Items to be brought to the exit briefing
(St Andrews)

The following items **must** be brought to the Exit briefing, usually held in March. We will also require photocopies of these documents for us to keep.

- Original Birth Certificate (full *not* shortened)
- Original passport (only for those requiring a visa)
- Original photographic ID if not providing passport and visa not required
- Original proof of CURRENT term-time address
- List of addresses you have lived as since you last informed Disclosure Scotland (including dates)
- PVG Scheme Enhanced Disclosure Scotland form with payment

If there are issues on the day with any documents, we will advise you to send originals in to our office.

**Please send a return addressed registered envelope for us to return your original documents.** Please note if the stamped addressed envelope is not for the correct postage then the Admissions Office will hold onto the documents until you arrive in August.

Please ensure that you use stamps rather than a pre-paid white label on the return envelope as the date on these will have expired by the time we mail them back and the Post Office will not accept these.