from

8. Please input your date of birth in the following format: DD/MM/YYYY e.g. 20/03/1987
9. Please click the relevant box to show whether you are Male or Female

10. From the dropdown list, please click on your religion
11. Please enter your place of birth

12. Please enter your UK Address (please include your Postcode)
If you are creating an account as a ‘New Registration’ applicant, do not fill in the ‘Previous address in the UK’ box as it is only applicable to those transferring from another force.

13. Please enter your UK Telephone number.
14. Type in your email address

15. Please enter your Address in your Home Country. If you no longer have an address in your home country, enter the address at which you last lived in your home country.
16. Please enter your phone number in your home country if available.

17. Please enter your occupation/job (including student) in your home country. If you no longer have an occupation in your home country, you can enter “none”.
18. Please enter the name of your employer/university/school in your home country (if you no longer have any of these in your home country, you can enter “none”)

19. Please click whether you are married/single and whether you have children
20. If you are not single, please complete all of the boxes (including Date of marriage; husband/wife’s name; husband/wife’s DOB; husband/wife’s Passport number) Only complete this if your partner also has a registration requirement whilst in the UK

21. Please enter the name of your School/College/University where you are studying in the UK (University of Warwick)
22. Please enter your personal tutor’s name

23. Please enter the title of your University Course
24. You can click on the Calendar to click the course start date or type it in manually in the following format DD/MM/YYYY. For example 19/09/2016

25. Please enter the end date in the same format mentioned above. If you enter the date incorrectly the below message will appear (in red)
26. Please enter who you are being funded by. For example, Parents/Scholarship

27. Please enter your Warwick Student ID Number
28. From the drop down menu, please select how long your period of study in the UK is.

New Registration

Select

2 Years
3 Years
4 Years
5 Years

29. Please enter your Passport Number.

New Registration

[Field for Passport Number]
30. Please enter the place of Issue (as given on your passport)

31. Please enter the issue date of your passport by clicking on the calendar or inputting the date in the following format DD/MM/YYYY For example, 19/03/2014
32. Please type in the expiry date of your passport by pressing on the calendar or by typing in the date in this format DD/MM/YYYY

33. Please enter your Residence Permit number/VAF (Located on your visa in the top right hand corner)
34. Please enter your Visa Type

35. Please enter the date your visa was granted/issued
36. Please enter the date your visa is valid until

37. Please enter the date of your arrival in the UK
38. Please enter the port of arrival (where you entered the UK). For example, London Heathrow.

39. Please upload a passport style photo with the following extensions ‘.jpg or .png’. Please ensure your photo shows a close-up of your head and shoulders and includes no other objects or people.
40. Click ‘Choose Photo’

41. Please press ‘Next’
42. Please enter any other details relevant to the Police Registration Scheme (if applicable – this field is not compulsory) and press ‘Next’

If anything is incomplete, this screen will appear. Please complete the highlighted section(s)
43. When your form is ready for submitting, you will see the below screen. Please press ‘Submit’

These instructions continue on the next page – you are not finished yet!
Please wait while your data is submitted

44. The following message will then appear. Please click on ‘Book your appointment’
45. On the drop down menu, select the location in which you would like to register. If there are on campus appointments available, you will be able to select “University of Warwick”. If “University of Warwick” is unavailable, you should select “Digbeth Police Station” (if registering with West Midlands Police), or “Leamington Police Station” (if registering with Warwickshire Police). Please do not select any other locations.

46. Please click on ‘Next Available Appointments’
47. Please click on the time slot that you want. Make sure you check for appointments on other days – you can book any slot that is available. Please note that whilst we recommend fitting around your timetable if possible, this is more important that your lectures/seminars. Your course tutor will fully understand if you ask to be excused on the day of your appointment.

48. A box will appear with the details of your appointment. If you are happy with this press ‘Book’. If you want to change it, press ‘Cancel’ and choose the venue and time that you want.
- You will see the below screen when you have booked an appointment and you will receive an email.

- If you need to cancel or reschedule an appointment, which you can do up to 24 hours before your booked slot, please refer to the next step-by-step guide.

- **Make sure you put the time of your appointment in your diary!** If you miss your appointment without rescheduling, this could have very serious consequences, and you may be in breach of your visa conditions.