Enrolment process for new starters 2020-21

For the 2020-21 Academic Year College Enrolment can take place either in person or online. This is to enable students to be enrolled on their programme of study whether starting the course in Oxford or from Overseas. You will need to have completed the University stage of enrolment, received your Single Sign On (SSO) and have verified your information via the link sent to you from IT services.

We have put in place a system (Portal) for you to securely upload the documents that you need to provide to enable College Enrolment (this is the final stage of enrolment), and your University (BOD) card can be issued once you have completed this stage. Once College Enrolment is complete you will also then be able to print your Confirmation of Enrolment letter. You will still need to come into College to collect your University (Bod) card and you can do this by booking onto an in-person College Registration session which are running each weekday between 28th Sept and 9th October (except for 8th October).

If you have completed the University stage of enrolment, received your SSO and have verified your information via the link sent to you from IT services but DO NOT wish to use the online portal, you can book onto an in-person College Registration session which are running each weekday between 28th Sept and 9th October (except for 8th October).

What do I need to upload to the online portal?
When using the online portal all students will be asked to provide/upload a copy of their passport or photo ID card. Please have these ready.

You will also need to sign and upload a copy of the COVID-19 Student Responsibility Agreement which can be found here. More information about why we are asking you to sign the COVID-19 Student Responsibility agreement can be found here.

If you are a visa holder and require a visa for your time in Oxford, please read all of the visa information below BEFORE you begin to use the online portal.

How to use the online portal

1. Open and use the Internet Explorer web browser (the system may not work on Google Chrome, Mozilla, other browsers)
2. Open the online portal here and enter your Single Sign On (SSO) credentials

You will see the following screen:
3. Click ‘New Item’
4. You will then see the following screen:

```
Passport/Visa Details Form

Fields marked * are required

Student ID *
First name *
Last name *
College
Course
Attachments * Add Attachment

Save Cancel
```

5. Please complete all fields with a * and upload your documents including your passport/photo ID, signed copy of the COVID-19 Student Responsibility Agreement and any visa documentation that is required (please see below)

The form and uploaded documents will only be visible to you and the relevant Academic Office staff.

**In-Person College Registration Sessions**
Once you have uploaded all your documents you can book to attend an in-person College Registration Session. At these sessions you will be able to collect your University (BOD) card, collect your BRP (if relevant and it has been delivered to College), receive a College Welcome pack and have a tour of the College. The sessions will be for up to 6 students per hourly session to conform to current social distancing requirements.

To book a College Registration session please click here.

For students not wishing to use the online portal or who are having difficulty in using the system, please book to attend a College Registration session.

If you cannot attend any of the College Registration sessions please contact academic.administrator@stx.ox.ac.uk and separate arrangements will be made for you.
Information for Visa Holders

If you are a new student coming from overseas and are commencing your studies in Oxford you will need to provide a copy of your Tier 4 visa/BRP. You MUST apply for your tier 4 visa before coming to Oxford.

If the BRP is being delivered to College, once we confirm we have received it, and you have uploaded your Passport and Student Responsibility Agreement on the online portal, we will be able to enrol you online. You can then collect your BRP and BOD card from College at a College Registration session (book [here](#)).

If you are collecting it from the Post Office you cannot complete either online or in-person enrolment until you have collected it and uploaded a copy or bring it with you to a College Registration session.

PLEASE NOTE YOU SHOULD NOT GO TO THE POST OFFICE IF YOU ARE REQUIRED TO QUARANTINE/SELF ISOLATE FOR 14 DAYS – the Post Office will hold your visa until after your quarantine period for collection then.

If you are self-isolating and cannot collect your BRP until after 9th October, we will make separate arrangements for you to enrol. Please do not worry about this.

If you are a new student coming from another University/College/School in the UK who requires a Tier 4 Visa, you may have made a visa application within the UK. You can be enrolled if you upload evidence of a pending visa application for Oxford i.e. the payment receipt for the visa application. If your visa has been approved the BRP will be sent to your home/contact address in the UK so you can upload it electronically when it arrives.

If you are a current Oxford student who requires a Tier 4 visa starting a new course at Oxford (e.g. BA to MSt, Mst to DPhil) you may have a pending visa application. If you can provide evidence of payment for a visa application, this will enable you to be enrolled. You must bring in your new BRP when it is issued.

**Overseas Students who are beginning their studies online/remotely**

Students had the option to apply for a visa over the summer and start online/remotely in MT20 and then arrive in Oxford later in the term or arrive for HT2021. If you have obtained a visa you can upload the electronic copy now and be enrolled while overseas.

If you are starting online/remotely in MT20 and will only apply for a visa before you come to Oxford in person (e.g. to apply in November or December for a visa to come to Oxford in person for HT2021), you can be enrolled while overseas if an online start has been agreed with your department and you must then upload the visa copy before you come in person in HT21.

**Students on a visitor visa cannot be enrolled or start their studies.**

**Students with a Tier 4 visa from another University cannot be enrolled unless they have made a new pending visa application for Oxford and can provide the evidence as above.**

If you are not sure about your visa status please contact Tier4compliance@admin.ox.ac.uk