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.
- Please ensure that you upload an image of the whole passport page and not just a closeup of part of it. See below for an example:

- If you are taking a picture of your passport with a camera, you can use your hand to hold the correct page open. It’s 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.

Go to pages 2 and 3 if you have a Student Visa...
Go to page 4 if you have a visit visa or you are only studying at UofG for 6 months or less
Go to page 5 if you have submitted a visa/immigration application inside the UK
Go to page 6 if you are an asylum seeker or are subject to Immigration Bail Reporting
Go to page 7 if you have any other type of visa, dual nationality or permission under the EU Settlement Scheme

Don’t worry if you don’t upload a document correctly or forget to upload something! We can help you when you attend Visa Registration.
If you have a Student Visa:

- If you have not yet travelled to the UK, you only need to upload a copy of your current passport ID page; please don’t upload copies of your visa; we will do that for you when you arrive in Glasgow.

- If you have had your student visa approved, but it is not printed inside your passport, it has probably been issued online. You only need to upload a copy of your current passport ID page, then after you come to the UK, obtain a share code and share it with us on the UofG helpdesk so we can verify your visa status online. You will still need to attend Visa Registration in person with your passport.

- If you have a yellow ‘entry clearance’ visa page inside your passport (like the ones shown below), please upload a copy under the type ‘visa’.

- It should be stamped, but in some cases it won’t be (particularly if you are from Australia, Canada, Japan, New Zealand, Singapore, South Korea or the USA, or if you travelled to the UK via Ireland). If your visa is unstamped, please upload a copy of the 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). You can upload the flight details under ‘visa’ type as well.

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

Remember to upload the whole page and not just a close-up of the visa sticker.
If you have a student visa (continued)

- If you have already collected your BRP, please upload a copy/image of both sides of the BRP. You can upload the front and back as one file or two separate files.
- If you are going to collect your BRP from the University; we will scan and upload the BRP for you, so you don’t need to do anything.
- If you are not sure whether you require a BRP, see our webpage.

BRP example:
If you have a Standard Visit visa or no visa

- If you are studying at Glasgow for 6 months or less (e.g. one-semester study abroad/exchange or a postgraduate visiting researcher) and you are already in the UK:
  - You may have a Standard Visitor visa inside your passport. Please upload a copy of this, including the stamp. If you did not receive a stamp, please also upload a copy of your flight details (boarding pass/e-ticket/email booking confirmation are all acceptable). You can upload these under ‘visa’ type as well.
  - Alternatively, you may not have applied for a visa before you came to the UK, and received a stamp on entry to the UK. Please upload a copy of this.
  - If you didn’t apply for a visa before travel and you didn’t receive a stamp (usually if you are from Australia, Canada, Japan, New Zealand, Singapore, South Korea, Switzerland, the USA or any EU/EEA country), please upload a copy of your flight details (boarding pass/e-ticket/email booking confirmation are all acceptable) under the ‘visa’ type.

- If you have not yet travelled to the UK, you do not need to upload anything except your passport ID page. We will copy your documentation after you arrive in the UK and attend Visa Registration.

If you applied for the visa before travelling, it should look like this. Please upload a copy of the whole page.

If you didn’t apply for the visa before travelling, it may just be a stamp. Please upload a copy of the whole page containing the stamp.

Remember to include the whole passport page and not just a closeup of the sticker/stamp.
If you are in the UK and have applied to extend your visa

- If you are in the UK and you have applied for a visa or any other immigration permission, please upload all of the following:
  - Evidence of submission of your visa application under the ‘document checklist’ visa type.
  - A copy of your passport/travel document
  - A copy of your current visa (even if this has expired)

- If you have applied for a Student Visa, you should have a 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 registered solicitor/immigration consultant confirming what immigration category you have applied for and the date it was submitted.

Document Checklist example (this is from a Student Visa application—it may look different for other visa categories)
If you are an asylum seeker or you are subject to immigration bail reporting:

- Please upload a copy of your passport/travel document/IND card/ARC card (whichever one you have) under ‘passport’.
- Please also upload a copy of every page of your Bail 201 letter under the ‘visa’ document type. An example of this is below.
- Remember that you need to bring the originals of these documents when you attend Visa Registration.

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.
Non-Student visas/Dual nationals

- If you are in the UK on a different type of visa (e.g. work visa, spouse/partner etc.), please upload a copy of your passport/travel document and a copy of your visa/BRP. You will need to bring the originals when you attend Visa Registration.

- If you have Settled or Pre-settled status under the EU Settlement Scheme, please just upload a copy of your passport and then obtain a share code and share it with us on the UofG helpdesk so we can verify your status.

- If you are a dual national and one of your nationalities is the UK or Ireland, please upload a copy of your UK or Irish passport only (you don’t need to upload a copy of the other passport). You will still need to book an appointment to attend Visa Registration with your UK/Irish passport in order to collect your Campus Card.

- If there is anything you are not sure about, please contact us by email using the contact details below.

Immigration Compliance Team, University of Glasgow
Email: immigrationcompliance@glasgow.ac.uk
Web: https://www.gla.ac.uk/myglasgow/registry/tier4/
The University of Glasgow is a registered charity: SC004401