Guidance for Tier 4 parents, guardians and pupils at Mill Hill School

International pupils whose passports contain a stamp telling them to register with the police MUST do so within 7 days of arriving in the UK. It is the parents' or guardian's responsibility, in the absence of a parent, to ensure that this takes place BEFORE the pupil's arrival at Mill Hill.

If pupils are arriving at Mill Hill straight from the airport and parents/guardians have been unable to arrange police registration, then the Director of Boarding, Miss Farrant must be informed of this immediately in writing. She can be contacted at the following email address: ljf@millhill.org.uk

Registration Process.

In order to register, pupils should go to:

The Overseas Visitors Records Office
323 Borough High Street
London SE1 1JL

Tel: 020 7230 1208 for recorded information.
Opening Hours: Mondays – Fridays 9.00 – 16.00.
(The nearest tube station is Borough on the Northern Line).

To register, pupils must provide:

- Passport, or a copy of the identity page/visa page from their passport.
- £34 in cash, credit card, debit card or cheque with cheque guarantee card.
- Proof that they have been accepted to study at Mill Hill.
- Completed Police Registration Form. This can be downloaded, along with further information about registering, through the following link: http://content.met.police.uk/Site/overseasvisitorsrecordsoffice

After registration

- The police will issue a 'Police Registration Certificate'. This must then be kept safely by the parent or Guardian. Alternatively it can be passed on directly to the appropriate Housemaster or Housemistress on arrival at Mill Hill and he/she will store it safely with the pupil's passport.
- Pupils will need their Police Registration Certificate when they re-enter the UK or apply to renew their student visa. If they are ever asked to produce it, they will have 48 hours in which to do so.
- If pupils change address during their time in the UK, for example if they have attended a summer course, have already registered with the Police in a different area and are now starting the term at Mill Hill, then they must still attend the police station at Borough High Street so that the certificate can be changed. In this case, they must bring all of the documentation listed, but they will not be required to pay a second registration fee.

If a pupil fails to register with the police or to notify them of changes, the Home Office can refuse future immigration applications or ask a pupil to leave the UK. The Home Office can also ban a pupil from returning to the UK for a certain period of time, so it is very important that Police Registration takes place as soon as possible after entrance into the UK.