

# International Visitors Registration

Name: Linghan Kong

DOB: 01 AUGUST 1996

You have an appointment at the International Visitors Registration office on:

Date: 04 December 2018

Time: 8:40AM

First Time Registration

You must bring the following items with you:

- Passport
- Confirmation of address and attendance letter
- Visa
- Completed Student/Employment Information Form
- Copy of your letter from your sponsor (if financially supported by a sponsor)
- 1 passport sized photograph
- £34 payable by card ONLY.
- If you have registered with the police in the UK before you must take your previous certificate with you

This appointment represents a legal obligation on your part and you must now attend at the time and on the day booked. You cannot swap appointments with another student.

If the appointment clashes with an academic class, you must inform your lecturer or tutor that you cannot be present and make arrangements to obtain the relevant materials by attending at another time or by other means.

The only reason for failing to attend your appointment is significant ill health resulting in your being in hospital. In these exceptional circumstances, you are able to re-arrange your appointment;

- by contacting [ssc@manchester.ac.uk](mailto:ssc@manchester.ac.uk)
- or, by going into the Student Services Centre, Burlington Street (campus map 57). Opening hours are Mon, Wed, Thurs and Fri: 9am - 4pm. Tues: 10 - 4pm.

You must make your appointment within 7 days of arrival. Due to a large number of students needing to register you may not be seen for several weeks. This will not affect your immigration status.

The address for the International Visitor Registration Office is:

International Visitor Registration Office  
Greater Manchester Police,  
Greenheys Police Station,  
Charles Halle Road,  
Hulme,  
Manchester.  
M15 6NP