

# ENROLMENT GUIDE

## **Southgate Campus**

*Southgate High St, London, N14 6BS*



**Welcome to enrolment day at  
Southgate Campus!**

**We're so excited to have you here.**

**Let's walk you through what to  
expect so you feel prepared and  
confident.**

## **! Documents you need to bring !**

- **Proof of qualifications, including exam result slips or certificates, including English and maths.**
- **Proof of residency, which could include:**

- o A UK passport.

- o eVisa documentation, including passport/visa of family member if your visa states you are joining someone else. We must also see your visa stating the name of the person you are joining.

- o EU Settlement scheme for EU citizens.

- o Home Office letter stating that your application is being processed if your current visa is expiring. If your visa expires before the end of your course, you may not be able to fully enrol or complete your course.

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## **For 19+ Years Old, additionally:**

- **National insurance number, unless you are an asylum seeker. You will be charged the full cost of the course if you cannot provide an NI number.**
- **Payment method to pay for any fees due (we do not accept cheques or cash).**

If you live in a London postcode area and are earning below £27,007.50, or live outside of London and earn below £25,750.00, we will need to see wage slips or your employment contract stating your annual salary.

# STEP 1: Arrival & Check-In

Arrive Early & Check-In at

**Reception.**

**Don't forget to bring your ID!**

## STEP 2: Application

If you don't make an application or your results aren't as expected, go to **the Application area behind Reception**, and the Support Team will help you to choose the course.

# STEP 3:

## Interview with Curriculum Manager

### Canteen Area

This meeting is an opportunity to discuss your background, interests, and goals, and to ensure the course you have selected is the best fit for your needs. This step helps confirm your suitability for the course and ensures that you are fully informed before proceeding with your enrolment.

## STEP 4: Document Verification

To ensure all your information is accurate for a smooth commencement, please proceed to **the LRC entrance** for document submission and review of your Interview Completion Card.

# STEP 5:

## Join the queue for enrolment

**Desk 1 at LRC**

Wait to be enrolled. While you are waiting, please complete the London Learner Survey.

# STEP 6:

## Enrolment Here

### LRC Area

Complete your enrolment by finalising all required forms and confirming your place in the program.



**You're Officially Enrolled!**  
**Welcome to the start of your  
exciting journey at  
Barnet and Southgate College!**