

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 OfS portal (**part 2**).
2. This document should be read alongside the following regulatory advice which provides more information about the registration process:
 - 'Regulatory advice 3: Registration of English higher education providers with the OfS' (OfS 2022.62)
3. This is available from the OfS website:
www.officeforstudents.org.uk/publications/regulatory-advice-3-registration-of-english-higher-education-providers-with-the-ofs/

Part 1: How do I complete an application form?

4. 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 OfS portal and download the application form in **part 2** of this guidance below.
5. The application form will be pre-populated with the basic information (provider name and UKPRN) that you tell us when you request an access key. When completing the application form we need you to confirm that the provider name is correct and amend it if not. You cannot amend your UKPRN. The remaining fields in the form have not been pre-populated and you will need to complete them. It is important that this information is accurate as it will appear on the OfS Register and will be used to pre-populate other OfS forms. Where you change information that we have prepopulated for you, the text will change to bold and italics – this is to ensure that we know what changes have been made.
6. The application form is an Excel 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	<p>Submission of application</p> <p>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. 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 board of directors, the trustees of a charity, for example.</p>	<p>Applications for registration should be made on behalf of the governing body. This is a requirement of the Higher Education and Research Act (HERA) 2017. We need to ensure that we have this confirmation to meet this requirement.</p>
	<p>General details</p> <p>This part of the form asks you for general information about your provider. We have prepopulated some of this section with information that we already hold (provider name and UKPRN only).</p> <p>Please check that the provider name is correct and amend if not. You cannot amend your UKPRN. The remaining fields in the form have not been pre-populated and you will need to complete them.</p>	<p>We are collecting the contact information for your provider because it will appear on the OfS Register. We also want to ensure that we can contact the correct person about your application – the information about the primary contact for the OfS registration process will not appear on the Register.</p>

Application form section	Notes/guidance	Why are we asking for this information?
	<p>The use of the word ‘university’ in your title</p> <p>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. We will need you to tell us the year in which permission was granted, and how it was granted, for example by:</p> <ul style="list-style-type: none"> • Royal Charter • Act of Parliament • Obtaining approval for the use of the word ‘university’ in the name of the provider under the provisions of the Companies Act 2006 – if selecting this option, you should also submit evidence of this approval (your letter of non-objection from the Department for Education). You should submit this evidence to section 4 of the portal. • Other (please specify) 	<p>We are collecting this information because it will appear on the OfS Register.</p>

Application form section	Notes/guidance	Why are we asking for this information?
	<p>Degree awarding powers</p> <p>This part of the form asks you to tell us whether you hold degree awarding powers.</p> <p>Note: Taught degree awarding powers give UK higher education providers the right to award taught degrees up to and including level 7.</p> <p><i>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.</i></p>	<p>We are collecting this information because it will appear on the OfS Register.</p>
	<p>Information about your higher education courses</p> <p>You should only complete this section if you are a provider that is not currently delivering higher education.</p> <p>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.</p>	<p>We are collecting this information to assess the eligibility of new providers to register with the OfS.</p>

Application form section	Notes/guidance	Why are we asking for this information?
Application details	<p>Registration category</p> <p>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. You must select only one option as you cannot apply to be registered in more than one category. Please also answer the supplementary questions relating to each category of registration:</p> <p>Approved (fee cap) category:</p> <ul style="list-style-type: none"> You intend to only charge up to £6,000/£6,165 (<i>with TEF rating</i>) for qualifying students on qualifying courses. You intend to charge over £6,000/£6,165 (<i>with TEF rating</i>) (up to a limit of £9,000/£9,250 (<i>with TEF rating</i>)) for some or all qualifying students on qualifying courses. You do not intend to charge fees to qualifying persons on qualifying courses. <i>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.</i> <p>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.</p> <p>Approved category:</p> <ul style="list-style-type: none"> 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 (<i>with TEF rating</i>) for eligible courses. You do not intend to charge fees to qualifying persons on qualifying courses. <i>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.</i> 	<p>We are collecting this information to ensure that you have submitted all the supporting evidence required for the category of registration.</p>

Application form section	Notes/guidance	Why are we asking for this information?
	<p>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.</p>	
	<p>Application for Degree Awarding Powers</p> <p>This part of the form asks whether you intend to apply for degree awarding powers. There is further information on applying for DAPs here: www.officeforstudents.org.uk/advice-and-guidance/regulation/degree-awarding-powers/</p> <p>If you do intend to apply for DAPs, please complete this section and indicate:</p> <ul style="list-style-type: none"> • What type of degree awarding powers you expect to apply for: <ul style="list-style-type: none"> ○ Foundation degrees only (level 5 of the Framework for Higher Education Qualifications – FHEQ . Note: only available to further education colleges) ○ Awards up to and including bachelor degree only (up to and including level 6) ○ All taught awards (up to and including level 7) ○ 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: <ul style="list-style-type: none"> ○ New DAPs 	<p>If you intend to apply for degree awarding powers, we will assess your application for registration first. We may need to request additional information from you as we assess your application.</p>

Application form section	Notes/guidance	Why are we asking for this information?
	<ul style="list-style-type: none"> ○ Full DAPs • When do you expect to apply: <ul style="list-style-type: none"> ○ This is a free text box and you should indicate your intention 	
Corporate information	<p>Legal form</p> <p>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:</p> <ul style="list-style-type: none"> • Legal form (please list all that apply) <ul style="list-style-type: none"> ○ If Other, please specify • Company number (if applicable) • Charity number (if applicable) 	<p>We are collecting this information because it will appear on the OfS Register.</p> <p>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).</p>

Application form section	Notes/guidance	Why are we asking for this information?
	<p>VAT status</p> <p>This section of the form relates to your VAT status.</p> <p>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.</p> <p>This question does not apply to exempt charities. Exempt charities are therefore not required to populate this section.</p>	<p>We are collecting this information because it helps us to understand the financial information you give us.</p>
	<p>Relationships with linked organisations</p> <p>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.</p> <p>You can also provide in this section any further contextual information about the structure of your organisation, for example, a complex group structure.</p> <p>By using a catch-all of 'other linked organisations' we are intending to capture organisations that are not legally part of the same group as a provider but which are owned by the same people as the provider or which have the same 'persons with significant control' (as required to be reported to Companies House). We would also expect this to include any otherwise unrelated entity that has given a loan to the provider (unless it is an FCA-regulated lender such as a bank) or which the provider has given a loan to.</p>	<p>We are collecting this information to understand the structure of your organisation and where ownership and control for the provider lies.</p>

Application form section	Notes/guidance	Why are we asking for this information?
<p>Subcontractual arrangements</p>	<p>Subcontractual arrangements</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Please search for all UKPRNs on the UKRLP website: www.ukrlp.co.uk/.</p>	<p>We are collecting this information because it will appear on the OfS Register.</p>

Application form section	Notes/guidance	Why are we asking for this information?
Validation arrangements	<p>Validation arrangements</p> <p>This section of the form asks you to tell us about the validation arrangements currently in place.</p> <p>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 with that provider and not the validating provider. The validating provider remains responsible for the academic standards of the award granted in its name.</p> <p>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.</p> <p>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.</p> <p>Please search for all UKPRNs on the UKRLP website: www.ukrlp.co.uk/.</p> <p>If you do not yet deliver higher education and do not have any validation arrangements in place, please leave this section blank and set out in your self-assessment of management and governance and in your quality plan your intentions in this respect (for example, if you are currently seeking a validation arrangement or intend to apply for DAPs). We ask you to provide this information as context to your application – it is not a requirement to have a validation arrangement in place in order to apply for registration with the OfS.</p>	<p>We are collecting this information because it will appear on the OfS Register.</p>

<p>Key individuals</p>	<p>This section of the form asks you to provide information about key individuals at your provider:</p> <ul style="list-style-type: none"> • your nominated ‘accountable officer’ • the chair of your governing body • your directors or trustees. <p>Your nominated accountable officer</p> <p>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.</p> <p>Please provide all the information requested for this individual.</p> <p>Chair of governing body</p> <p>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 or company, or an equivalent controlling body. This might be the 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.</p> <p>Please provide all the information requested for this individual.</p> <p>Directors or trustees</p> <p>Your directors are the senior people involved in running the provider, or they could be nonexecutive directors with responsibility for the oversight of the provider, whether or not they are called ‘directors’.</p> <p>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.</p> <p>Please provide all the information requested for these individuals. If you have more than ten directors/trustees, please enter the information requested for the additional</p>	<p>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.</p>
-------------------------------	--	--

Application form section	Notes/guidance	Why are we asking for this information?
	<p>directors/trustees on the 'Additional directors + trustees' section at the end of the application form.</p> <p>The application form asks you to provide details of other organisations where key individuals have directorships/trusteeships. The application form only enables you to add two organisations. Where a key individual has more than two other directorships/trusteeships, we suggest that you provide this additional information in an annex to your application, and submit in a Word document in section 4 of the portal. You only need to provide the name of the individual, and the company/charity name and company/charity number. Please also ensure that the name of your provider is included at the start of this document. If you do need to do this, please write in the box on the application form ('see attached annex') rather than completing the rows for that individual</p> <p>Personal data</p> <p>You do not need to provide personal email addresses and telephone numbers for key individuals, but you must include name, date of birth and any additional directorships or trusteehips. We require the name and date of birth to positively identify the individuals to undertake our 'fit and proper persons' assessment. This information will be used solely for this purpose</p> <p>You can include a corporate email address and telephone numbers.</p> <p>Consent</p> <p>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.</p> <p>The reason for seeking consent is to ensure that any individual whose personal information is being held and processed is aware that this information is being passed to the OfS, and the purpose for which the information is being used.</p> <p>Under the statutory powers granted to the OfS, we can compel providers to provide this information to us as part of the registration process (sections 8 (1) (b) and 62 (1).</p>	

Application form section	Notes/guidance	Why are we asking for this information?
	<p>We have set out a specific privacy notice for how we will use and protect data collected by OfS through the registration process. This can be accessed from our website: www.officeforstudents.org.uk/ofs-privacy/privacy-notice/ (see 'Registration of providers')</p> <p>Fit and proper persons</p> <p>We set out in our regulatory framework¹ 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 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.</p> <p>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.</p>	
Shareholders	<p>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.</p>	<p>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</p>

¹ Full information available at Annex B of 'Securing student success: Regulatory framework for higher education in England' available from: www.officeforstudents.org.uk/publications/securing-student-success-regulatory-framework-for-higher-education-in-england/.

Application form section	Notes/guidance	Why are we asking for this information?
	<p>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.</p> <p>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.</p> <p>Personal data You do not need to provide personal email addresses and telephone numbers for key individuals, but you must include name, date of birth and any additional directorships or trusteeships. We require the name and date of birth to positively identify the individuals to undertake our 'fit and proper persons' assessment. This information will be used solely for this purpose You can include a corporate email address and telephone numbers.</p> <p>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</p>	<p>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.</p>

Application form section	Notes/guidance	Why are we asking for this information?
	<p>for the purpose of our regulation of you, and that you will provide us with a copy of that consent on request.</p> <p>The reason for seeking consent is to ensure that any individual whose personal information is being held and processed is aware that this information is being passed to the OfS, and the purpose for which the information is being used.</p> <p>Under the statutory powers granted to the OfS, we can compel providers to provide this information to us as part of the registration process (sections 8 (1) (b) and 62 (1).</p> <p>We have set out a specific privacy notice for how we will use and protect data collected by OfS through the registration process. This can be accessed from our website: www.officeforstudents.org.uk/ofs-privacy/privacy-notice/ (see 'Registration of providers')</p> <p>Fit and proper persons</p> <p>We set out in our regulatory framework² 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.</p> <p>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.</p>	

² Full information available

at Annex B of 'Securing student success: Regulatory framework for higher education in England' available from: www.officeforstudents.org.uk/publications/securing-student-success-regulatory-framework-for-higher-education-in-england/.

Application form section	Notes/guidance	Why are we asking for this information?
<p>Additional directors and trustees</p>	<p>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.</p> <p>Directors and trustees</p> <p>Your directors are the senior people involved in running the provider, or they could be nonexecutive directors with responsibility for the oversight of the provider, whether or not they are called 'directors'.</p> <p>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.</p> <p>Please provide all the information requested for these individuals. If you have more than ten directors or trustees, please enter the information requested for the additional directors or trustees on the 'Additional directors/trustees' section at the end of the application form.</p> <p>The application form asks you to provide details of other organisations where key individuals have directorships/trusteeships. The application form only enables you to add two organisations. Where key individuals have more than two other directorships or trusteeeships, we suggest that you provide this additional information in an annex to your application, and submit in a Word document in section 4 of the portal. You only need to provide the name of the individual, and the company or charity name and company or charity number. Please also ensure that the name of your provider is included at the start of this document. If you do need to do this, please write in the box on the application form ('see attached annex') rather than completing the rows for that individual</p> <p>Personal data</p> <p>You do not need to provide personal email addresses and telephone numbers for key individuals, but you must include name, date of birth and any additional directorships or trusteeeships. We require the name and date of birth to positively identify the individuals</p>	<p>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.</p>

Application form section	Notes/guidance	Why are we asking for this information?
	<p>to undertake our 'fit and proper persons' assessment. This information will be used solely for this purpose</p> <p>You can include a corporate email address and telephone numbers.</p> <p>Consent</p> <p>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.</p> <p>The reason for seeking consent is to ensure that any individual whose personal information is being held and processed is aware that this information is being passed to the OfS, and the purpose for which the information is being used.</p> <p>Under the statutory powers granted to the OfS, we can compel providers to provide this information to us as part of the registration process (section 62 (1)).</p> <p>We have set out a specific privacy notice for how we will use and protect data collected by OfS through the registration process. This can be accessed from our website: www.officeforstudents.org.uk/ofs-privacy/privacy-notice/ (see 'Registration of providers')</p> <p>Fit and proper persons</p> <p>We set out in our regulatory framework³ 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</p>	

³

Full information available at Annex B of 'Securing student success: Regulatory framework for higher education in England' available from: www.officeforstudents.org.uk/publications/securing-student-success-regulatory-framework-for-higher-education-in-england/.

Application form section	Notes/guidance	Why are we asking for this information?
	<p>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.</p> <p>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.</p>	

Part 2: How do I submit my application?

7. Applications to register with the OfS must be submitted via the OfS portal. The login page for the portal can be accessed by the following link: extranet.officeforstudents.org.uk/Data.
8. To access the OfS portal you will need an 'access key'. Please contact us on regulation@officeforstudents.org.uk to ask for an 'access key request form'. When you have completed and returned your 'access key request form', we will write to you providing instructions about how to use the registration portal, including login information (access keys). Please note that these access keys are specific to your provider and give access specifically to the OfS registration area (and, where applicable, the access and participation plan area) of the OfS portal. The access keys 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.
9. To request an access key and 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.

How to access the OfS portal

10. To access the OfS portal, you will first need 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 of your access key was successful. If you have successfully registered your access key click 'Continue' to navigate back to the login page.
11. Log in using your registered email address and password.

What to do if you have lost your access key?

12. If you lose your access key, please contact regulation@officeforstudents.org.uk and we will be able to re-send the access key to your nominated registration contact.

How to upload your application and supporting evidence

13. Once you have successfully logged in to the OfS portal you will see a link to the registration area: extranet.officeforstudents.org.uk/Data.

14. Within the registration portal area, you will find four links relating to the registration process:
- **Section 1 – Application form**
 - **Section 2 – Access and participation resource plan – this section is only applicable to providers registering in the Approved (fee cap) category and intending to charge higher fees**
 - **Section 3 – Financial tables**
 - **Section 4 – All other supporting evidence**
15. 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.
16. The table below provides detailed instructions about how to download and 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 have any specific questions about completing your application to register with the OfS please contact regulation@officeforstudents.org.uk.

Submitting your evidence

Section of registration process	How to submit your evidence
<p>Section 1: Application form</p> <p>Please use the link within the registration area of the portal 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.</p>	<ul style="list-style-type: none">• 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:<ul style="list-style-type: none">○ 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 portal, click on ‘OfS registration’• 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:<ul style="list-style-type: none">○ Your files have been submitted and are waiting to be processed;○ Your files are being processed;○ Completed successfully.

Section of registration process	How to submit your evidence
	<ul style="list-style-type: none"> • 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.
<p>Section 2: Access and participation resource plan 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 submit the following documents:</p> <ul style="list-style-type: none"> • Targets and investment plan (Excel document) – template downloadable via the portal • Fee information (Excel document) – template downloadable via the portal • Access and participation plan – template downloadable from the OfS website here: https://www.officeforstudents.org.uk/advice-and-guidance/promoting-equal-opportunities/access-and-participation-plans/ • You will need an additional access key for this area of the portal. If you think you need to access this area and have not received a separate access key please contact regulation@officeforstudents.org.uk to request this. <p>You will only need to access this area if you are applying in the Approved (fee cap) category and</p>	<ul style="list-style-type: none"> • The Access and participation plan template can be downloaded from the OfS website here: www.officeforstudents.org.uk/advice-and-guidance/promoting-equal-opportunities/access-and-participation-plans/. • To download your provider's template templates for the Targets and investment plan and the Fee information documents click on 'Section 2 – Access and participation plan 2021-22 onwards', this will take you to the Access and participation plan OfS portal area. • Within this area, click on the relevant links in the 'Access and participation plan 20YY-YY'(where YYYY represents the academic year) area. • Click on the 'Download' button for each template and select 'Save' when prompted. • Save the zip files (compressed folder) in a location on your network where you can access it later. • Each zip file/package will contain one file: <ul style="list-style-type: none"> ○ Full_Fee_Information_YYYY_XXXXXXXXX.xlsx (where YYYY represents the academic year and the suffix is your provider's 8-digit UKPRN). This is a Microsoft Excel file ○ Targets_Investment_Plan_YYYY_XXXXXXXXX.xlsx (where YYYY represents the academic year and the suffix is your provider's 8-digit UKPRN). This is a Microsoft Excel file • To complete the returns, 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.

Section of registration process	How to submit your evidence
<p>intending to charge higher fees. If you are not required to provide evidence for this condition, you will not have an access key to access this area of the portal.</p>	<ul style="list-style-type: none"> • When you have completed all your documents, and are ready to submit them, log in again using your email address and password, and follow the instructions below. • Once you have logged in to the OfS portal and click on 'OfS Registration' • Within this area click on the relevant links in the Access and participation plan 20YY-YY area e.g 'Upload your 20YY-YY to 20YY-YY access and participation 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'. • Submitting the files 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: <ul style="list-style-type: none"> ○ Your files have been submitted and are waiting to be processed ○ Your files are being processed ○ Completed successfully. • When the submission process has completed successfully, click the 'Results' button and save your results files (for the Targets and investment plan and Fee information document) on your own network. The results file will show a copy of the data that has been uploaded. There will be no 'results' file generated for the upload of the access and participation plan itself. • If you wish to make changes to your documents after it has been uploaded, and you have not yet confirmed your submission is complete, then please re-upload the files to the portal and this will overwrite the previous submission and a new results file will be generated (for the Targets and investment plan and Fee information document).
<p>Section 3: Financial tables Please use the link within the portal to download the template for the financial tables relating to Condition D, and also to upload it once it has been completed. 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, financial commentary and any other</p>	<ul style="list-style-type: none"> • 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 8digit UKPRN) in a location on your network where you can access it later. • The zip file/package contains one file: <ul style="list-style-type: none"> ○ OfSFinancialTables_XXXXXXXX.xlsx (where the suffix is your provider's 8-digit UKPRN). This is a Microsoft Excel file.

Section of registration process	How to submit your evidence
<p>evidence as separate documents in the supporting evidence section outlined below (Section 4).</p>	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ Your files have been submitted and are waiting to be processed; ○ Your files are being processed; ○ 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.
<p>Section 4: All other supporting evidence Please use the link within the portal 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). Please ensure that your supporting evidence is split into separate documents and with the files named</p>	<ul style="list-style-type: none"> • 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.

Section of registration process	How to submit your evidence
<p>clearly to show which condition the document relates to, for example:</p> <ul style="list-style-type: none"> • 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 B7 (for providers submitting on or after 1 May 2022): <ul style="list-style-type: none"> ○ Quality plan ○ Supporting evidence ○ Itemised list of supporting evidence • Condition C1: <ul style="list-style-type: none"> ○ Guidance on consumer law self-assessment ○ Student contract(s) • Condition C3: <ul style="list-style-type: none"> ○ Student protection plan ○ Any policy you have which relates to refund and compensation • Condition D: <ul style="list-style-type: none"> ○ Financial and student number tables ○ Commentary to support your financial and student number tables ○ Audited financial statements and/or business plan • Conditions E1 and E2: <ul style="list-style-type: none"> ○ Management and governance self-assessment 	<ul style="list-style-type: none"> • There will be no 'results' file generated for the upload of supporting evidence.

Section of registration process	How to submit your evidence
<ul style="list-style-type: none">○ Governing documents and any other supporting evidence you refer to in your self-assessment.○ Itemised list of supporting evidence	

Finalising and submitting your application

17. Once you have uploaded all 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 (extranet.officeforstudents.org.uk/Data).
 - click the check box in the section highlighted in yellow
 - click the 'Submit' button.
18. This will notify the OfS registration team that your submission has been completed.
19. You can upload individual documents when they are ready but they will not be submitted to us until you have followed the steps above
20. **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?

21. When you submit your application, the registration portal will provide you with an on-screen confirmation that you have successfully submitted, and you will receive an automatically generated email confirmation.
22. 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.
23. If you wish to change any of the submitted documents after you have finalised your submission, you should contact us at regulation@officeforstudents.org.uk as soon as possible. We will then reopen the registration portal to allow you to upload a new document to ensure that we use the latest version in assessing your application. Please note that the automated email confirmation will only be generated when you submit your application for the first time and will not be repeated if you subsequently submit further documents via the portal through the assessment process.

What happens next?

24. 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 if we believe any information is missing from your application.