



New UK/EU Students Enrolment Guide

What to do before your registration appointment



1. For your student card, email your photo to registration@cric.anglia.ac.uk

*Subject line: ID photo - Your Name & Surname & ID number or date of birth
Attach your ID photo of your face (only)*



2. Fees *If you are on Student Finance you must email your SFE entitlement letter to registration@cric.anglia.ac.uk ; Self funding students, fully pay your tuition fees. If unsure, contact registration@cric.anglia.ac.uk*



3. Book your registration day appointment

One month before registration week, you will be sent an email with the booking link. Please only select one appointment slot.



4. eVision Registration *One week before registration week you will be sent an email with your login details to complete online registration for your student card.*

What to do on your registration appointment day

Your registration can take 3- 4 hours as you will need to complete the following steps:



1. Original Document & Finance checks *You must bring the following:*

- *Passport and/or National ID*
- *Proof of UK term time address - Your accommodation contract and/or a utility bill, or a bank statement with your full name on it issued within the last three months. Alternatively, if you are living with family or a friend you need to provide a letter from the person you are living with confirming your full name and how long you are staying with them, as well as their proof of address in the UK.*
- *Student Finance entitlement letter or any correspondence with a Customer Reference Number*



2. eVision & Axis Student Portal login *CRIC Staff will assist you through all of these.*



3. Finance Checks

Meet with CRIC staff to check that Student entitlement letters/full tuition fees have been received.



4. Get your student card

Go to the iCentre, complete your right to study checks and then you will be given your student card.



Timetable

After completing step 4, your timetable will be released within 48 hours on AXIS, provided all the above steps have been followed. See our helpful '[How to access your timetable](#)' guide and start enjoying your classes!

IF YOU HAVE ANY QUESTIONS CONTACT:

Academic question: academic@cric.anglia.ac.uk

Registration question: registration@cric.anglia.ac.uk