Academic Registration, Step 11: Uploading images of your documents

This guide will help you to upload the correct scans/images of your documentation. Please see below to see what documents you should upload:

- **If you have not yet travelled to the UK:** you only need to upload an image of your passport or travel document, even if your visa has already been granted (see page 3)

If you are in the UK....

- **If you have a Student Visa and have recently arrived in the UK:** please upload an image of your passport/travel document (page 3) and your entry clearance visa (page 4). If you have already collected your BRP from the Post Office, please also upload an image of both sides of it (page 5).
- **If you are studying at Glasgow for 6 months or less:** please upload an image of your passport/travel document (page 3) and see page 4 for information on what else you should upload.
- **If you are an EU/EEA/Swiss national:** you only need to upload an image of your passport or national ID card, whichever you used or will use to travel to the UK (page 3). We will confirm your immigration status using the Home Office’s checking system; please get a share code and bring it to us when you attend Visa Registration so we can do this.
- **If you have recently applied inside the UK for a new Student Visa (and you don’t have the new visa yet):** please upload an image of your passport/travel document (page 3), your most recent BRP - even if this has expired - (page 5) and a copy of your UVKI Document Checklist (page 6)
- **If you are already in the UK in a non-student immigration category:** please upload an image of your passport/travel document (page 3) and evidence of your immigration status (page 4 if this is inside your passport or in a separate document, and page 5 if it is a biometric residence permit (BRP)).
- **If you are an asylum seeker and/or if you are subject to immigration bail reporting:** please upload an image of every page of your Bail 201 notice (page 7).
- **If you are a dual national and one of your nationalities is UK or Ireland:** please upload an image of your British or Irish passport (page 3). You don’t need to upload anything else.

Contents of this guide:

- **Page 2:** General information on uploading documents
- **Page 3:** Passport/travel document
- **Page 4:** Visa
- **Page 5:** Biometric Residence Permit (BRP)
- **Page 6:** Document Checklist (only if you have applied to extend your visa inside the UK)
- **Page 7:** Immigration Bail 201 notice (only relevant for asylum seekers or other students who are required to report to the Home Office regularly)

If you are currently in the UK and do not have a passport/travel document or any other evidence of your immigration status for the UK, please contact immigrationcompliance@glasgow.ac.uk for assistance.
General guidance—uploading documents

- Please upload PDF, PNG or JPEG file types.
- Please only upload colour images.
- You can use a camera from a smartphone/tablet device or laptop/webcam. You can also use a scanner/copier.
- You can upload more than one file in the same document type.
- Please ensure that you upload an image of the whole document and not just a closeup of part of it. See below for an example:

  ![Image of a passport page showing the wrong and right way to take a photo](image)

  - If you are taking a picture with a camera, it is okay if you need to use your hand to hold the correct page open. It’s also okay if your hand is visible in the image provided it is not blocking any information on the document.
  - You do not need to crop the image neatly around your document; it is okay if some of the background behind it is showing.
  - Remember that you will need to attend Visa Registration after you arrive on-campus and bring the originals of whatever documents you upload here.

Don’t worry if you don’t upload a document correctly or forget to upload something! We will be able to scan it for you when you attend Visa Registration.
Document Type: Passport

- Please upload an image of the ID page of your current passport or travel document to the document type Passport. The ID page is the one that shows your picture and all your personal details. You do not need to upload an image of the cover or any other pages. If you are an EU/EEA/Swiss national and will travel (or have already travelled) to the UK with a national ID card, please upload a picture of the ID card (both sides) under this document type.

- If you have refugee status/discretionary leave/humanitarian protection and have a UK issued travel document, please upload an image of the ID page here. If you do not have one, you only need to upload a copy of your BRP (see page 5).

Passport example:
Document Type: Visa

- You only need to upload an image of under this document type if:
  - You are in the UK (please do not upload your visa if you haven’t travelled to the UK yet) and you have a visa sticker/vignette or UK entry stamp inside your passport
  - You have immigration permission for the UK that is not a BRP (if you have a BRP, see [page 5]).
  - You are an asylum seeker with a Bail 201 notice (see [page 6]).

- If you have a visa sticker/vignette in your passport, and you are already in the UK, please upload an image of this including the entry stamp. If you are from **Australia, Canada, Japan, New Zealand, Singapore, South Korea or the USA**, or if you are from any country and entered the UK via Ireland, you may not have an entry stamp— if so, please upload an image of your unstamped visa and a copy of your flight details showing your date of travel to the UK (boarding pass/e-ticket/email booking confirmation are all acceptable).

- If you are studying at Glasgow for 6 months or less (e.g. one-semester study abroad/exchange or a postgraduate visiting researcher):
  - You may have a Standard Visitor visa inside your passport. Please upload an image showing this.
  - If you did not have a visa before you came to the UK, you may have only an entry stamp like the one shown below—please upload an image of this stamp (include the whole passport page).
  - If you are from **Australia, Canada, Japan, New Zealand, Singapore, South Korea, Switzerland, the USA or any EU/EEA country**, you may not have any stamp in your passport. Please upload a copy of your flight details (boarding passport/e-ticket/email booking confirmation are all acceptable).

- If you have not yet travelled to the UK, you do not need to upload anything to this document type. We will copy your documentation after you arrive in the UK.

- If you are an asylum seeker and/or are subject to Immigration Bail Reporting, please upload copies of every page of your Bail 201 notice here (see example on page 6).

If you are from Australia, Canada, Japan, New Zealand, Singapore, South Korea, Switzerland, the USA of the EU/EEA OR if you entered the UK via Ireland, your visa sticker may be unstamped like this one.

Remember to include the whole passport page and not just a closeup of the sticker/stamp.
Document Type: **Biometric Residence Permit**

- If you are in the UK and you have a BRP, please upload images of the **front and back** (see below). You can include the front and back as one file or two separate files.
- If you are going to collect your BRP from the University, you do not need to upload anything under this document type.
- If you have not yet travelled to the UK, or if you are in an immigration category that does not require a BRP, you do not need to upload anything under this document type. If you are not sure whether you require a BRP, see our [webpage](#).

BRP example:
Document Type: Document Checklist

- If you are in the UK and you have applied for a visa or any other immigration permission, please upload evidence of submission of your visa application here.

- If you have applied for a Student Visa, this evidence is the document checklist (see below). You only need to upload page 1 of this. If you do not have your document checklist, please log into your UKVI account and download it again.

- If you have applied for immigration permission in any other category, you must upload evidence showing the date your application was submitted. This may be:
  - Acknowledgement letter(s) or other correspondence from the Home Office showing your application reference number
  - Online submission sheet if the application was submitted online
  - A letter from a solicitor/immigration consultant confirming what immigration category you have applied for and the date it was submitted.

- If you are not in the UK, you do not need to upload anything under this document type.
This is an example of the Bail 201 notice. If you have one of these, please upload an image of every page under the document type Visa.