International Student Support

Registering with Hampshire Police

Version 09.2018
University of Southampton
Do I need to register?

Please visit the website below to find out if you have to register:


If you need to register, please follow the steps below:

**Step 1: Visit** [https://foreignnationals-thamesvalleypolice.uk/](https://foreignnationals-thamesvalleypolice.uk/)

**Step 2: Create an account**
You will need to use your email address to register your account.

**Step 3: You will receive a verification email**
You must click on the link to verify your email within 1 hour of receiving it.

**Step 4: Log in and enter all of your details**
Please have ready before you start: Passport, BRP, Address Details, Phone Number and an uploadable digital Photo. Complete each section and upload a passport size/style photograph. You have 20 minutes to complete your details and submit them before you are timed out (there is no warning for this.)

**Step 5: Book your registration appointment**
Once you have entered all of your details successfully, the system will ask you to book an appointment.
- If you have a student visa to study at Southampton starting in the autumn term, you can select University of Southampton as your registration venue.
- If you have a non-student visa type, choose the registration venue that is best suited for you.

**Step 6: Pay for your registration fee**
If your registration venue is University of Southampton, you must pay your registration fee before your appointment on: [https://store.southampton.ac.uk/product-catalogue](https://store.southampton.ac.uk/product-catalogue)
If your venue is any other location, you must pay at your appointment.

**Step 7: Attend your appointment to complete your registration**
You must ensure you bring the necessary documents otherwise we will be unable to register you. Upon successful completion of your registration, you will be given your Registration Certificate which you must keep safe.

Already registered but need to update your details?

If you already have a police registration certificate and your details have changed, please click the link below. Please create an account (or log in if you have an existing account), then update your new information and arrange an appointment at your local police station.

[https://foreignnationals-thamesvalleypolice.uk/](https://foreignnationals-thamesvalleypolice.uk/)
What do I need to bring with me to my appointment?

**First time registration**

- Current passport
- Biometric Residence Permit (BRP card)
- The Home Office decision letter that confirmed your visa application, especially if Police Registration is not written on your entry visa
- Proof of enrolment letter, if you are a student at Southampton
- Proof of address of where you are living in Hampshire (tenancy agreement/letter confirmation from University, including room number)
- Receipt for payment of registration fee – if your appointment venue is University of Southampton OR money available to pay registration fee – if your appointment is at any other venue.

**Updating an existing registration**

<table>
<thead>
<tr>
<th>What has changed</th>
<th>What you must bring with you to your appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change of address</td>
<td>Registration Certificate, Proof of address, Current passport, BRP card</td>
</tr>
<tr>
<td>Change in marital status</td>
<td>Registration Certificate, Marriage certificate, Current passport, BRP card</td>
</tr>
<tr>
<td>New landing conditions (re-entry visa)</td>
<td>Registration Certificate, Current passport, BRP card</td>
</tr>
<tr>
<td>New passport</td>
<td>Registration Certificate, New passport, BRP card</td>
</tr>
<tr>
<td>New BRP card</td>
<td>Registration Certificate, Current passport, New BRP card</td>
</tr>
<tr>
<td>Exemption from Police Registration</td>
<td>Registration Certificate, Current passport, BRP card, Proof of exemption</td>
</tr>
<tr>
<td>You are leaving the UK for more than 2 months</td>
<td>Registration Certificate, Current passport, BRP card, Your leaving date and travel details</td>
</tr>
<tr>
<td>Change of university/course</td>
<td>Email: <a href="mailto:nationalities@hampshire.pnn.police.uk">nationalities@hampshire.pnn.police.uk</a></td>
</tr>
<tr>
<td>Change of Mobile Number:</td>
<td>Email: <a href="mailto:nationalities@hampshire.pnn.police.uk">nationalities@hampshire.pnn.police.uk</a></td>
</tr>
</tbody>
</table>
How do I book an appointment?

1. Once you have successfully completed and submitted your details online you will be able to book your appointment:

   Click this link to take you to the booking system.

2. 

   Click the drop down menu to view the available venues.

3. 

   Registering with Hampshire Police
The Hampshire venues are split between new registrations and reporting changes. For a new registration appointment, please choose the most appropriate venue with ‘Hampshire Registration’ in the title.

4.

Once your venue is selected, press ‘Next Available Appointments’ to see when the next appointment is.
If you’re unable to see any available appointments, please ensure you have selected the right venue.

5.
Please select the appointment you wish to book.

Please check the details of the appointment are correct and then press ‘Book’.
You will be reminded about your police registration appointment by text and email.

Please ensure you attend your venue on time – we may ask you to reschedule if you are late.