

## Student Identification Policy 2022/3

To enrol at Sheffield Hallam University, students must provide a valid form of identification at the time of enrolment. The ID submitted should follow the guidance in [Section A](#) of this document or, where that is not possible, the alternative guidance in [Section B](#). Some students may have provided ID during the course application process. However, we do require all students to provide ID during online enrolment.

Acceptable forms of identification are dependent on nationality and study location, as outlined in this policy.

**Students who do not provide acceptable identification cannot enrol.**

### **Section A - Photographic ID**

Students should provide **one** of the listed types of photographic identification 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
Non-UK**	Current Passport Current National ID card Valid visa or Biometric Residence Permit (BRP Card)

\* UK passports do not have to be in date. However, they must bear a reasonable likeness to the student.

\*\*Non-UK students with an overseas study location should use the passport or ID card options offered here, or refer to the guidance in Section B.

### **Section B - Non-Photographic ID**

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.

#### **UK Students**

Students in this category who do not have any of the photographic ID listed above must present **two** forms of non-photographic ID. **One document from list A and one item from list B, below.** Documents on list A must show the student's full name and date of birth. List B documents must show the student's full 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 without listed photo ID (studying in UK)

Students in this category will be referred to the SHU International Experience Team where original photographic ID is not available.

### Non-UK Students without listed photo ID (non-UK study location)

Students with a non-UK study location should use one of the photographic ID options in Section A where possible (so, a current passport or national ID card). However the principle should apply here that for a non-UK study location a passport need not be in date, but must bear a reasonable likeness to the student. Where a student is not able to supply an acceptable passport or national ID card, they should supply **either** a photo ID driving license valid in their country, **or** two forms of non-photo ID, one showing proof of name and date of birth, and one showing proof of name and address (see previous lists A and B for suggested documents).

## Section C – additional information

### Submitting Identification Digitally

If students are asked to submit ID by uploading it digitally, images must be clear and in colour.

Where students are providing a bank or building society statement as one of two forms of non-photographic ID, account transactions do not need to be viewed. It is advised students do not show any listed transactions when uploading their statement.

### Name Changes

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)

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

For more information about how the University uses student personal data, you can review the Student Privacy Notice [here](#).

Any students unsure how to proceed or having difficulty satisfying the ID requirements in this document should contact [enrolment@shu.ac.uk](mailto:enrolment@shu.ac.uk) for guidance.

**Document owner:** Registry Operations Enrolment Team  
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