How to submit your application for registration with the Office for Students

Introduction

1. This document provides information and instructions about how to submit your application for registration with the Office for Students (OfS). It provides:
   - Information about how to complete an application form (**part 1**);
   - Technical information about how to submit your application and supporting evidence using the online registration portal (**part 2**).

2. In this document when we refer to 'current providers' we mean one of the following:
   - A higher education institution funded by the Higher Education Funding Council for England (HEFCE) during 2017-18, or that will be funded by the OfS in 2018-19.
   - A further education college or a sixth form college funded by HEFCE in 2017-18, or that will be directly funded by the OfS in 2018-19.
   - A provider designated for student support by the Secretary of State and regulated by the Department for Education (DfE) in 2018-19 (sometimes referred to as an 'alternative provider').

3. When we refer to 'new providers' we mean providers wishing to register with the OfS that are not currently funded or regulated by HEFCE or regulated by the DfE.

4. This document should be read in conjunction with the following regulatory advice which provide more information about the registration process:
   - Regulatory Advice 2: Registration of current providers for 2019-20' (OfS2018.04)
   - Regulatory Advice 3: Registration for new providers for 2018-29' (OfS2018.05)

5. These are available from the OfS website: www.officeforstudents.org.uk/#documents.

Part 1: How do I complete an application form?

6. When you access the online registration portal, you will be able to download an application form which you need to complete and upload. We provide full information on how to access the portal and application form in **part 2** of this guidance below.

7. Where we already hold information about your provider (for example, because it was listed on the HEFCE register), some of the application form will be pre-populated. We need you to confirm that this information is correct, or make amendments where this is necessary, and complete the other fields. It is important that this information is accurate as it will appear on the OfS Register. Where you change information that we have pre-populated for you, the text will change to bold and italics – this is to ensure that we know what changes have been made.

8. The application form is an Excel (Excel version 2013) spreadsheet with eight separate sections/worksheets. At the top of each section of the form there are validation checks that tell you which information must be completed. These validation checks will show in **red** if you have not completed the required information. We provide some guidance on each section of the form. More detailed guidance and an explanation of why we are requesting this information is in the table below.

Application form section	Notes/guidance	Why are we asking for this information?
Provider details	Submission of application This part of the form asks you to confirm that the information you have submitted is accurate and that it is being submitted on behalf of the governing body.	Applications for registration should be made on behalf of the governing body. This is a requirement of the Higher Education and Research Act 2017. We need to ensure that we have this confirmation to meet this requirement.
	General details	We are collecting the contact information for your

	This part of the form asks you for general information about your provider. We have pre-populated some of this section with information that we already hold. Please check it is correct, amend if not, and complete the remaining fields. Note: you cannot amend your UKPRN.	provider because it will appear on the OfS Register. We also want to ensure that we are able to contact the correct person about your application – the information about the primary contact for the OfS registration process will not appear on the Register.
	The use of the word 'university' in your title This part of the form asks you to confirm whether you have been granted permission to use the word 'university' in the name of your provider. Where we hold this information, we have pre-populated this section of the form – we need you to confirm the information is correct, amend if not, and complete the remaining fields. We will need you to tell us the year in which permission was granted, and how it was granted, for example by: • Royal Charter • Act of Parliament • By obtaining approval for the use of the word 'university' in the name of the provider under the provisions of the Companies Act 2006 • Other (please specify)	We are collecting this information because it will appear on the OfS Register.
	Degree awarding powers This part of the form asks you to tell us whether you hold degree awarding powers. We have pre-populated some of this information for your highest level of degree awarding powers	We are collecting this information because it will appear on the OfS Register.

	(foundation degree, taught degree or research degree), where we already hold it. Please check it is correct, amend if not, and complete the remaining fields. If you hold other degree awarding powers, please use the table provided to list them. *Note: Taught degree awarding powers give UK higher education providers the right to award taught degrees up to and including level 7.* *Research degree awarding powers give UK higher education providers the right to award both taught and research degrees up to and including level 8, and research masters degrees at level 7.*	
	Information about your higher education courses You should **only complete this section if you are a new provider**. This part of the form asks you to provide a representative sample (up to 15 courses) of the higher education courses that you intend to offer. Please include the name of the qualification and the name of the course for each example.	We are collecting this information to assess the eligibility of new providers to register with the OfS.
Application details	Registration category This part of the forms asks you to indicate whether you are applying to be registered in the Approved (fee cap) or in the Approved category. Please also answer the supplementary questions to indicate whether for: Approved (fee cap) category: • You intend to only charge up to £6,000/£6,165 (*with TEF award*) for qualifying students on qualifying courses. • You intend to charge over £6,000/£6,165 (*with TEF award*) (up to a limit of £9,000/£9,250 (*with TEF award*)) for some or all qualifying students on qualifying courses.	We are collecting this information to ensure that you have submitted all the supporting evidence required for the category of registration.

	• You do not intend to charge fees to qualifying persons on qualifying courses. *This applies if, for example, you only deliver postgraduate courses (excluding any initial teacher training courses). This means that for your undergraduate courses, students will not be able to access tuition fee loans.* This information will determine whether you need to submit evidence for condition A1, A2, or neither. You should answer 'yes' to **only one** of the three options above. Approved category: • You are applying solely for the purpose of providing eligibility for the disabled students' allowance for your students. • You intend for qualifying persons on qualifying courses to access student support up to the basic amount. This means your students will be able to access tuition fee loans of up to £6,000/£6,165 (*with TEF award*) for eligible courses. • You do not intend to charge fees to qualifying persons on qualifying courses. *This applies if, for example, you only deliver postgraduate provision (excluding any initial teacher training courses). This means that for your undergraduate courses, students will not be able to access tuition fee loans.* This information will determine whether you need to submit evidence for condition A2 or not. You should answer 'yes' to **only one** of the three options above.	
	Application for Degree Awarding Powers This part of the form asks whether you intend to apply for degree awarding powers (DAPs) once you have registered with the OfS. There is further information on applying for DAPs in part IV of the regulatory framework, available from: www.officeforstudents.org.uk/#documents. If you do intend to apply for DAPs, please complete this section and indicate:	If you intend to apply for degree awarding powers, we will assess your application for registration first. We may need to request additional

	• What type of degree awarding powers you expect to apply for:
	
	    o Foundation degrees only (level 5 of the FHEQ. Note: only available to further education colleges)
	
	    o Awards up to and including bachelor degree only (up to and including level 6)
	
	    o All taught awards (up to and including level 7)
	
	    o Research awards (research masters at level 7 and level 8. Note: option only available if applying for Full DAPs)
	
	• What type of authorisation do you expect to apply for:
	
	    o New DAPs
	
	    o Full DAPs
	
	• When do you expect to apply:
	
	    o Immediately after registration (September – December 2018)
	
	    o After January 2019
	
	    o Unsure
		information from you as we assess your application.

	Privy Council oversight of governing documents This section of the form relates to making changes to your governing documents which are currently subject to Privy Council oversight. If you will be subject to Privy Council oversight of some of your governing documents in the academic year 2018-19 and need to make changes to ensure that they uphold the public interest governance principles, we will be able to consider these changes in draft as part of the registration process. This approach will mean that you do not need to seek Privy Council approval for minor changes during 2018-19. If you do need to make changes you will need	We are collecting this information to ensure that we are able to assess whether any changes to your governing documents uphold the public interest governance principles and to ensure that you do not need also to seek Privy

	to submit a draft of the changes you want to make to these governing documents with your application for registration. The draft changes will need to be made to your governing documents when Privy Council oversight ceases on 1 August 2019.	Council approval for minor changes during 2018-19.
	Please use this section of the application form to confirm whether you are submitting updated governing documents with your application. There is further information about how to submit these documents in **part 2** below.	
Corporate information	Legal form This section of the form asks you to tell us about your provider's legal form, for example whether it was created by Royal Charter, Act of Parliament, or as a company limited by shares or guarantee and whether it is an exempt or registered charity: • Legal form (please list all that apply) ○ If Other, please specify • Company number (if applicable) • Charity number (if applicable)	We are collecting this information because it will appear on the OfS Register. We will also use this information to check that the provider that is applying is the same as the entity for which we already hold information (for example, financial information).
	VAT status This section of the form relates to your VAT status. Please indicate if you are claiming a VAT exemption in respect of fees charged to students or for any other purpose. If you are claiming a VAT exemption, please explain the basis for this.	We are collecting this information because it helps us to understand the financial information you give us.
	Relationships with linked organisations This section of the form asks you to provide details about the relationships that your provider has with other organisations, including parent companies, subsidiary companies and other linked organisations.	We are collecting this information to understand the structure of your organisation and where

	You can also provide in this section any further contextual information about the structure of your organisation, for example, a complex group structure.	ownership and control for the provider lies.
Subcontractual arrangements	Subcontractual arrangements This section of the form asks you to tell us about any subcontractual arrangements that you have with another provider for the delivery of higher education. A subcontractual arrangement is defined as follows: a relationship based on a formal contract, in which a body with degree awarding powers (the lead provider) allows another provider (the delivery provider) to deliver all, or part, of a programme which has been designed, approved and owned by the degree awarding body. The lead provider or subcontracting provider retains overall control of the programme's content, delivery, assessment and quality assurance arrangements. This is also sometimes described as a franchise arrangement. We have pre-populated some of this information where we already hold it. Please check it is correct, amend if not, and complete the remaining fields. If you are in a subcontractual arrangement where you are the lead provider, please provide a list of all such arrangements using UKPRNs where available. If you are in a subcontractual arrangement where you are the delivery provider, please provide a list of all such arrangements using UKPRNs where available. Please search for all UKPRNs on the UKRLP website: https://www.ukrlp.co.uk/.	We are collecting this information because it will appear on the OfS Register.
Validation arrangements	Validation arrangements This section of the form asks you to tell us about the validation arrangements currently in place. A validated course is a module or programme which a degree awarding body approves to contribute, or lead, to one of its awards. The validated course is delivered by the provider that designed it and students on the course normally have a direct contractual relationship	We are collecting this information because it will appear on the OfS Register.

	with that provider and not the validating provider. The validating provider remains responsible for the academic standards of the award granted in its name.	
	If you validate higher education at another provider, please provide a list of all providers where such arrangements are in place at the time of your application, using UKPRNs where available.	
	If you do not have your own degree awarding powers please confirm whether any of the higher education you deliver is validated by an awarding body and, if so, provide a list of such bodies, using UKPRNs where available.	
	Please search for all UKPRNs on the UKRLP website: https://www.ukrlp.co.uk/.	
Key individuals	This section of the form asks you to provide information about key individuals at your provider: • Your nominated 'accountable officer'; • The chair of your governing body; • Your directors or trustees. Your nominated accountable officer The accountable officer must be a senior officer at the provider, who should normally be the head of the provider, vice-chancellor, principal, chief executive, or equivalent. Please provide all of the information requested for this individual. Chair of governing body This is the person responsible for leading the governing body, or equivalent, and who has ultimate responsibility for strategic decision making and oversight of the provider. The term 'governing body' has the meaning given in section 85 of HERA. Broadly, this will be any board of governors of the provider or any person or group of people responsible for the management of the provider/company, or an equivalent controlling body. This might be the	We are collecting this information to assess whether your provider's owners and managers are 'fit and proper' persons. You must also confirm that every individual whose details you have included on this form has consented in writing to our holding and processing their personal data for the purpose of our regulation of you, and that you will provide us with a copy of that consent on request.

board of directors, the trustees of a charity, for example. We recognise that for very small providers there might be a very small group of people responsible for management and one individual may be both the chair and the accountable officer.

Please provide all of the information requested for this individual.

Directors or Trustees

Your directors are the senior people involved in running the provider, or they could be non-executive directors with responsibility for the oversight of the provider, whether or not they are called 'directors'.

Trustees has the meaning given by section 177 of the Charities Act 2011 – trustees are the people who have the general control and management of the administration of a charity.

Please provide all of the information requested for these individuals. If you have more than ten directors/trustees, please enter the information requested for the additional directors/trustees on the 'Additional directors + trustees' section at the end of the application form.

Consent

You should confirm to us in this section that every individual whose details you have passed to us has consented in writing to our holding and processing their personal data for the purpose of our regulation of you, and that you will provide us with a copy of that consent on request.

Fit and proper persons

We set out in our regulatory advice[1] nine indicators that a person may not be a fit and proper person. Where one of these indicators applies to an owner or to one of the individuals listed in this section, you must disclose this to us and provide evidence that you

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[1] Full information available on page 23 in both 'Regulatory Advice 2: Registration of current providers for 2019-20' and 'Regulatory Advice 3: Registration for new providers for 2018-29' available from: https://www.officeforstudents.org.uk/#documents

	have investigated and considered the appropriateness of the involvement of the individual or company. If this applies to any of the individuals that you have provided details for in this section of the form, please select 'yes' in the corresponding box. We will follow up separately with you to discuss this issue as we assess your application. You do not need to provide any further information at this stage. You can use the text box at the end of this section to add any further information in response to the question about consent from individuals. Please do not however include any further personal information about individuals in this section.	
Shareholders	In this section of the form, we are asking for information about your main shareholders, whether these are individual or companies. Your main shareholders are defined as any individual or company shareholders with a 15 per cent or more holding, either by value or by voting rights. For entities not limited by shares, the same threshold of 15 per cent or more of ownership should be applied. If you have already provided this information in the 'key individuals' section of the application form, or if it does not apply to your organisation, you do not need to complete this section of the form. Information about individual shareholders/members Please provide information for all shareholders with a 15 per cent or more holding and any members that you have not already listed in the 'key individuals' section of the application form. If this does not apply to your organisation you do not need to complete this section of the form. Corporate shareholders We only require you to provide information in this section if you have any corporate shareholders with a holding of 15 per cent or more. Consent	We are collecting this information to assess whether your provider's owners and managers are 'fit and proper persons'. You must also confirm that every individual whose details you have included on this form has consented in writing to our holding and processing their personal data for the purpose of our regulation of you, and that you will provide us with a copy of that consent on request.

	You should confirm to us in this section that every individual whose details you have passed to us has consented in writing to our holding and processing their personal data for the purpose of our regulation of you, and that you will provide us with a copy of that consent on request.	
	Fit and proper persons	
	We set out in our regulatory advice[2] nine indicators that a person may not be a fit and proper person. Where one of these indicators applies to an owner or one of the individuals listed in this section, you must disclose this to us and provide evidence that you have investigated and considered the appropriateness of the involvement of the individual or company. If this applies to any of the individuals that you have provided details for in this section of the form, please select 'yes' in the corresponding box. We will follow up separately with you to discuss this issue as we assess your application. You do not need to provide any further information at this stage.	
	You can use the text box at the end of this section to add any further information in response to the question about consent from individuals. Please do not however include any further personal information about individuals in this section.	
Additional directors and trustees	This section of the form is provided in case you have more than 10 directors or trustees. If you do not, and have already provided this information in the 'key individuals' section of the application form, you do not need to complete this section of the form. Directors and Trustees Your directors are the senior people involved in running the provider, or they could be non-executive directors with responsibility for the oversight of the provider, whether or not they are called 'directors'.	We are collecting this information to assess whether your provider's owners and managers are 'fit and proper' persons. You must also confirm that every individual whose details you have included on this form has consented

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[2] Full information available on page 23 in both 'Regulatory Advice 2: Registration of current providers for 2019-20' and 'Regulatory Advice 3: Registration for new providers for 2018-29' available from: https://www.officeforstudents.org.uk/#documents

	Trustees has the meaning given by section 177 of the Charities Act 2011 – trustees are the people who have the general control and management of the administration of a charity.

Please provide all of the information requested for these individuals. If you have more than ten directors/trustees, please enter the information requested for the additional directors/trustees on the 'Additional directors/trustees' section at the end of the application form.

Consent

You should confirm to us in this section that every individual whose details you have passed to us has consented in writing to our holding and processing their personal data for the purpose of our regulation of you, and that you will provide us with a copy of that consent on request.

Fit and proper persons

We set out in our regulatory advice[3] nine indicators that a person may not be a fit and proper person. Where one of these indicators does apply to an owner or one of the individuals listed in this section, you must disclose this to us and show evidence that you have investigated and considered the appropriateness of the involvement of the individual or company. If this applies to any of the individuals that you have provided details for in this section of the form, please select 'yes' in the corresponding box. We will follow up separately with you to discuss this issue as we assess your application. You do not need to provide any further information at this stage.

You can use the text box at the end of this section to add any further information in response to the question about consent from individuals. Please do not include any further personal information about individuals in this section. | in writing to our holding and processing their personal data for the purpose of our regulation of you, and that you will provide us with a copy of that consent on request. |

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[3] Full information available on page 23 in both 'Regulatory Advice 2: Registration of current providers for 2019-20' and 'Regulatory Advice 3: Registration for new providers for 2018-29' available from: https://www.officeforstudents.org.uk/#documents

Part 2: How do I submit my application?

9. Applications to register with the OfS must be submitted via the online registration portal. The login page for the portal can be accessed by the following link: https://extranet.officeforstudents.org.uk/Data.
Please note that you will only be able to use the registration portal from 3 April 2018. If you try to access the portal before 3 April you will receive an error message.

10. We have written by email to all providers that have indicated to us that they intend to register with the OfS. This email included an access key. Please note that this access key is specific to your provider and gives access specifically to the OfS Registration section of the OfS portal. The access key should not be shared with other providers. The access key should only be shared with colleagues within your provider who are responsible for uploading the data.

11. In order to register with the OfS, every provider must have a UK provider reference number (UKPRN). If you do not already have a UKPRN, you can apply for one from: www.ukrlp.co.uk. Once you have your UKPRN, please contact the OfS registration team at: registration@officeforstudents.org.uk and we will be able to provide you with an access key for the registration portal.

How to access the OfS portal

12. To access the OfS portal, you will first need to create an account as described in paragraph 13 below. If you were previously a user of the HEFCE extranet, you will already have an account on the OfS portal and can use your existing login details.

13. If you were not previously a user of the HEFCE extranet, please follow these steps in order to create an account:

    a. Click on the 'Create account' button on the login page (accessed from https://extranet.officeforstudents.org.uk/Data)
    b. Enter your name, email address and choose a password. Your password must be at least six characters, containing at least one upper case letter, one lower case letter and one number.
    c. Enter the access key shown in the email sent to you by the OfS registration team.
    d. Click the 'Create account' button.
    e. You will be told whether registration was successful. If you have successfully registered click 'Continue' to navigate back to the login page.
    f. Log in using your registered email address and password.

14. If you have used the OfS portal (or the HEFCE extranet) before, please follow these steps to log in with a registered email address and password:
    a. Use the login page to enter your email address and password. If you have forgotten your password, click the 'Forgotten password?' link and enter your email address. You will then be emailed a link to a page where you can reset your password.
    b. When you first enter your log in details you will get an "Access denied" message. Follow the link to 'Join this area' where you will be prompted to enter an access key.

c. Enter the access key shown in the email sent to you by the OfS registration team and click 'Activate'. You will be told that you have successfully joined the relevant section of the OfS portal.

d. Click on the 'Home' link below the yellow band at the top of your screen.

What to do if you have not received an access key/have lost your access key?

15. If you already have a UKPRN and have not received any information from the OfS registration team about how to access the online registration portal or if you have lost your access key, please contact registration@officeforstudents.org.uk as soon as possible and we will ensure that you receive an access key.

How to upload your application and supporting evidence

16. Once you have successfully logged in to the OfS registration page (https://extranet.officeforstudents.org.uk/Data), you will see four links relating to the Registration process:
    - **Section 1 - Application form**
    - **Section 2 - Access and participation resource plan**
    - **Section 3 - Financial tables**
    - **Section 4 - All other supporting evidence**

17. The application is split into sections in this way because, where we have asked you to use an Excel workbook to submit evidence, we need to ensure the information submitted is easily transferable to our data and information systems (for example, the database which will underpin the OfS Register).

18. The table below provides detailed instructions about how to download/upload evidence for each part of the registration process. If at any time you forget your password for the OfS portal click the 'Forgotten password?' link and enter your email address. You will then be emailed a link to a page where you can reset your password. If you need assistance completing your application to register with the OfS please contact registration@officeforstudents.org.uk.

Submitting your evidence

Section of registration process	How to submit your evidence

Section 1: Application form
 	
Please use this link to download the application form for your provider and upload it when it has been completed. Full guidance on how to complete the form is provided in **Part 1** of this document above. **All providers must complete this section.**
	• To download your provider's application form click on the 'Section 1 - Application form' link. Click on the 'Download' button and select 'Save' when prompted. Save the zip file (compressed folder) OfSApplication_package_XXXXXXXX.zip (where the suffix is your provider's 8-digit UKPRN) in a location on your network where you can access it later.
	
	• The zip file/package contains one file:
	
	    ○ ApplicationForm_XXXXXXXX.xlsx (where the suffix is your provider's 8-digit UKPRN). This is a Microsoft Excel file.
	
	• To complete the return, you will need to unzip the package. Windows 7, 8 and 10, Vista, XP and Windows ME can perform this task without a third party tool. Other operating systems will need an additional program.
	
	• When you have completed your application form, and are ready to submit it, log in again using your email address and password, and follow the instructions below.
	
	• Once you have logged in to the 'OfS registration' page, click on 'Section 1 - Application form'.
	
	• Click the 'Upload' button, and then use the 'Browse'\'Choose file' button to locate files on your computer or network. Click on 'Upload'.
	
	• Submitting the file may take up to a few minutes, depending on how busy the server is. A message will appear on the screen to tell you the status of your submission. You may see one of the following messages:
	
	    a. Your files have been submitted and are waiting to be processed;
	
	    b. Your files are being processed;
	
	    c. Completed successfully.

	• When the submission process has completed successfully, click the 'Result' button and save your results file on your own network. The results file will show a copy of the data that has been uploaded. • If you wish to make changes to your application form after it has been uploaded, and you have not yet confirmed your submission is complete, then please re-upload the file to the portal and this will overwrite the previous submission and a new results file will be generated.
Section 2: Access and participation resource plan Please use this link to download the template for the access and participation resource plan relating to Condition A1 and upload it once it has been completed. You should only upload the resource plan (the Microsoft Excel document) in this section – the qualitative part of your access and participation plan (the Microsoft Word/pdf document) should be submitted in **section 4** (see instructions below). If you are applying in the **Approved (fee cap)** category and intend to charge qualifying persons on qualifying courses fees above the basic amount and up to the higher amount, you must complete an access and participation resource plan in accordance with Condition A1. If you have already indicated to us that you intend to apply in the Approved (fee cap) category, you should have received a pre-populated template by email to begin completing. If you did not receive this template or cannot locate it, you can use the link in this section to download the template, complete and upload it. **If you**	• To download your provider's template for the access and participation plan click on the 'Section 2 - Access and participation resource plan' link. Click on the 'Download' button and select 'Save' when prompted. Save the zip file (compressed folder) OfSAPP_package_XXXXXXXX.zip (where the suffix is your provider's 8-digit UKPRN) in a location on your network where you can access it later. • The zip file/package contains one file: ○ APP1920_XXXXXXXX.xlsx (where the suffix is your provider's 8-digit UKPRN). This is a Microsoft Excel file. • To complete the return, you will need to unzip the package. Windows 7, 8 and 10, Vista, XP and Windows ME can perform this task without a third party tool. Other operating systems will need an additional program. • When you have completed your application form, and are ready to submit it, log in again using your email address and password, and follow the instructions below. • Once you have logged in to the 'OfS registration page', click on 'Section 2 - Access and participation resource plan. • Click the 'Upload' button, and then use the 'Browse'\'Choose file' button to locate files on your computer or network. Click on 'Upload File'.

are not required to provide evidence for this condition, please do not submit any documents in this section.	• Submitting the file may take up to a few minutes, depending on how busy the server is. A message will appear on the screen to tell you the status of your submission. You may see one of the following messages:
	
	     d. Your files have been submitted and are waiting to be processed;
	
	     e. Your files are being processed;
	
	     f. Completed successfully.
	
	 • When the submission process has completed successfully, click the 'Results' button and save your results file on your own network. The results file will show a copy of the data that has been uploaded.
	
	 • If you wish to make changes to your access and participation resource plan after it has been uploaded, and you have not yet confirmed your submission is complete, then please re-upload the file to the portal and this will overwrite the previous submission and a new results file will be generated.

Section 3: Financial tables Please use this link to download the template for the financial tables relating to Condition D, and also to upload it once it has been completed. We will already have told you if you need to submit evidence in this section. If you do, please use this link to download the template for financial and student number forecast tables, complete and upload it. You should submit your audited financial statements and financial commentary as separate documents in the supporting evidence section outlined below. **If you are not required to provide evidence for this condition, please do not submit any documents in this section.**	• To download your provider's template for the financial tables click on the 'Section 3: Financial tables link. Click on the 'Download' button and select 'Save' when prompted. Save the zip file (compressed folder) OfSFinancialTables_XXXXXXXX.zip (where the suffix is your provider's 8-digit UKPRN) in a location on your network where you can access it later. • The zip file/package contains one file: o OfSFinancialTables_XXXXXXXX.xlsx (where the suffix is your provider's 8-digit UKPRN). This is a Microsoft Excel file. • To complete the return, you will need to unzip the package. Windows 7, 8 and 10, Vista, XP and Windows ME can perform this task without a third party tool. Other operating systems will need an additional program.

	- When you have completed your application form, and are ready to submit it, log in again using your email address and password, and follow the instructions below.
	
	- Once you have logged in to the 'OfS registration' page, click on 'Section 3 - Financial tables'.
	
	- Click the 'Upload' button, and then use the 'Browse'\'Choose file' button to locate files on your computer or network. Click on 'Upload'.
	
	- Submitting the file may take up to a few minutes, depending on how busy the server is. A message will appear on the screen to tell you the status of your submission. You may see one of the following messages:
	
	    g. Your files have been submitted and are waiting to be processed;
	
	    h. Your files are being processed;
	
	    i. Completed successfully.
	
	- When the submission process has completed successfully, click the 'Result' button and save your results file on your own network. The results file will show a copy of the data that has been uploaded.
	
	- If you wish to make changes to your financial tables after they have been uploaded, and you have not yet confirmed your submission is complete, then please re-upload the file to the portal and this will overwrite the previous submission and a new results file will be generated.

Section 4: All other supporting evidence Please use this link to upload all other supporting evidence as part of the registration process. (Please note that if the links do not appear you may need to refresh the page or log out and log in again). <u>Please ensure that your supporting evidence is split into separate documents and with the files named clearly to</u>	- To upload other documents as part of the registration process, log in to the 'OfS registration' page and click on the link 'Section 4 – All other supporting evidence'. - Click the 'Upload' button, and then 'Browse\Choose file' to find the location of the file you wish to upload, and then click on 'Upload' '. Repeat this process to upload further files. When you have selected all your files to be uploaded click the 'Submit' button. A 'Success' message will appear on the screen when the file(s) has/have been uploaded successfully. There will be no 'results' file generated for the upload of supporting evidence.

show which condition the document relates to, for example:
 	
• **Condition A1:** Access and participation plan where applicable. You may also wish to submit a students' union supporting commentary as a separate document.
 	
• **Condition A2:** Access and participation statement where applicable (including a link in that document to where the statement can be found on your website)
 	
• **Condition C1:** Guidance on consumer law self-assessment
 	
• **Condition C3:** Student protection plan
 	
• **Condition D:** Audited financial statements and supporting commentary where required
 	
• **Conditions E1 and E2**:
 	
    o Management and governance self-assessment
 	
    o Updated drafts of governing documents currently subject to Privy Council oversight (where applicable).	

Finalising and submitting your application

19. Once you have uploaded all of the supporting evidence for your application, you should confirm that all information is accurate and complete and ready to submit. To do this, navigate to the OfS registration homepage (https://extranet.officeforstudents.org.uk/Data). Click the check box in the section highlighted in yellow, and then click the 'Submit' button. This will notify the OfS registration team that your submission has been completed. **Once you submit your application, you will be unable to submit further information unless you specifically request to do so**. For this reason, we suggest that your nominated registration contact should collate and submit the full application at one time.

How will I know that you have received my application?

20. As soon as you submit your application, the registration portal will provide you with an onscreen confirmation that you have successfully submitted. We will email you to confirm that we have received your documents – **this email is not automatically generated and so there may be a short delay between your upload and receiving an email confirmation.**

21. Once you have submitted your application, the portal will be locked and you will be unable to make changes to the documents submitted. This is to ensure that we have an audit trail of documents submitted, and that we are assessing the correct version of your evidence.

22. If you wish to change any of the submitted documents after you have finalised your submission, you should contact us at registration@officeforstudents.org.uk as soon as possible. We will then reopen the registration portal to allow you to upload a new document in order to ensure that we use the latest version in assessing your application.

What happens next?

23. As soon as your application is submitted, a member of the OfS registration team will check that we have all the information we need to assess your application. We will contact you as soon as possible after your submission if we believe any information is missing from your application.

24. We will initially prioritise assessing applications from providers with an early recruitment cycle (this normally applies if you offer medical, veterinary, dental or conservatoire provision. When we confirm receipt of your application we will let you know if we think the early recruitment application date applies to you on the basis of current UCAS information. If you have an early application cycle but do not recruit through UCAS, please email registration@officeforstudents.org.uk as soon as possible to ensure that we prioritise the application for assessment.

25. If you have submitted an access and participation plan (APP) as part of your application for the Approved (fee cap) category, we may contact you on behalf of the Director for Access and Participation to discuss this. Any further iterations of your APP will need to be submitted through the registration portal. If you would like your APP contact to be able to do this directly, please pass your access key for the portal to that person. The registration team will open the portal to allow a new version to be submitted.