Anglia Ruskin University | Cambridge Ruskin International College

New UK/EU Students
Registration Guide

Registration dates: https://www.cric.navitas.com/important-dates

Students are required to attend a registration appointment on campus.

What to do before your registration appointment

1. Accept your offer- see Your Unconditional Offer

2. Fees & Finance

Student Finance Students : *Email your Student Finance England entitlement letter with customer relationship number to: registration@cric.anglia.ac.uk*

Self funding students: *Fully pay your first semesters tuition fees.*

3. Book your registration day appointment

You will be emailed a link to book your registration day appointment.
Please prepare your Original Documents see below .*

4. Upload your ID photo for your student card

You will be sent an email with your e-vision login details to your online student profile you will need to upload your ID photo for your student card.

What to do on your registration appointment day

Your registration can take 2 - 3 hours as you will need to complete the following steps:

1. * Original Document checks

Bring the following:

- **Passport** and/or **EU National ID / Birth Certificate**
- **Proof of UK term time address** - Your accommodation contract, utility bill, or a UK bank statement with your full name & address 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 Registration checks

3. Finance Checks

4. Collect your student card

Timetable released

You will receive an email when your timetable is released on your student portal Axis. This can take up to 48 hours working hours after you have fully completed Original Document and Finance checks.

IF YOU HAVE ANY QUESTIONS CONTACT:

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

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