Uploading Your Passport

To upload your passport, follow the steps below. Please ensure you have a scanned image of your passport before you begin.

1. Login to your intranet account at https://intranet.swan.ac.uk

2. Once you have logged in you should see a message box as show below. There is a reminder for you to upload your passport - "*Prior to enrolling online you are REQUIRED to upload your passport Here*". Please click on the link to take you to the passport upload page.

Student Online Enrolment

Welcome to the Online Enrolment process.

Currently you are not eligible to enrol online for this academic year.

Prior to enrolling online you are REQUIRED to upload your passport Here

If you do not have a passport then please email appropriate photo ID as detailed Here to myunihub@swansea.ac.uk.

If you do not see the screen above please navigate to your personal details page from the menu on the left, then click onto the Identification tab.
If you do not have a passport please contact myunihub@swansea.ac.uk and include your student number

3. Next the passport upload page will be show.

| Personal Details | Identification | Home Address | Term Address | Contact Address | Next of Kin / Emergency Contact Details | Sponsorship and Loans |

Identification

Upload Passport

Please upload a copy of your passport and fill in the required details below.
If you do not currenlty have a passport please contact Student Records

Choose File | No file chosen

Please ensure your passport details are correct as this could prevent you from collecting your ID card.

Passport Number

Name on Passport

Passport Issued Date

Passport Expiry Date

Passport Nationality   British

Please confirm if your nationality is correct   Please Select

Place Of Issue

Country Of Birth   Britain

Place Of Birth

Save Passport

Please complete the form, all of the fields must be completed in order for you to upload your passport. Please see a description of each of the fields below:

a. Image Upload
You will need to upload an image of your passport. You CANNOT upload a pdf. We accept jpeg or png file types with a max file size of 100MB. Please ensure the uploaded image is of good quality as this could prevent you from collecting your ID card.

b. Passport Number
This can be found on the top right of your passport and is 9 characters in length.

c. Passport Name
The name needs to match the name that is on your passport. Please ensure you enter all names displayed.

d. Issue Date and Expiry Date
Please select the dates from the date picker, ensure these dates are correct as this could prevent you from collecting your ID card.

e. Passport Nationality
The nationality cannot be changed as this is retrieved from your personal details and should match with your passport. Please select "Yes" from the drop down if your nationality is correct. If not please select "No" and follow the instructions.

f. Place of Issue.
Enter the place of issue as displayed on your passport

g. Country of Birth
Select from the drop down the country of birth displayed on your passport.

h. Place of Birth
Enter the place of birth as displayed on your passport.

If you have any issues uploading your passport please contact StudentRecords@swansea.ac.uk including your student number and the details of the issue you are having.