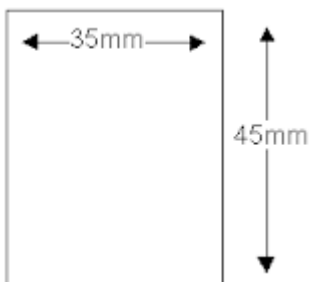


**Guide to completing your Optical Character Recognition (OCR)
Registration Proforma**

PLEASE NOTE: OCR Proforma MUST BE TYPED - Handwritten forms/amendments will not be accepted)

- 1. Surname:** This must be entered exactly as shown in your passport.
- 2. First name:** This must be entered exactly as shown in your passport.
- 3. National of:** You must enter the country and not nationality - for example: CHINA not Chinese, IRAN not Iranian...
- 4. Date of Birth:** This must be entered using the following format: Date/Month/Year
- 5. Current Nationality by:** You must select how you obtained your current nationality. Please select only one option.
- 6. Occupation in the UK:** This must be your full time occupation and in line with your visa conditions in the UK.
- 7. Place of Birth:** This should be entered as the country where you were born.
- 8. Marital Status:** Enter your marital status as appropriate (This status must be the same as your status in your country). In case of Civil Partnership, select this option for same sex civil partnerships/marriages only. If your are in the process of being divorced and have separated from your spouse then please ensure you select 'Married' until such time your divorce has been finalised.
- 9. Previous NON-UK Address:** Your last address abroad must be entered here. This may not necessarily be in the same country as your origin. If you do not have an address abroad then please enter the address of a relative/friend.
- 10. Passport Number:** Some passport numbers have letters before the numbers. If your passport has this, please include these letters.
Place of issue: Country your passport was issued.
- 11. Date of arrival in the UK:** This date should be your latest arrival date into the UK following the issue of your visa abroad. The stamp showing the date and port of arrival can be found in your passport; it is rectangular in shape and is normally endorsed next to your Entry Clearance visa.
Place of Arrival: This should be the port of arrival, for example - Heathrow, Gatwick, Dover...
- 12. Full Name and Address of University/College/Work:**
Please enter the full name/address of the actual campus you are studying at. In case of work, please enter the name and address of the office or site you are employed at and not the head office address.
- 13. UK Residential Address:**
Please enter your full home address in the UK. You must include the full postcode in the relevant field. If you are temporarily staying at a hotel, please ensure you write the full name and address of the hotel.
- 14. E-mail address:**
You can enter your UK or Non UK e-mail address.
- 15. UK Home or Mobile Number:** Enter your UK phone number - if you have one.



16. Signature: You must ensure that you sign **INSIDE** the box shown on the left within this section. If any part of your signature is outside of the box, your proforma will not be accepted.

17. Photo: You must **PASTE** a recent colour photograph within the guidelines shown in this section. **The photo size must be 45 millimetres (mm) high x 35 millimetres (mm) wide.** Any photo that does not meet this specific requirement will result in your application being refused. Although there are no specific background colour requirements, the background must be plain.