



## **Police Registration Policy**

### **Step by step registering with the Police**

On arrival all visa nationals present their passports to the reception.  
We scan every relevant page.

We look at the visa page to see whether or not students must register with the Police. If they need to register it is within 7 days of their arrival.

We book an appointment online for them.

We supply the registration form for the Police station, so that students have time to go through it and ask any questions if they are not sure.

Should an elementary student or vulnerable adult need to register we provide a taxi for them to get to the Police Station.

If they need an interpreter we can arrange this for them.

We provide an information sheet on the following:

- What you need at the Police Station
- The address
- Opening hours.