

# How to create a UKVI account to access your eVisa

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# What is an eVisa?

An eVisa is a digital immigration document that confirms your visa status and allows UK organisations i.e. universities, employers and landlords etc. to verify your visa status in the UK.

To access your eVisa, you'll need to create a UKVI account. Once your account is linked to your eVisa, you can view your visa status and generate a 'share code.' This code can be used to verify your immigration status with your university, employer, landlord, or anyone else who requires proof of your immigration status. Follow the steps below to create a UKVI account.

#### We recommend that you:

- Complete the steps 1 to 5 listed below using your laptop, tablet or PC as during the process you will be switching to use the ID Check app on your mobile phone.
- If you have dependants (spouse/partner and children) with you in the UK, each dependant will need their own UKVI account and eVisa. Please repeat steps below for each family member.

#### Step 1: Create a UKVI account to access your eVisa

- Open the UKVI website <u>https://www.gov.uk/get-access-evisa</u> and scroll down to click the Start now > button.
- 2. Next, select this option "I was last granted permission to come to or stay in the UK on or after 1st November 2024" and click **Continue**

- 3. You will be asked to provide your student visa application number. If you applied from overseas, this number typically begins with 'GWF'.
- 4. Select 'Yes' to the valid passport question and and Continue
- 5. At the end of the first set of questions you'll arrive at the 'create your UKVI account' page (screenshot below) click **Create an account**



- 6. Next, you will be prompted to select who you are creating the account for. Choose 'Me' and click **Continue** unless you are creating an account for a child dependent, in which case select 'Someone else'.
- 7. Enter your name as it appears on your passport and click **Continue**
- 8. Then enter your nationality and click **Continue**
- 9. You will be asked to select the identity document you are using. We recommend choosing 'Passport', and on the next screen, enter your passport number, country of issue, and expiry date.
- 10. Next, enter your date of birth in DD MM YYYY format.
- 11. Provide your email address that you want to use when you sign in to your eVisa account and click **Continue**
- 12. The system will then send a 6-digit security code to your email account copy/paste this security code from your email to continue.
- 13. Next, enter your UK mobile number enter this to receive a 6-digit security code via SMS. Copy/paste this code from your mobile SMS to continue.
- 14. The next question will ask if you want someone else to have access to your account. Most students should select 'No', unless you want to share your UKVI account with someone you trust, such as a parent.
- 15. Finally, double check your answers and then click **Create account**

For further details, watch this How to create a UKVI account YouTube video

#### Step 2: Sign in to your UKVI account

- 1. Sign back into your UKVI account via one of the processes below:
  - o click Sign in
  - o via the link sent by UKVI to your email, or
  - o via the UKVI website www.gov.uk/get-access-evisa
- 2. To sign in, you will be asked for
  - a) Your passport number, National identity card number or Biometric number. If you used your passport number during the account creation process (see Step 1 above), enter it to continue.
  - b) Enter your date of birth in DD MM YYYY format
  - c) The system will then send a 6-digit security code to your UK mobile number or your email address. Copy/paste this code to continue

#### Step 3: View Your Forms and/or Applications

- 1. Once signed in, you will be directed to your **dashboard**. This is where all your Forms or Visa applications are listed.
- 2. If this is your first login, you will see Your form (screenshot below) so you can start linking your eVisa to your account. To continue, click **Start**

Your form		
Link your eVisa to	your account	
You have not started.		
Start		
You have not started.		

### Step 4: Link your eVisa to your account

Link your eVisa to your account Unique reference number: XXXX-XXXX-XXXX-XXXX				
Complete the following tasks to link your eVisa to your account.				
1. Identity and contact				
Confirm your identity	In progress			
Confirm your BRP or application number	Cannot start yet			
Your location	Cannot start yet			
Contact preferences	Cannot start yet			
2. Account security				
Account security questions	Cannot start yet			
3. Submit request				
Declaration	Cannot start yet			
Submit	Cannot start yet			

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- 1. You must complete all steps listed in the screenshot above.
- 2. Click 'Confirm your identity' to proceed. The next screen will inform you that you will need to use the 'UK Immigration: ID Check' app and have your original passport on hand to complete the process.
- 3. The next section will ask if your identity document e.g. passport has a biometric chip? Most passports have this so check yours for this symbol as per the screenshot below.



4. If you selected 'Yes' to the earlier question, the next screen will ask you if you also have the correct smartphone to complete the ID Check process via the UKVI app (screenshot below). You can use someone else's phone if you need to. The app can be deleted once your identity has been confirmed.

Check you have the right smartphone			
To scan your document, you must use the app on either:			
<ul> <li>an iPhone 7, or newer model</li> <li>an Android phone that can make contactless payments</li> <li><u>Why is this important?</u></li> </ul>			
Do you have access to one of these phones?			
Yes No			
Continue			

- 5. If you are using the right smartphone, the next step (screenshot below) must be completed via the 'UK Immigration: ID Check' app. You can switch to your mobile phone now to download and install the ID Check app via the links below:
  - a) Download the app from the App Store.
  - b) Download the app from the Google Play Store.

Continue on the app
1. Download the app
On your phone, search for and download the 'UK Immigration: ID Check' app in the Google Play or App Store.
App Store
I cannot download the app
2. Connect the app to your account
Open the app and select how you want to connect.
You can either enter the connection code or scan the QR code below.
Connection code
Enter the code you are given and press connect. 2
Connect
QR Code
If you select QR code, hold the phone up to scan the code with the camera.
Internation of the second s
I cannot connect the app

### Step 5: Submitting your information via the ID Check app BACK TO TOP $\uparrow$

- 1. Once you have logged into the ID Check app on your phone, follow the on-screen instructions until you reach a page asking you to link the app to your UKVI Account using a QR code.
  - a) Use the app to scan the QR code (see step 1 in screenshot above) to receive a 6-digit connection code that will be sent to you via email or mobile SMS.
  - b) Enter this connection code as per step 2 in the scrrenshot above to connect to the app with your UKVI account.
- 2. Once your ID Check app is connected to your UKVI account, follow the on-screen instructions step by step. You will be advised to:
  - a) take a photo of your passport details page. Select the landscape option to take the photo as per UKVI's recommendations
  - b) scan the biometric chip inside your passport (or ID document)
  - c) capture a biometric scan of your face
  - d) and finally, take a selfie photo that will appear on your eVisa. We recommend choosing a plain background and a well-lit area for taking a photo.
- 3. Once you have completed all steps using the ID Check app, click 'Submit'. You can now return to your UKVI Account.

### Step 6: Complete and submit your eVisa application

For the following steps you can use either your mobile, laptop, tablet or PC:

- 1. Sign back into your UKVI account.
- 2. You should see that the "Confirm your identity" section is marked as complete.
- 3. Continue with the next available sections one by one to enter your student visa application number, location, contact preferences and account security questions.
- 4. Finally, read and sign the digital declaration page, then click 'Submit'.
- 5. A confirmation that your eVisa application has been submitted will appear on the screen (screenshot below) along with a 16-digit UAN number. You should also receive this information via email.



6. The UKVI will now link your account with your eVisa. This process can take few days to complete. Once your eVisa is ready, you will receive another email from UKVI with instructions on how to <u>view and prove your immigration status</u> using your eVisa. Keep checking your inbox, including your junk and spam folders.

## Step 7: View and prove your immigration status or get a Share code

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- 1. Once you receive the UKVI email notifying you that your eVisa is ready to view, click the link in the email to sign in and access your eVisa as soon as possible. Double check that all your details e.g. name, date of birth and related details are correct. You will also see your photo with your eVisa.
- 2. Make sure that our visa expiry date is correct. Your visa expiry date will be calculated as per the following:

Course type	Length of student visa
Degree course length 12 months or more e.g.	Full course duration plus four
bachelors, masters or research degree	months
Degree course length 6 to 12 months e.g. Top-up	Full course duration plus two
degree	months

3. **Report an error:** If any information on your eVisa is incorrect, you must <u>report the error</u> to the UKVI online to have this corrected. Should you require help with this process, attend one of our online immigration drop-ins via <u>http://hud.ac/kuw</u> to speak to an immigration adviser.

### Step 8: How to get a Share code

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You can generate a share code by following the steps below

- 1. Log in to your UKVI account view and prove your immigration status and click Start now
- 2. Select 'Passport' (or BRP) as your identity document and enter the number followed by your date of birth in DD MM YYYY format.
- 3. The system will send a 6-digit security code to your UK mobile number or email address. Copy/paste the security code to continue.
- 4. Once logged in you can view your visa details or immigration status and generate three types of share codes:
  - i. Prove your right to work the code begins with W
  - ii. Prove your right to rent the code begins with R
  - iii. Prove your immigration status (e.g., for studying) the code begins with S
- 5. To prove your immigration status, you must select the third option above to generate a share code that begins with the letter S.
- 6. Copy or screenshot your share code and use this to prove your immigration status in the UK. The share code will automatically expire after <u>90 days</u>. You can generate a new one at any time, There is no limit to the number of share codes you can obtain.