



St. Antony's College Student Guide to Enrolment 2024

STAGE 1: PRE-ENROLMENT

Steps 1, 2 & 3 to be completed online by ALL STUDENTS

1. Complete your University registration in your [SSO account](#)

Log into your [Single Sign On](#) (SSO) account in order to complete your University registration. To do this, go to <https://www.ox.ac.uk/students/selfservice> and click on the **ACCESS STUDENT SELF SERVICE** button on the right of the page.

If you have not been sent your Single Sign On details from the University's IT Services:

- You need to submit your Card Form before you are emailed your login details. There is usually a delay of up to 72hrs between the Card Office receiving your Card Form and you getting the email with your login details.
- Check your junk email folder just in case.
- Is your email address still valid? If you have changed your email address from the one supplied for admission please contact [Student Information](#) to amend the email address we hold for you.

If you have forgotten your password or have not received an email with your SSO activation code, please contact [St Antony's IT Team](#).

If you need more information please see pages 6 – 17 of the University's [Student Self Service Manual](#)

2. Read the Student-College Contract and College Code of Conduct

The Pre-enrolment form will ask you to confirm that you have read the Student-College contract and agree to abide by its terms. You must confirm that you have read and agree to the Student-College contract as part of the enrolment process.

You will also be asked to read and agree to follow the College's [Code of Conduct](#) which you can find on our website [here](#). Please read the Student-College Contract and College Code of Conduct **before** completing the pre-enrolment form.

3. Return the College [Pre-Enrolment Form](#)

You must submit the College Pre-Enrolment form before you can enrol. The form is [available here](#) to complete and submit online. Please note that this is separate from your University registration. If you cannot access the form, please contact [St Antony's IT Team](#).

You must return the Pre-enrolment Form to be invited to attend enrolment.



Steps 4 & 5 to be completed by NON-UK STUDENTS ONLY (non-UK includes EU/EEA and Swiss nationals). UK students can jump to Stage 2.

4. Upload passport and visa

We will need a **colour** copy of the photo page from your passport **and**, if you do not have an eVisa, a copy of the immigration visa (vignette) on which you entered the UK. [Please upload your documents here.](#)

If your visa is delayed, please instead upload evidence of a pending/submitted visa application e.g. the payment receipt.

If you are from an **EU or EEA country or from Switzerland** and have settled or pre-settled status under the EU Settlement Scheme, or you do not have this status and have applied for a Student Visa, you will have an electronic status on the Home Office Database and can obtain a **share code** (which is valid for 30 days). Please see <https://www.gov.uk/view-prove-immigration-status>. You will have the opportunity to **inform us of the code when you complete the Pre-Enrolment Form** and do not need to upload a visa.

If you have problems uploading your documents please contact [St Antony's IT Team](#). You must be logged in to your Oxford University account to access the form.

More information is available on the [University's Visa & Immigration webpages](#). You can also contact the [Student Immigration Team](#) for help.

5. Upload BRP (Biometric Residence Permit), if applicable

If you do not have an eVisa, you will collect your BRP from St Aldates Post Office which is a short walk from St Antony's College in the centre of Oxford ([map](#)). We will need a copy of both sides of the card. Please upload your documents [here](#).

If your BRP has not been issued because your visa is delayed, please instead upload evidence of a pending/submitted visa application e.g. the payment receipt.

**You can now proceed to Stage 2 of the enrolment process
(see below).**

STAGE 2: ENROLMENT

All students are expected to enrol in person. College enrolment opens on 23rd September.

6. Wait to receive a response to your Pre-enrolment Form

We will check your form and let you know you are ready to enrol. We will then invite you to attend an in person enrolment session in College. If you don't hear from us within 2 working days of submitting your form then please contact enrolment@sant.ox.ac.uk



7. Come along to a convenient session to complete your enrolment

You will complete your enrolment by attending an in person session with a member of the Academic Office. The Academic Office member will enrol you and give you your University Card. You are also welcome to drop in to any of these sessions if you need advice.

The enrolment sessions will be held from 23rd September to 11th October in the [Dahrendorf Room \(in the Founder's Building\)](#) in College, and from 14th October in the [Gateway Building Offices](#). Red bunting will be in place to show the way to the Dahrendorf Room and green bunting will lead to the Gateway Building offices.

Please see the timetable below for days and times:

Week Commencing	Mon	Tues	Weds	Thurs	Fri
23 rd September	No Enrolment	10.00-12.00	No Enrolment	10.00-12.00	No Enrolment
Dahrendorf Room		13.30-15.30		13.30-15.30	
30 th September	10.00-12.00	10.00-12.00	No Enrolment Gateway Office open for stamping Enrolment Certificates	10.00-12.00	10.00-12.00
Dahrendorf Room	13.30-15.30	13.30-15.30		13.30-15.30	13.30-15.30
		Late session: 17.00-18.00		Late session: 17.00-18.00	
7 th October	10.00-12.00	10.00-12.00	College Induction Day - No Enrolment	No Morning Session	10.00-12.00
Dahrendorf Room	13.30-16.30	13.30-16.30		13.30-16.30	13.30-16.30
14 th October	10.00-12.00	10.00-12.00	10.00-12.00	10.00-12.00	10.00-12.00
Gateway Offices	13.30-15.30	13.30-15.30	13.30-15.30	13.30-15.30	13.30-15.30

You will not be offered an appointment for a specific date or time but will be invited to attend any available session from the date that you are notified that you are ready to enrol.

We hope that you have found these notes useful. If you need further information, or you have a question that has not been answered, please drop in to see us at one of the enrolment sessions or email us at enrolment@sant.ox.ac.uk.

All new students are expected to attend the College induction on Welcome Day (9th October). [Please sign up for Welcome Day and the Freshers' Dinner here.](#)