

How to submit an application for registration on the OfS portal

Introduction

1. This document provides information and instructions about how to submit your provider's application for registration with the Office for Students (OfS). It provides:
 - technical information about how to submit your application and supporting evidence using the OfS portal (**part 1**)
 - a checklist to assist you with submitting an application. It also outlines the sections of the OfS portal where each piece of evidence must be submitted (**part 2**).
2. This document should be read alongside the following documents:
 - the application requirements notice¹
 - Regulatory advice 3: How to register with the OfS.²

¹ See OfS, Annex A: Application requirements notice at [Supporting documents](#).

² See OfS, [Regulatory advice 3: How to register with the Office for Students](#).

Part 1: How do I submit my application?

3. 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:
<https://ofsproviderportal.officeforstudents.org.uk/>
4. To use the OfS portal you will first need to provide us with some key information to enable us to give you access. Please contact us at regulation@officeforstudents.org.uk to ask for a 'portal access request form'. When you have completed and returned your 'portal access request form', we will set up your account and send a link, via email to your nominated Head of Provider contact. This will normally take up to three working days to process.
5. For us to be able to give access, the provider you wish to register 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.
6. All templates can be downloaded from our website.³

How to access the OfS portal

7. Once we have set up access, your nominated Head of Provider will receive an email with an invitation link to log in to the portal. You will need to enter the email address of the account we sent the link to. On login, you will receive a one-time passcode to your email to enable you to access the OfS portal. You will need to enter the one-time passcode (sent to your email address) every time you log in to the portal. You do not need to create a password, nor do you need to sign up to an account. OfS portal accounts are individual to the user and should not be shared with others.
8. Your Head of Provider will be set up with 'user administrator' access. This means that they can add other users to support with the submission and delegate access roles which determine the level of access an individual can have to the provider's submission.

How to upload your application and supporting evidence

9. Our [OfS portal regulatory cases guidance](#)⁴ details how to navigate the portal and submit your application. If you need to submit an access and participation plan as part of your registration application, you will find this in the 'Data Returns' area of the portal. The [OfS portal data returns guidance](#) gives technical guidance on how to navigate this type of submission.⁵
10. You should refer to the application requirements notice⁶ for detail of what we expect each element of your submission to contain, alongside further guidance in Regulatory advice 3: How to register with the OfS.⁷ We have provided a checklist below to support your preparation and help you to keep track of documents needed for your application.

³ See OfS, [Regulatory advice 3 - Supporting documents](#).

⁴ See [OfS portal - Regulatory cases](#).

⁵ See OfS, [Submitting data through the OfS portal](#).

⁶ See OfS, Annex A of [Supporting documents](#) (Application requirements notice).

⁷ See OfS, [How to register with the Office for Students](#).

11. If you have any specific questions about completing your application to register with the OfS, please contact regulation@officeforstudents.org.uk.

What happens after I submit?

12. 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.

Part 2: OfS registration checklist for providers

This checklist is designed to help you submit a complete application and to help ensure that you have completed all the relevant documents in line with the application requirements notice. You can use the tick box function to keep track of which documents you have submitted.

By submitting your application via the OfS portal, you are confirming that:

- your application complies with the application requirements notice
- you have read this document
- you have uploaded all your documents, as set out below
- you have followed the necessary steps to make a valid submission, as set out below.

Documents

Have you uploaded **all** your documents according to:

- the initial conditions of registration applicable to your provider?
- the category of registration you are applying for (see condition A1/A2)?
- the date you are submitting your application (see condition B7)?
- the length of time you have been in operation and providing higher education (see condition D)?

This checklist is not an exhaustive list of all the documentation you will be required to submit during the registration process. There is additional information we will require from you as your application progresses. For a detailed list of this, please see the application requirements notice.

Element of registration	Applicable to	What is required (for detailed submission requirements see the application requirements notice)	How to submit	Submission check
General	All providers	Completed application form 1	Section 1a of the OfS portal	☐
General	All providers	Completed application form 2	Section 1b of the OfS portal	☐
Use of sensitive term 'University' or 'University College'	Any provider proposing to be registered with a name containing 'University' or 'University College' in its business, or trading, name	Letter of non-objection from the Department of Education	Section 7 of the OfS portal	☐
General	All providers	A diagram showing the provider's corporate structure and ownership	Section 7 of OfS portal	☐
General	All providers	Completed investigations declaration form	Section 7 of OfS portal	☐
Condition A1	Providers applying in the Approved (fee cap) and intend to charge higher fees to students registered with you at some point in the 4 years after registration	Access and participation plan	Section 2 of the OfS portal	☐
Condition A1	Providers applying in the Approved (fee cap) higher category	Supporting information about fees, targets and investment	Section 2 of the OfS portal	☐
Condition A2	Providers applying in the Approved (fee cap) category and intending to charge basic fees and providers in the	An access and participation statement and a link to where this is published	Section 7 of the OfS portal	☐

Element of registration	Applicable to	What is required (for detailed submission requirements see the application requirements notice)	How to submit	Submission check
	Approved category Excluding colleges in the statutory further education sector			
Condition B7	All providers	Quality plan	Section 3 of the OfS portal	☐
Condition B7	All providers	Evidence to support the quality plan	Section 3 of the OfS portal	☐
Condition B7	All providers	Itemised list of evidence to support the quality plan	Section 3 of the OfS portal	☐
Condition B8	All providers	Provider information form	Section 3 of the OfS portal	☐
Condition C5	All providers	Template contract(s) that set out terms and conditions for the provision of higher education	Section 4 of the OfS portal	☐
Condition C5	All providers	Template contracts (including terms and conditions) between a student and the provider for ancillary services	Section 4 of the OfS portal	☐
Condition C5	All providers	Policies relating to the circumstances in which the provider may make changes to courses, qualifications or modes of study, teaching location and facilities, course fees and other related fees or charges	Section 4 of the OfS portal	☐
Condition C5	All providers	Complaints process(es) related to the provision of higher education – where there are different processes for different categories of student, all must be submitted	Section 4 of the OfS portal	☐
Condition C5	All providers	A policy (or policies) that set out the terms for refund and compensation for higher education students	Section 4 of the OfS portal	☐

Element of registration	Applicable to	What is required (for detailed submission requirements see the application requirements notice)	How to submit	Submission check
Condition C5	All providers	A completed initial condition C5 declaration form	Section 4 of the OfS portal	☐
Condition C5	All providers	A completed initial condition C5 submission checklist	Section 4 of the OfS portal	☐
Condition D	All providers	Financial and student number tables including scenario planning	Section 5a of the OfS portal	☐
Condition D	All providers	Financial commentary	Section 5b of the OfS portal	☐
Condition D	Providers which have financial support guaranteed by a third party	A legally binding obligation of financial support from that third party	Section 5b of the OfS portal	☐
Condition D	All providers	Financial scenario planning and accompanying commentary	Section 5b of the OfS portal	☐
Condition D	Providers that have been in operation and providing higher education for more than three years	Full audited (and where providers have subsidiaries consolidated) financial statements for the three most recent years	Section 5b of the OfS portal	☐
Condition D	Providers that have been in operation and providing higher education for fewer than three years or have not provided higher education in the last three years.	Full audited (and where providers have subsidiaries consolidated) financial statements for as many of the last three years as the provider has been providing higher education. For years where the provider has not been providing higher education, Annex L of Regulatory advice 3 sets out alternative evidence requirements.	Section 5b of the OfS portal	☐

Element of registration	Applicable to	What is required (for detailed submission requirements see the application requirements notice)	How to submit	Submission check
Condition E7	All providers	All documents that establish the provider as an institution including (where applicable to the provider's legal form) its Royal Charter, memorandum and articles of association or trust deed	Section 6 of the OfS portal	☐
Condition E7	All providers	Governing body documents	Section 6 of the OfS portal	☐
Condition E7	All providers	Risk and audit documents	Section 6 of the OfS portal	☐
Condition E7	All providers	Decision-making documents	Section 6 of the OfS portal	☐
Condition E7	All providers	Conflict of interests policy	Section 6 of the OfS portal	☐
Condition E7	All providers	Any other documents (including shareholder agreements) which contain rules which govern the operation of the provider's governing body	Section 6 of the OfS portal	☐
Condition E7	All providers	Business plan	Section 6 of the OfS portal	☐
Condition E8	All providers	A completed Fraud and public funding declaration form	Section 6 of the OfS portal	☐
Condition E8	All providers	Any documents that set out the provider's internal control processes relating to the prevention of fraud and protection of public funds	Section 6 of the OfS portal	☐
Condition E8	All providers	Any document(s) that identify risks and corresponding mitigations relating to the prevention of fraud and protection of public funds	Section 6 of the OfS portal	☐
Condition E8	All providers	A whistleblowing policy	Section 6 of the OfS portal	☐
Condition E8	All providers	An anti-bribery policy	Section 6 of the OfS portal	☐

Element of registration	Applicable to	What is required (for detailed submission requirements see the application requirements notice)	How to submit	Submission check
Condition E8	All providers	Any other documents that set out how the provider prevents fraud or the inappropriate use of public funds	Section 6 of the OfS portal	☐
Condition E9	All providers	Any policies and/or procedures that explain how the provider ensures individuals are fit and proper, including at least one of: • a description of its procedures for checking relevant individuals are fit and proper • a policy that sets this out	Section 6 of the OfS portal	☐
Condition E9	All providers	Any policies and/or processes that the provider has in place to ensure that relevant individuals are able, by reason of their physical and mental health, to properly perform the tasks of the office or position to which they are appointed	Section 6 of the OfS portal	☐
Condition E9	All providers	A completed fit and proper persons declaration form stating whether the provider is aware of any indicative matters as listed in E9.5 and E9.7 of initial condition E9 for any relevant individuals	Section 6 of the OfS portal	☐

Necessary steps to make a valid submission

Have you taken the following actions to make a valid submission?

Section	Steps	Check
Section 1a	Checked that your application form 1 does not contain any validation errors (if there are errors, you have rectified this before uploading).	☐
	Uploaded and submitted your application form 1 and received a 'completed successfully' message.	☐
Section 1b	Checked that your application form 2 does not contain any validation errors (if there are errors, you have rectified this before uploading).	☐
	Uploaded and submitted your application form 2 and received a 'completed successfully' message.	☐
Section 2 (where applicable)	Uploaded and submitted your access and participation form documents and received a 'completed successfully' message. As set out above, only providers applying in the Approved (fee cap) category and intending to charge higher fees will have access to this section and are required to submit documents here.	☐
Section 3	Uploaded all relevant condition B7 and B8 documents (as set out in the application requirements notice).	☐
	Submitted documents by clicking submit within Section 3 and received a 'completed successfully' message.	☐
Section 4	Uploaded all relevant condition C5 documents (as set out in the application requirements notice).	☐
	Submitted documents by clicking submit within Section 4 and received a 'completed successfully' message.	☐
Section 5a	Checked that your financial and student number tables do not contain any validation errors (if there are errors, you have rectified this before uploading).	☐
	Uploaded and submitted your financial and student number tables and received a 'completed successfully' message.	☐
Section 5b	Uploaded all relevant condition D documents (as set out in the application requirements notice).	☐

Section	Steps	Check
	Submitted documents by clicking submit within Section 5b and received a 'completed successfully' message.	☐
Section 6	Uploaded all relevant condition E7, E8 and E9 documents (as set out in the application requirements notice).	☐
	Submitted documents by clicking submit within Section 6 and received a 'completed successfully' message.	☐
Section 7	Uploaded any other relevant documents, including the corporate structure and ownership diagram, investigations declaration form and, where applicable, the access and participation statement and the letter of non-objection from the Department of Education.	☐
	Submitted any relevant other documents by clicking submit within Section 7 and received a 'completed successfully' message.	☐