

Step-by-step Enrolment Guide

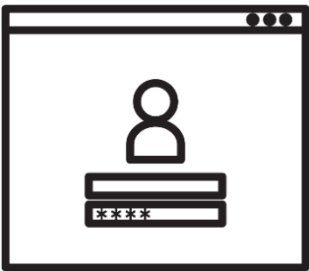

International Enrolment

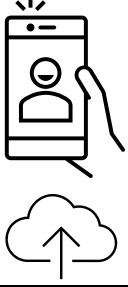



Part 1. There are 5 steps to complete.

This part of enrolment should be completed as soon as possible, six weeks before your course start date, providing you have received a CAS. Please note you will not have access to complete these steps until you have received your CAS.

You do not need to wait until have received your visa to complete this part of enrolment and should do it as soon as possible.

This can be completed from anywhere in the world whether you are still in your home country or if you have arrived in the UK.

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| Step 1. | Login to e-vision.tees.ac.uk | ✓ |
|  | <p>Login to the applicant portal at e-vision.tees.ac.uk/</p> <p>Please check your inbox for an email with your username and password. You will have received this email shortly after receiving your offer.</p> <p>If you cannot find this email click on “Forgotten details” or email ithelp@tees.ac.uk to ask for a reset.</p> | |
| Step 2. | Register Online | ✓ |
|  | <p>You must click on ‘Register Online’ button and answer all the questions on the form.</p> <p>This will take 15 to 30 minutes.</p> | |
| Step 3. | Upload a photo of yourself | ✓ |

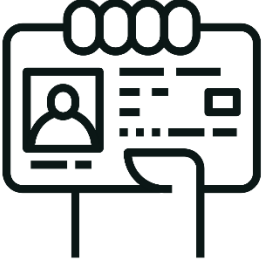
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|  | <p>Click 'Upload a Photo' button.</p> <p>You must upload a photo of yourself as this will be printed on your Teesside University Student Card (TUSC).</p> <p>Head and shoulders like on your passport photo </p> | |
| <p>Step 4.</p> | <p>Upload a copy of your Visa Vignette</p> | <p>✓</p> |
|  | <p>When you receive your visa vignette, please upload a copy to your Enrolly CAS shield portal by clicking on the link in the email you would have received from Enrolly advising you to upload your 'Student Visa Vignette' to your portal.</p> <p>(If you receive a visa refusal please forward it to us by email cas@tees.ac.uk)</p> | |
| <p>Step 5.</p> | <p>View Information Hubs</p> | |
|  | <p>Our Information Hubs provide you with key information to help you prepare for a smooth start to your studies and University life. There are two information hubs for international students.</p> <ol style="list-style-type: none"> 1. International Information Hub 2. Your School Information Hub <p>International Information Hub connect.tees.ac.uk/infohub/information-hub</p> <p>School Information Hubs View your School only.</p> <p>School of Arts & Creative Industry: connect.tees.ac.uk/infohub-saci</p> <p>School of Computing, Engineering & Digital Technologies: connect.tees.ac.uk/infohub-scedt</p> <p>School of Health & Life Sciences: connect.tees.ac.uk/infohub-shls</p> <p>School of Social Sciences, Humanities & Law: connect.tees.ac.uk/infohub-ssshl</p> <p>Teesside University International Business School: connect.tees.ac.uk/infohub-tuibs</p> | |

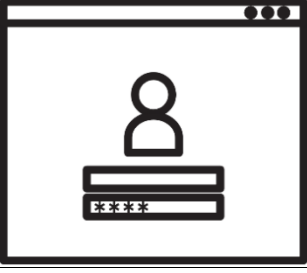
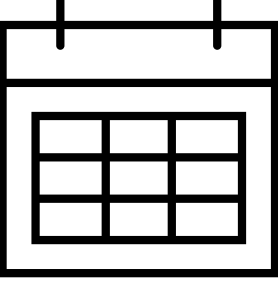


Part 1 of your enrolment is now complete. Please note, your enrolment status will not be updated to enrolled as a Current Student until you arrive on campus in the UK and complete part 2 of the enrolment process.

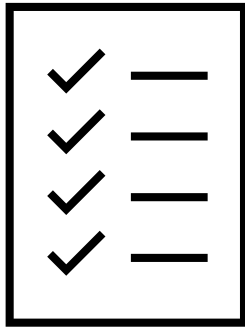
Part 2. There are 5 steps to complete.

This part of enrolment should be completed once you arrive in the UK.

Your enrolment as a Current Student with the University may be suspended if you do not complete all steps as soon as possible.

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| Step 1. | Collect your BRP Card | ✓ |
|  | <p>If your course end date is <u>after</u> 31 December 2024 it will be normal for your BRP Card to have an expiry date of 31 December 2024. This is because UKVI will move to an e-visa system before the end of your leave to enter the UK.</p> <p>You must keep a copy of your visa decision letter and bring it with you to your Document Check appointment (Step 5 below).</p> <p>You should collect your BRP from the post office you specified on your visa application as soon as possible. Please take your Passport and UKVI decision letter/ email to the Post Office when you collect your BRP.</p> <p>The nearest Crown Post Office to the Teesside University campus in Middlesbrough is in the Cleveland Centre on the basement level of WH Smith.</p> <p>You must be over 18 to collect a BRP. If you are under 18 and require assistance in collecting your BRP, please email: International@tees.ac.uk.</p> <p>If your BRP is not at the Post Office, please email: International@tees.ac.uk.</p> | |
| Step 2. | Login to e-vision.tees.ac.uk | ✓ |
| | Log in to e-vision.tees.ac.uk/ again to complete the next step. | |

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| Step 3. | Book Document Check | ✓ |
|  | <p>You must book a document checking appointment by going to the 'Book your document check' section within the applicant portal at e-vision.tees.ac.uk/.</p> <p>It is not possible to attend document checking services without a pre-booked appointment.</p> <p>You should book and attend the earliest available appointment. Attendance at document check is a requirement of your Student Visa and must be completed before you are enrolled as a Current Student.</p> <p>If you are unable to attend a booked appointment you can change the date and time of your appointment using the 'Change Booking' button in this section.</p> | |
| Step 4. | Confirm UK Contact Details | ✓ |
|  | <p>To the left of the screen, you will see:</p> <p style="text-align: center;">  Contact Details Use this option to view and edit your home & term-time addresses, your personal email and your phone numbers <input type="button" value="View/Edit"/> </p> <p>Click on the View/Edit button to update your contact details. You must provide your:</p> <ul style="list-style-type: none"> ○ UK term time address ○ UK phone number | |
| Step 5. | Attend Document Check | ✓ |
| | <p>You must attend your booked document check appointment once you have your BRP card. Document check is compulsory.</p> <p>You must bring the following with you to your document check appointment,</p> <ul style="list-style-type: none"> <input type="checkbox"/> Visa Decision <input type="checkbox"/> Letter BRP Card <input type="checkbox"/> Passport <input type="checkbox"/> | |



Evidence of your UK entry date (stamp in passport or travel ticket/boarding card)

Details of your UK residential address and phone number.

Copies of your original qualifications

Your TUSC Card (Teesside University Smart Card) will be issued at this appointment.

If you are unable to attend a booked appointment you can change the date and time of your appointment using the 'Change Booking' button in this section.

You should attend your document check appointment on time. There may be a queue when you arrive, you should stay and wait for your turn.

You will be reported as 'Did Not Enrol' to UKVI and your visa will be curtailed if you do not attend and complete the document check.

You will have now fully completed enrolment and will be made Current in your status as a student. If we require anything further from you then we will contact you.