

ID - student FAQs

To become a fully registered student at Christ Church, you will need to upload a photograph/s of your ID so that staff may check and verify your identity. You need to complete your registration in order to officially become a Canterbury Christ Church University student and start your studies.

It's important to complete your registration so you can start your programme, receive your student smartcard, have access to all our services and to release your student loan or bursary (if you're entitled to one).

Acceptable IDs - FAQs your driver's licence

I do not have a passport.

If you do not have a passport and you are a UK citizen we can accept a UK birth certificate with photo ID (preferably a driving licence). If you are an EU citizen you may use your national identity card.

I do not have a passport or birth certificate.

Please contact registration@canterbury.ac.uk

I do not have a passport or a driver's licence.

We will accept UK birth certificates accompanied by photo ID.

Can I use my provisional driver's licence?

Yes, but you must also upload your UK birth certificate too.

You can use your driving licence as form of photo ID but you need to upload your UK birth certificate as a driving licence does not confirm immigration status.

Why can't I just upload my driver's licence without my UK birth certificate?

A driving licence does not confirm your immigration status.

Why can't I upload another form of photo ID without my UK birth certificate?

Photographic ID does not usually show your residency status and whether you are eligible to study in the UK without appropriate visas. If you feel your ID is an exception to this rule, please contact registration@canterbury.ac.uk.

My passport is out of date, can I still use it?

You can only use an expired passport if the likeness is identifiable and you hold a UK passport.

My ID is at another location and I cannot get hold of it.

Could you ask a person at that address to photograph your ID and forward it to you so that you can upload it? If not, please contact registration@canterbury.ac.uk.

Uploading my ID - FAQs

Can I upload my ID documents using my smartphone?

Yes.

Is the upload task compatible with android/ iOS?

The ID upload service works with both android and iOS.

I am using a PC/ laptop and am having issues with the site?

Please make sure you are using Google Chrome as your browser.

How will I know when it is time to upload my ID?

An invitation to upload your ID document/s email will be sent to the email address on your application.

How do I get to MyRecord?

There are a few ways to access MyRecord : You will find a link embedded in your 'Invitation to Upload' email, via the Christ Church website by clicking on 'Students' on the home page and then 'New Student' then clicking on the MyRecord tile or by clicking [here](#).

Where can I find my student ID?

It can be found in your invitation to upload your ID email.

I don't know my password for MyRecord?

You would have received a randomly generated password when you submitted your application to UCAS via email. This email would have been sent to the email address associated with your application.

I can't upload my document/s?

If using a smartphone, try using a PC/laptop instead. If using a PC/laptop, please make sure you are using Chrome as your browser. If you continue to have difficulty, contact i-zone@canterbury.ac.uk.

How many documents can I upload at once?

Three separate files.

What file types and sizes are acceptable?

Please note: the maximum file size permitted is 5MB. File extension/s that are acceptable are doc, docx, gif, htm, html, jpeg, jpg, pdf, png, tiff.

How will I know if I have successfully uploaded my document/s?

You will see your uploaded document/s in your documents area and your Documents tile will now be blue (instead of red).

What happens if my document/s are rejected?

You will receive an email with an explanation as to why your documents were rejected and be invited to upload your ID document/s again.

Next steps

Once your ID has been checked, verified and accepted you will receive a confirmation email. You might also be required to upload qualifications and will receive separate communications guiding you through this process.

Once your ID and any qualifications have been verified and accepted, You will be prompted to start the next steps in the registration process from mid-August 2020.

The next steps will ask you to: create your computing account, confirm your details and upload your photo for your student smartcard.

For any queries that are not listed
in this help sheet, please contact
i-zone@canterbury.ac.uk