Essential activities

The checklist below shows things to do in your first few days at UCL. These are essential actions that you must complete.

All students

Move in

If you're in a UCL hall of residence or student house, you'll be welcomed by a team of student ambassadors, who'll be on hand to help you move in and find your way around.

Make sure you have access to Portico

Portico should be fully available to you once you have completed pre-enrolment. It is very important to have full access to Portico, as it hosts several essential services. You'll need your UCL user ID and password to log in (these are set up just before pre-enrolment). If you have any access issues, contact the ISD Service Desk by email, phone or in person in the Science Library for support.

Visit Portico

Make sure your contact details are up to date

It's important to keep your contact details up to date on Portico. In particular, you must update your term-time address before you enrol to ensure that the confirmation letter you are given is correct.

Enrol

Completing your in-person enrolment appointment is the final step to officially becoming a UCL student. You'll be able to find details of your enrolment appointment in the confirmation email sent to you when you complete pre-enrolment. You'll need to bring certain documentation with you to your enrolment appointment.

Find out more about enrolment
Collect your student ID card

After enrolling, you'll be directed to collect your student ID card, which you should keep with you at all times while on campus. Your ID card is necessary to gain access to most UCL buildings.

Attend your local induction events

Depending on your programme, you may have induction or welcome events in your faculty, department and/or programme. Many of these will provide you with vital information for your course.

Details of these events will come from staff in your department. Please contact them directly with any enquiries.

You can also view your local induction events on the Welcome to UCL app and add them to your personal schedule.

Check your UCL email account

All information from your department and central UCL teams will be sent to your UCL email account, so it is vital that you check it regularly.

You'll need your UCL user ID and password to log in (these are set up just before pre-enrolment). If you have any access issues, contact the ISD Service Desk by email, phone or in person in the Science Library for support.

Register for modules (if applicable)

Depending on your programme, you may have to register for optional modules on Portico. You should do this as soon as possible after you arrive and speak to your department if you have any issues.

If you're an affiliate student - coming to UCL on a Study Abroad (JYA), Erasmus, Independent Affiliate or other exchange programme - please read through the information on the page below. Please ensure you attend the ‘Meet Your Department’ session during ISOP or speak to your department as soon as you have enrolled.

Read information on how to make up your programme of study as an affiliate student
International students

Collect your Biometric Residence Permit (if applicable)
If you're an international student on a Tier 4 Student visa, you'll need to collect your Biometric Residence Permit (BRP) within your first 10 days in the UK. You should be notified when it is available for collection. You will need to do this before you enrol.

If you chose to collect your BRP at UCL during your visa application process, then you will be contacted directly by the UCL Student Immigration Advice and Compliance team with full instructions on where, when and how to pick up your card.

Find out more about Biometric Residence Permits (BRPs)

Register with the police (if applicable)
Some (but not all) international students on a Tier 4 Student visa need to register with the police - not doing so if required is a criminal offence. The border entry sticker (vignetter) in your passport and correspondence from the Home Office will indicate if you need to register with the police.

Police registration takes place at the Overseas Visitors Records Office (OVRO) in Borough. If you need to register with the police, you must do so within 7 days of your arrival.

For students starting in September, UCL has worked with OVRO to offer a limited number of registration appointments. Booking an appointment will mean that you only need to go to OVRO at the time allocated and the wait should be shorter. If you book an appointment, you are exempt from the requirement to register within your first 7 days and should attend at the time you book.

If for any reason you are unable to book an appointment, you will need to go to OVRO to register independently.

More information about these appointments is available through the link below.

Find out more about police registration, including whether or not you need to register

Get your Erasmus form signed (if applicable)
If you are studying at UCL on an Erasmus placement, you'll need to get your Erasmus form signed in the Student Enquiries Centre.

See Student Enquiries Centre opening times and location