

# Student Identification Policy

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## Introduction

- 1.1 To enrol at The College of Legal Practice you must provide a valid form of identification at the time of your application.
- 1.2 Acceptable forms of identification are dependent on your Nationality as outlined in this policy.
- 1.3 Students who do not provide acceptable identification cannot enrol.**
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## Photographic ID

- 2.1 Students must provide one of the listed photographic identity types in accordance with their nationality as listed below.

Nationality	Identification Type
UK	UK Passport* UK Photo Driving Licence (full or provisional) HM Forces ID card
EU, EEA or Switzerland	Current EU, EEA or Swiss Passport Current National ID card
Non-UK, EU or EEA	Current Passport

\* UK, EU, EEA or Swiss passports do not have to be in date. However, they must bear a reasonable likeness to the applicant.

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## Non-Photographic ID

- 3.1 We recognise that some students may not have a photographic form of identity. In this circumstance we will accept a combination of documents as outlined on the following page.
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## UK Students

- 4.1 Students in this category who do not have any of the photographic ID listed above must present **two** items of non-photographic ID. **One item from list A and one item from list B.**
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4.2 Documents on list A must show your name and date of birth. List B documents must show your name and current home address.

List A Proof of Name and Date of Birth	List B Proof of Name and Address
Birth or Adoption Certificate (UK Nationals only)	Bank or Building Society Statement dated within the last 3 months
Naturalisation Certificate	Utility bill dated within the last 3 months
Marriage or Civil Partnership Certificate	Official letter from UCAS, GTTR, SLC or a Government Department, such as HMRC, dated within the last 3 months
NHS Medical Card	

## Non-UK Students

5.1 Students in this category will be referred to the Student Services Team at the College to discuss what alternative form/s of non-photographic identification would be acceptable.

## Submitting Identification Digitally

- 6.1 If you are asked to submit ID by uploading it digitally, images must be clear and in colour.
- 6.2 If you are providing a bank or building society statement as one of two forms of non-photographic ID, we do not need to view your account transactions. We would advise you to not show any transactions listed on your statement when it is uploaded.

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## **Name Changes**

7.1 Student identification may be held in a different name to the one currently in use. This could be due to marriage, civil partnership, divorce, or gender re-assignment. In this case students must provide one of the following documents in addition to their photographic or non-photographic identification;

- Marriage/Civil Partnership Certificate
- Divorce or Civil Partnership Dissolution Certificate
- Statutory Declaration
- Change of Name Deed (formerly Deed Poll)

7.2 Students cannot enrol under a different name without providing one of these documents.

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