



Welcome to UCL

I am missing a visa/ID document/photo which is preventing me from completing Enrolment. What should I do?

If you now have copies of these item(s), please go to your [Portico Homepage](#) and under the section 'Further documentation to complete enrolment' upload the relevant document.

This can be done via the relevant buttons:

- **upload visa document**
- **upload ID**
- **upload photo replacement button**

The email you received will confirm which upload you will be required to provide.

Please note, that once you've completed the upload you will **not** receive a notification to say the upload has been completed. Due to the high volume of students registering at UCL, It may take several days for the enrolment team to assess your documents and complete your enrolment. All documents must be uploaded for you to be enrolled.

My Portico

Further documentation required to complete enrolment Now
?

IMPORTANT

If we require further information from you, the UCL enrolment team will email you to request that you upload further documentation in support of your enrolment. If you receive an email, please read it carefully as it will outline what type of document you need to upload. If you don't receive an email, we do not require further information from you and we will be completing your enrolment in due course.

UCL will not be able to proceed with completing your enrolment until we have received the requested document.

Uploading a Visa document

If you have been asked to upload an additional Visa document, including a Sharecode, you can do so by clicking the 'Upload Visa Document' button below. Please see [guidance](#) for more information.

Upload Visa Document

Uploading an ID document

If you have been asked to upload an additional ID document, you can do so by clicking the 'Upload ID' button below, selecting your document and pressing upload.

Upload ID

Uploading a replacement photo

If you have been asked to upload a new photo of yourself you can do so by clicking the 'Upload replacement photo' button below, selecting your document and pressing upload. Please ensure that you read the photograph requirements in the email you have received before uploading your photo. Failure to meet these requirements will mean that your photo will not be accepted and will need to be retaken.

Upload replacement photo