UNIVERSITY OF CAMBRIDGE

Acceptable documentation for proof of identity checks for new students

All new students are required to provide original documentation in person to confirm their identity.

Systems should be in place to ensure an ID check has been undertaken, for example by checking names on a list or making it a condition of collecting the University card.

If the student's name on their ID is different to their record, proof of the reason for this will be required, for example a marriage / civil partnership certificate, divorce document, deed poll or adoption certificate. The name on CamSIS should be updated if necessary.

Nationality	Preferred form of ID	Other acceptable forms of ID if preferred form not available
UK *ID check should be undertaken prior to matriculation where possible. If a longer period is required, should be completed within 2 weeks of a student's arrival.*	• A valid UK passport	• Current photo-card driving licence, full or provisional, issued in the UK or Ireland which includes confirmation that the holder was born within the EEA (included next to date of birth on the card. N/K means 'not known' so would not be acceptable). • A full birth certificate issued by UK authorities, long or short form acceptable. This includes certificates issues in the Channel Islands, the Isle of Man or Ireland and by UK authorities overseas such as Embassies, High Commissions and HM Forces. • Certificate of naturalisation or registration as a British Citizen
EEA and Swiss *ID check should be undertaken prior to matriculation where possible. If a longer period is required, should be completed within 2 weeks of a student's arrival.*	• A valid passport **or** • Current national identity card	• A Registration Certificate, Permanent Residence card or other document certifying permanent residence issued by the UK Home Office.
Non-EEA *Must be undertaken prior to matriculation. Both documents must be scanned and uploaded onto CamSIS.*	• Valid passport **and** • Documentation confirming immigration permission.	• No other form of ID acceptable.