



## **HOW DO I GET MY UEL STUDENT ID CARD?**

Your UEL Student ID card can only be issued once you have fully enrolled with UEL. You will be invited to enrol online using [UEL Direct](#) so please check your email account for updates and information.

### **1) New students Term 1 (September 2016)**

If you are starting studies in September you will need a UEL ID Card to access our facilities, services and buildings.

If you are studying an undergraduate or postgraduate taught (excluding PGCE) programme at UEL, you will be asked to upload a photo in the next few weeks so that we can print your ID card for you in advance – you'll just need to bring proof of ID (see Section 4 below) to the enrolment centre so that we can issue the card to you.

If you are an international student, under 18 years of age when starting your programme, are studying a PGCE or research programme you'll not be asked to upload a photo – we will take a photo of you at enrolment as well as checking your proof of ID (see Section 4 below).

### **New students Term 2 (January/February 2017)**

If you are starting studies in January/February 2017 you will need a UEL ID Card to access our facilities, services and buildings.

Your ID card can only be issued once you have fully enrolled with us.

As you are starting studies in February you will need a UEL ID Card to access our facilities, services and buildings.

You will just need to bring proof of ID (see "ID Card Guide" at [www.uel.ac.uk/students](http://www.uel.ac.uk/students)) to the enrolment centre, once checked we will take your photo and issue you with your student ID Card.

If you are a Distance Learning student please also see "ID Card Guide" at [www.uel.ac.uk/students](http://www.uel.ac.uk/students) for information of how to obtain your ID card.

## 2) Returning students

If you are a returning student studying at UEL then you shouldn't need a new ID card – your current one will be re-activated. However, if it has expired we will print you a new one in the enrolment centre or at [the Hub](#).

## 3) Students studying at a partner institution

Our partner institution will contact you to let you know how to get your UEL Student ID card and what ID checks they will undertake.

Alternatively, if you live locally (or want to visit!) you are welcome to drop into [the Hub](#) at either our Docklands or Stratford campus with your proof of ID and we will check your enrolment status, proof of ID and take a photo of you on the spot – and then give you your UEL Student ID Card.

## 4) Proof of ID

We need to check original documents which verify your identity / name as shown on your enrolment record. This includes students who may have already submitted copies of ID during the Admissions process. Your UEL Student ID Card can only display the legal first and last names as shown on your proof of ID document(s).

**We accept current, valid and original passports as proof of ID.**

If you do not have a passport please provide **two current and original forms** of ID from the list below:

- A full or provisional driving licence showing your current address
- An international driving licence
- An original birth certificate in English
- A debit or credit card
- A benefit book or benefit award letter dated within last 3 months
- An Armed Forces Identity card
- A police warrant card.

## 5) Distance Learning students

We will produce and post your UEL Student ID card to your home address but need you to send us:

- A recent jpeg format picture of yourself (head and shoulders only) that is a true likeness and not obscured – so no hats and sunglasses please!
- A scanned copy of proof of ID that has a photo and clearly states your name and date of birth.

**It is easiest to send us a scan of your current and valid passport** – but if you do not have this, you need to send us **two** of the following:

- A full or provisional driving licence showing your current address (photo cards only)
- An international driving licence (photo cards only)
- An Armed Forces Identity card (photo cards only)
- A police warrant card (photo cards only).

Your scanned picture and proof of ID must be emailed to [Thehub@uel.ac.uk](mailto:Thehub@uel.ac.uk) with your UEL Student Number and “ID Card Request” as part of the subject line – but don’t worry, we will remind you of this once you have completed your online enrolment.

Alternatively, if you live locally (or want to visit!) you are welcome to drop into [the Hub](#) at either our Docklands or Stratford campus with your proof of ID and we will check your enrolment status, proof of ID and take a photo of you on the spot – and then give you your UEL Student ID Card.