Teesside University

Step-by-step Enrolment Guide

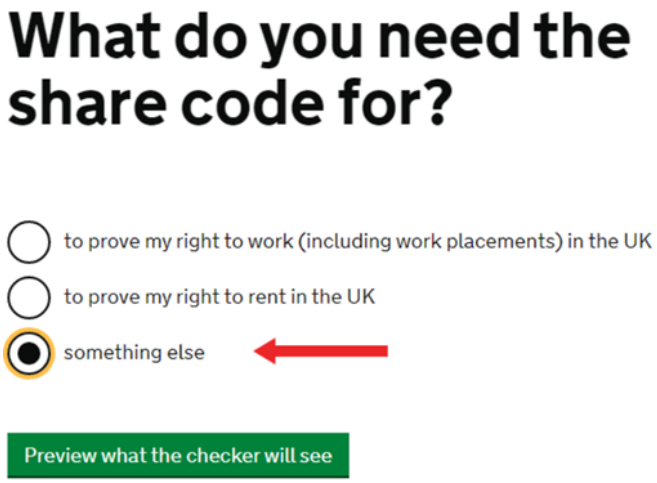
Part 1: Obtain a Share Code

A share code is an online-generated code to provide confirmation of your digital immigration status (eVisa) and right to study.

To get a share code, go to **https://www.gov.uk/view-prove-immigration-status** and click "Get a share code."

Enter your identity document details, date of birth, and the mobile number or email used in your application.

- **Important: To prove your right to study, you must choose the third option, "something else."**
  (Do not select the options to prove right to work or right to rent.)

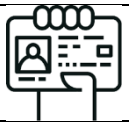


Click on 'Preview what the checker will see'.

You then need to scroll to the bottom of the page and click 'Create a share code'.

Once you have generated your share code, ensure that it starts with the letter "S" followed by a set of random letters and numbers. It is crucial to keep a copy of it in a secure place for future reference, and to complete Part 2 of your enrolment.

Part 2: Update CAS Shield

enroly	1. Login to the Enroly CAS shield portal using the username and password provided in the email you received shortly after receiving your offer.
	2. Update your Visa Status in the portal. You should confirm the outcome of your visa application. Please also upload a copy of your visa outcome letter notification.
Share code S 4 T A S L 8 G H	3. Enter your Share Code (as obtained in Part 1) as evidence of your eVisa. This must begin with the letter "S." Take care to ensure you type each letter and number in correctly.
	4. Upload a copy of your Visa Vignette. (If you receive a visa refusal, please upload a copy of your visa refusal letter).
	5. Confirm Travel Bookings – let us know the date and times you will be travelling to the UK.
	6. Confirm Arrival – confirm that you have arrived once you enter the UK.

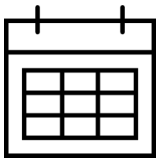
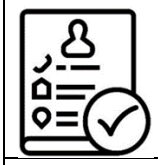
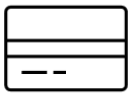
Part 3: Online Registration

	1. Login to the applicant portal at e-vision.tees.ac.uk using the username and password provided in the email you received shortly after receiving your offer.
	2. Click on the "Register Online" button and answer all the questions on the form.
	3. Click on the "Upload a Photo" button and upload a photo of yourself. This photo will be printed on your Teesside University Student Card (TUSC) and should be a head and shoulders shot, similar to a passport photo.
⚠ **Important: You cannot attend document check or complete enrolment if you have not completed all the above steps.**	
	4. View the International Information Hub and your School Information Hub to access key information to help prepare for a smooth start to your studies. • International Information Hub: connect.tees.ac.uk/infohub/information-hub • School of Arts & Creative Industry: connect.tees.ac.uk/infohub-saci • School of Computing, Engineering & Digital Technologies: connect.tees.ac.uk/infohub-scedt • School of Health & Life Sciences: connect.tees.ac.uk/infohub-shls • School of Social Sciences, Humanities & Law: connect.tees.ac.uk/infohub-ssshl • Teesside University International Business School: connect.tees.ac.uk/infohub-tuibs

Part 4: Attend Document Check & Complete Enrolment

⚠ **Important: Ensure you have completed all items in Parts 1 to 3 prior to attending document check. You must have:**

- **Obtained a Share Code and confirmed it on Enroly CAS Shield**
- **Completed Online Registration**
- **Uploaded a valid photo to E-vision**

	1. Login to e-vision.tees.ac.uk and click “Book Document Check.” You should book and attend the earliest available appointment, as attendance at document check is a requirement of your student visa and must be completed before you are enrolled as a current student. If you are unable to attend a booked appointment, you can change the date and time using the "Change Booking" button. Document Checking will take place in the Student Life Building You should not attend Document Check without a booked appointment / at a different time to your booked appointment as we may not be able to accommodate walk-ins on the day.
	2. To the left of the screen you will see a button to View/Edit your Contact Details. Click on this and enter your UK term-time address and phone number. Please obtain a valid UK Phone number before doing this.
	3. Attend your booked document check appointment. You must bring with you: • your passport • evidence of your UK entry date (such as a stamp in your passport or travel ticket/boarding pass), • details of your UK residential address and phone number, • copies of your original qualifications.
⚠ **Important: If your Visa Vignette has not been stamped on entry to the UK then you must bring copies of Boarding Passes and Flight Bookings to your Document Checking Appointment. Please check your passport for a stamp and ensure you bring these documents if required.**	
	4. Your TUSC card will be issued on completion of this appointment.

After completing these steps, you will have fully completed enrolment and will be considered a current student.