

# YOUR ENROLMENT CHECKLIST

NEWCASTLE  
COLLEGE  
UNIVERSITY  
CENTRE



Take a look at our handy checklist below to find out what's needed when you enrol at Newcastle College University Centre.

## OFFICIAL I.D

Both new and returning students must provide a physical form of official personal identification to enrol. Photographs of identification will not be accepted.

You can bring either a:

- Passport (in date)
- UK or EAA Driving Licence
- Original Birth Certificate
- National ID Card (EU).

## FINANCE EVIDENCE/PAYMENT

- Loan Confirmation from Student Loans Company (or your SSN/Customer Reference Number if your application is being processed).

or

- Completed Employer Payment Form (if your employer is paying your tuition fees).

or

- For students paying their own fees – we can arrange a direct debit plan with you at enrolment. Please remember to bring your bank details with you.

## EVIDENCE OF HIGHEST QUALIFICATION

Please bring with you some proof of your highest qualification. This could be a certificate or transcript/statement of results.

## RIGHT TO STUDY

If you are not classed as a British or Irish citizen, you will need to provide your Right to Study evidence which includes: your passport, your share code (you can access your share code [here](#)), your visa and your letter from the Home Office.

If you are British/Irish citizen, you must provide evidence of this in the form of a passport (nationality listed as British/Irish citizen) or birth/adoption certificate **AND** National Insurance number (payslip, National Insurance card or National Insurance letter confirming National Insurance number and name).

**If you are unable to provide your Right to Study evidence, we will be unable to enrol you.**

## SMILE!

We will be taking your photo for your Newcastle College University Centre ID card (if you're a new student or if you're a returning student and would like an updated photograph). You will need to wear this lanyard whenever you are on campus.

If you require any assistance or have any further queries, please contact the team at [HEadmin@ncl-coll.ac.uk](mailto:HEadmin@ncl-coll.ac.uk)