GUIDELINES ON-LINE REGISTRATION FOR NEW STUDENT USING UPP PORTAL
ON-LINE REGISTRATION FOR NEW STUDENTS

- All new students are required to register with Unit Penuntut-Penuntut (UPP) via the link [http://registration.upp.org.uk](http://registration.upp.org.uk).

- This registration is only for Bruneian (students with yellow and red Brunei IC only) who will be studying in the UK and Ireland.

Via UPP website: [www.upp.org.uk](http://www.upp.org.uk)
ON-LINE REGISTRATION FOR NEW STUDENTS

- This method is to accelerate the student registration process into the current UPP database system as well to encourage paperless approach.
- The students just need to follow the instruction given in this on-line form.

Unit Penuntut-Penuntut (UPP) Student Registration Form

Dear students, this registration form is only for BRUNEIAN Students who will be studying abroad in the United Kingdom and Ireland who has NEVER registered with Unit Penuntut-Penuntut (UPP). For those who have registered before, you can proceed to your UPP Online account.

Before filling in and submitting the form, please read the step-by-step instructions below:

1. Fill in all the fields below
2. Tick the check box at the bottom of the form to verify that all the information entered is accurate
3. Click the 'submit' button to submit your application to UPP. If submission takes abnormally long, please try registering later in the day as it may be due to high traffic to our servers. We recommend registering outside of UPP’s office hours
4. IMPORTANT NOTE: SUBMITTING THE FORM DOES NOT MEAN AUTOMATIC REGISTRATION. UPP STAFF WILL NEED TO APPROVE YOUR SUBMISSION FORM FIRST. IT TAKES 1-2 WORKING DAYS FOR YOUR SUBMISSION TO BE APPROVED
5. Once your application has been approved, you will receive an email containing confirmation of your submission's approval. If you do not receive the email after two days, please check your junk mail/spam folder. Alternatively, you may attempt to sign into your UPP Online account after two days
6. After approval, you will still only be considered as partially registered. To complete the registration process with UPP, you will need to sign into your UPP Online Account and follow further instructions which will be displayed upon signing in.
7. For any enquiries, please email support@upp.org.uk

http://registration.upp.org.uk
ON-LINE REGISTRATION FOR NEW STUDENTS

Once the student receives the email and the registration is approved, the student MUST log in to the UPP Online Account and **MUST FILL IN** the information according to what required in the form.

At this stage, the student is still in the status of "**partially-registered**" as shown in the example:

![Partial Registration Example](image-url)
ON-LINE REGISTRATION FOR NEW STUDENTS

- Once you are “partially-registered,” you can log-in to the UPP portal via the UPP website www.upp.org.uk

If student forget his/her username and password, he/she can email to:
- support@upp.org.uk or
- any UPP officers:
  - wo@upp.org.uk
  - ac@upp.org.uk
- any UPP staff:
  - academic@upp.org.uk
  - welfare@upp.org.uk
ON-LINE REGISTRATION FOR NEW STUDENTS

All students must upload the recent photo and to complete the student particular such as telephone number (Brunei/UK), visa, etc.

All students to upload the important documents such as the **UK Visas & Immigration Letter** (Decision Letter for Visa/Student Entry Clearance) and the **University Offer letter**.

This will allow UPP to prepare your **BSU/UPP card** in advance before your arrival to UK and the card is ready to be collected during 1st time reporting to UPP.

http://registration.upp.org.uk
ON-LINE REGISTRATION FOR NEW STUDENTS

- All students **MUST** upload the following documents into your portal in order to complete your registration. The documents to be uploaded depends on the scholarship or self-funded. See Table below:

<table>
<thead>
<tr>
<th>Scholarship students including Loan Students</th>
<th>Private students/BSP/BGC and MinDef Scholars</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STUDENT RECENT PHOTO (COMPULSORY)</strong></td>
<td><strong>STUDENT RECENT PHOTO (COMPULSORY)</strong></td>
</tr>
<tr>
<td>A05  Academic - Copy of Scholarship/SBPP(Loan) Award Letter <em>(Scholarship and SBPP students ONLY)</em></td>
<td>A03  Academic - Certificate of Registration As a Private Student <em>(Self-funded students ONLY)</em> - OPTIONAL</td>
</tr>
<tr>
<td>A06  Academic - Copy of University Offer Letter <em>(All students, COMPULSORY)</em></td>
<td>A05  Academic - Copy of scholarship letter or FGL from the sponsor eg. MinDef, BSP, BGC.</td>
</tr>
<tr>
<td>A10  Academic/Welfare - Letter of Consent <em>(Scholarship students ONLY)</em></td>
<td>A06  Academic - Copy of University Offer Letter <em>(All students COMPULSORY)</em></td>
</tr>
<tr>
<td>F01  Finance - Advance Allowances Statement <em>(Scholarship/SBPP students ONLY)</em></td>
<td>A10  Academic/Welfare - Letter of Consent <em>(Scholarship students ONLY)</em></td>
</tr>
<tr>
<td>F03  Finance - Copy of Financial Guarantee Letter <em>(Scholarship/SBPP students ONLY)</em></td>
<td>W02  Welfare - Copy of Biometric Residence Permit (BRP) <em>(ALL Students, COMPULSORY)</em></td>
</tr>
<tr>
<td>F04  F04 - Finance - Kemudahan Elaun Pelajaran MoFAT</td>
<td>W03  Welfare - Copy of Bruneiian Identity Card <em>(COMPULSORY)</em></td>
</tr>
<tr>
<td>W02  Welfare - Copy of Biometric Residence Permit (BRP) <em>(ALL Students, COMPULSORY)</em></td>
<td>W04  Welfare - Copy of Profile Page Passport. <em>(All students COMPULSORY)</em></td>
</tr>
<tr>
<td>W03  Welfare - Copy of Bruneiian Identity Card <em>(COMPULSORY)</em></td>
<td>W09  Welfare - UK Visas &amp; Immigration Letter <em>(Decision Letter for Visa/Student Entry Clearance) – COMPULSORY -All</em></td>
</tr>
<tr>
<td>W04  Welfare - Copy of Profile Page Passport. <em>(All students COMPULSORY)</em></td>
<td></td>
</tr>
<tr>
<td>W09  Welfare - UK Visas &amp; Immigration Letter <em>(Decision Letter for Visa/Student Entry Clearance) – COMPULSORY</em></td>
<td></td>
</tr>
</tbody>
</table>

**Note:**
- Students who fail to update his/her information and refuse to upload the above documentations in the UPP portal can affect his/her monthly allowance (scholarship students only).
- For the private students, you still need to upload your documentations, for welfare purpose such as in case you lost your passport or BRP outside, the above information are required to prepare the Emergency Passport. This apply for scholarship students as well.
ON-LINE REGISTRATION FOR NEW STUDENTS

All students MUST check the announcement frequently to get the latest/important information from UPP.

- All students are advised to check your inbox message frequently which is also link to your email. Please update your email if you have a new one.

- All students are required to update their information which include the address in the UK and Brunei. If they move to the new accommodation or change their telephone number/email address, it is also compulsory for all the students to keep their personal data in the portal accurate and up to date.

- Particulars on NHS and guardian details are also required to fill in the their portal.