

Late Enrolment Referral LER1 form

This form should be used only after the enrolment deadline of 03 February 2025, and only by new applicants **who do not have** an enrolment status of Temporary or Fully enrolled.

1. **Confirm your details**

|  |  |
| --- | --- |
| Applicant ID  |  |
| Course  |  |
| First Name  |  |
| Surname/ Family Name  |  |
| Preferred Name (if relevant)  |  |
| Date of Birth  |  |
| Contact email address  |  |
| Do you have a University of Westminster ID card? |  |

**Overseas Applicants**

|  |  |
| --- | --- |
| Do you have a student visa? |  |
| What is your CAS last Arrival date?  |  |
| What was your date of entry into the UK?  |  |

1. **In the box below, outline the reason for your** **request**
2. **Documentary Evidence required for British or Irish citizens/ UK passport holders.**

We need clear colour copies. Tick or circle the documents you are supplying.

**One of the following:**

* UK/Irish passport

**If you do not have the above, supply all of these instead:**

* UK Drivers Licence OR a Citizen Card
* UK Birth certificate
* National Insurance Number (letter/ payslip)
1. **Documentary Evidence required for international applicants/ non-UK passport holders:**

We need clear colour copies. Tick or circle the documents you are supplying.

**Supply**

* Passport, the personal details page

**AND**

* Passport page with your visa and UK entry date stamp.

OR passport visa page and your boarding pass/ flight tickets.

**AND**

* Student Visa holders, a Biometric Residence Permit (BRP) if collected.

OR Sharecode

1. **Further information you may wish to submit in support of your request**

Tick or circle the documents you are supplying.

* Copy of your Westminster Student ID Card, (if issued)
* Copy of an application for a UK passport/ drivers’ licence
* Home Office letters regarding your status
* Visa application letters
* Travel disruption evidence
* Email correspondence with your admissions officer, your course leader or other correspondence relevant to your case.
1. **Signatures and declaration**

By signing this form, I declare this information accurate

**Applicant Signature Date**

|  |  |
| --- | --- |
|  |  |

1. **Review Criteria**

Your request will be reviewed against the following evidence and information:

* We have all the required documents for enrolment, or these can supply these without delay.
* The documents pass review for being suitable for enrolment.
* Your student visa is valid for the University of Westminster and the course
* You entered the UK on a valid student visa
* Did you received the opportunity to access enrolment?
* Have you completed Stage One Enrolment as requested?
* Did you record any help calls with us regarding enrolment?
* What contact have you had with the course leader?
* Did you attend any of the Welcome & Arrivals Events?
* Have you been in attendance during the first two weeks of teaching?
* Did you leave your home country within time, but where subject to travel disruption?

The Late Referral request process does not permit applicants to ignore the deadline for enrolment. The listed review criteria are not exhaustive, nor does one or several reasons cited by an applicant mean acceptance to enrol late.

If you are an international applicant travelling on a student visa, your latest arrival date in the UK is automatically included in the CAS (Confirmation of Acceptance for Studies.) If an applicant does not arrive by this date, the University is required to withdraw its visa sponsorship for that applicant.

Applicants requiring a student visa to study, must have entered the UK on their Student Visa.

1. **Timescales & Outcome**

This request will be reviewed against your applicant and student record with the documentary evidence supplied. You can normally expect a formal written response to the email supplied by you, by the fifth working day of your submission.