**Important information for students with Tier 4/Student leave.**

This leaflet contains important information for all students on Tier 4/Student leave, including part-time Tier 4/Student/Sabbatical visas/Doctorate Extension visas. Please also read the **Codes of Practice** **– Additional Information for non-EU/EEA** **applicants/students** which can be found at [**https://go.herts.ac.uk/immigration-advice**](https://go.herts.ac.uk/immigration-advice)

It is your responsibility to make sure that you fully understand the terms of your visa conditions which are explained in the Points Based System Policy Guidance (available through [**https://www.gov.uk/tier-4-general-visa**](https://www.gov.uk/tier-4-general-visa)

Any student on a Tier 4/Student visa that is found (or suspected) to be in breach of their immigration conditions will be reported to UK Visas and Immigration (UKVI) and could face withdrawal from the University and curtailment of their visa.

Biometric Residence Permit (BRP)

You’ll need to collect your Biometric Residence Permit (BRP) within 10 days of your arrival in the UK. Whether you have opted to have the BRP delivered to the University, or to a Post Office, you’ll need to check your BRP once you collect it for any errors. Check your name, date of birth, nationality, gender, place of birth and visa conditions If you think there is an error on your BRP card, you must report this **within 10 days** of collecting your BRP. Any errors must be reported on the Home Office website **https://www.gov.uk/biometricresidencepermits** or contact the Student Immigration Team (Advice).

Failure to request any error corrections within the time limit is a breach of your visa conditions. If you are re-issued with a new corrected BRP, you must provide copies (front and back) of the new BRP card to Ask Herts Hutton.

**KEEP YOUR BRP SAFE**. Your BRP is your visa – it is proof of your right to stay, study and work in the UK. Make copies of your BRP (front and back) and keep those copies and your BRP card in a safe place. You do not need to carry your BRP in your purse/wallet – if you lose it, you will need to apply and pay for a new one. Only carry it when you need to show it (e.g. when registering as a student, attending the University’s visa check, opening a bank account, registering with the police or registering with a doctor). Remember – you must carry your BRP when travelling in and out of

the UK.

Make a note of your visa expiry date. If you need to apply for a new visa, you must do this before your current visa expires. You must provide copies (front and back) of a new BRP card to the Compliance team in Ask Herts Hutton. If your BRP card is lost or stolen, you must report this to the Home Office immediately so it can be cancelled: [**https://www.gov.uk/biometric-residence-permits/lost-stolen-damaged**](https://www.gov.uk/biometric-residence-permits/lost-stolen-damaged). If your BRP is lost or stolen, you must also report this to the police. You’ll also need to apply for a replacement BRP card if you have more than three months left on your visa.

Failure to apply for a replacement BRP within the specified Home Office time limit may result in a fine of up to £1,000, and you can also be asked to leave the UK. Once you’ve received your new BRP card, you must provide copies of it (front and back) of to the Student Immigration Team (Compliance) in Ask Herts Hutton. For help and advice on any matter relating to your BRP, please get in touch with the Student Immigration Team (Advice) – they can also help you to apply for a replacement BRP card.

Visa conditions

You must abide with the conditions attached to your Tier 4/Student visa. These include your right to work in the UK and police registration requirements. Failure to do so can result in the University withdrawing visa sponsorship and UKVI curtailing (cancelling) your visa. The conditions attached to your Tier 4/Student visa can be found on your vignette (the sticker in your passport), on your Biometric Residence Permit (BRP) or on the decision letter which came with your visa.

* **Police registration**

If you are required to register with the police, you must do so within seven days of arrival in the UK. The police registration requirement will either be on the back of your BRP, on your vignette (visa sticker in your passport), or on your immigration decision letter. Check all three of these documents carefully for the police registration requirement. If you have any dependants, they may also be required to register with the police, so make sure that they check their documents

too. You must also inform the police of any changes to your circumstances within seven days. This includes any change of address and any visa renewals. Further information can be found at Ask Herts: [**https://ask.herts.ac.uk/policeregistration-**](https://ask.herts.ac.uk/policeregistration-) **for-international-students**

* **Working while in the UK**

Students on Tier 4/Student visas who wish to work during or after their studies must work within the conditions of their visa. Working in breach, including exceeding the permitted working hours, is a criminal offence and can result in prosecution and removal from the UK. If you are unsure of your work restrictions, please check your visa/BRP for details. If you require any advice regarding working in the UK, including when you can work full-time, please contact the Student Immigration Team (Advice).Further information about working in the UK can be found here: [**https://ask.herts.ac.uk/tier-4-students-working-in-the-uk**](https://ask.herts.ac.uk/tier-4-students-working-in-the-uk)**.** If the University has any concerns that a student may be breaching their working conditions, these concerns must be reported by the University to UKVI.

Personal data and contact details

The University is required to check and keep copies of the following original documents when you register on your programme:

* Passport or travel document.
* Biometric Residence Permit (BRP) and visa vignette (including 30/90-day temporary vignette if applicable).
* ATAS certificate (if required)
* Evidence of English language competence.
* Qualifications and references used to obtain your offer.

For returning students, your passport, visa/BRP, contact details and police registration certificate (if

applicable) will be checked as part of a yearly Visa Check (see ‘Attendance’ section). Failure to produce evidence of valid UK leave when requested to do so by the University will result in withdrawal from your course.

**If your details change**

You are responsible for informing UKVI of any changes to your UK contact details or legal representative. You must complete an online UKVI form with your new details:

[**https://visa-address-update.service.gov.uk/**](https://visa-address-update.service.gov.uk/)**.** Please remember to also update your contact details on your Student Record. To find out how you can dothis, see [**https://ask.herts.ac.uk/change-yourpersonal-**](https://ask.herts.ac.uk/change-yourpersonal-)**details.** If your immigration status changes to a different visatype, you must inform the Student Immigration Team (Compliance)**. E**ach time you obtain a new passport or visa/BRP,you must provide a copy of the new document toAsk Herts Hutton.

Attendance

All students are required to attend in accordance with University regulations. This allows the University to fulfil its duty of care to you as a student, as well as maintaining compliance with UKVI regulations for our international students.

As a student with Tier 4/Student leave, you must:

**1) Swipe your student ID card at every teaching session**

It is a University requirement that all students, including international students, swipe their student ID card at every teaching session during term time on one of the Check In readers located inside every teaching room. Failure to swipe your card can result in the University withdrawing you from your course and reporting the withdrawal to UKVI. Spot checks will be carried out throughout the year, and students who misuse the ID card swipe system will be reported to the Dean of Students Office, as this is a breach of University regulations.

As well as swiping your ID card at every campus teaching session, your actual engagement with studies will also be monitored separately. If you swipe your ID card, but do not engage with your studies, you will be contacted to see why you are not engaging in your studies. This can also result in you being withdrawn from your course and reported to UKVI for non-attendance.

For further information on the attendance readers, please visit Ask Herts: [**https://ask.herts.ac.uk/check-in-student-attendance-system**](https://ask.herts.ac.uk/check-in-student-attendance-system). If you have lost or damaged your student ID card, you must obtain a replacement as soon as possible from Ask Herts Hutton – visit Ask Herts for more info: [**https://ask.herts.ac.uk/replacement-idcards-lost-damaged-stolen**](https://ask.herts.ac.uk/replacement-idcards-lost-damaged-stolen)

**2) Engage with a yearly Visa Check**

There is a Visa Check held once a year (usually in March) which all students with time-limited leave (including Research and HIC) must engage with. As part of the Visa Check, you will be required to

present your passport, visa/BRP and Police Registration Certificate (if applicable).

You will receive an email in February advising you how to complete your Visa Check.

Further information will be posted on Studynet before the Visa Check. Failure to engage with the Visa Check, including providing documents when asked to, will result in your withdrawal from the University.

Absence

If you are unable to attend lectures or classes due to medical, personal or cultural reasons, you must

contact your programme leader **as soon as possible** to let them know you will be absent.

If you need to take a leave of absence, this must be authorised **in advance** by your Programme Leader. The Tier 4/Student visa absence procedure and request form can be found

on Ask Herts [**https://ask.herts.ac.uk/absenceyour-**](https://ask.herts.ac.uk/absenceyour-) **tier-4-visa.**

If you take emergency absence and do not have time to submit an absence request before

taking the absence, make sure that you let your Programme Leader/School know that you are away

as soon as you can. Research students should contact the Doctoral College team to request absence.

Any unauthorised absence will be reported to the University’s Compliance team and can result

in withdrawal from studies.

Changes in student status

* **Withdrawing, suspending or deferring from your studies**

If you want to withdraw, suspend or defer from your studies, this may have academic, financial

and immigration consequences. Before making any decisions, you must contact your Programme Leader as soon as possible to discuss your options first.

You should also contact the Student Immigration Team (Advice) to obtain advice on how any study changes may affect your visa and immigration status. If you choose to withdraw, suspend or defer,

the University will submit a report to UKVI to confirm this. UKVI may then curtail (cancel)

your visa. The University’s report to UKVI and your visa curtailment will impact on your right to work in the UK and will also impact on any of your dependants here with you in the UK. If you withdraw/are withdrawn from studies, you must tell your employer immediately that you have stopped studying, and you should also stop working.

There is a maximum time limit that you can study in the UK on a Tier 4/Student visa, so it is in your best interest to act quickly on your decision. If you decide to return to study, you will need to apply for a new Confirmation of Acceptance for Studies (CAS) and make a new visa application.

Please contact Ask Herts Hutton to request a new CAS or visit [**https://ask.herts.ac.uk/howto-request-a-cas**](https://ask.herts.ac.uk/howto-request-a-cas)

* **Early course completion**

If you complete studies earlier than expected, and have excess time left on your visa, the University will report the extra leave to UKVI and advise you of this. This report to UKVI can result in the curtailment of your leave, so if you do complete studies earlier than expected, you must make plans to leave the UK as soon as possible, or apply for another visa (if eligible). Completion of your course means the date that the Board of Examiners confirms your **successful** award.

* **Course transfers**

If you wish to transfer course, you must contact your programme leader as soon as possible

to discuss the transfer. We strongly advise that you come in and speak with one of the Student Immigration Advisers to see how the transfer will affect your visa, as not all students who want to transfer will be able to do so under Tier 4/Student visa rules.

You need to be aware that under current immigration rules if you cannot complete the new course by your original visa end date, you will need to return to your home country and apply for a new visa **before** you are permitted to transfer course. Depending on the new course that you wish to transfer to, you may also be required receive ATAS clearance before you are permitted to transfer course or extend your visa. This applies to **all** students on a **time-limited visa**, including students with Tier 4/Student leave. Further information on applying for ATAS, including which courses require ATAS clearance, can be found here: [**https://www.gov.uk/academic-technology-approval-scheme**](https://www.gov.uk/academic-technology-approval-scheme). If you have any questions regarding ATAS, please contact the Student Immigration Team (Advice)

for further advice. Course transfers will be reported to UKVI.

**For further details on any of the above changes in student status, please see Studynet:** [**https://go.herts.ac.uk/immigration-compliance**](https://go.herts.ac.uk/immigration-compliance)

Work placements and Study Abroad

Not all courses offer the opportunity to do a work placement, and there are certain work placements which you are not permitted to take. Further information is available on Studynet:

[**https://go.herts.ac.uk/immigration-compliance**](https://go.herts.ac.uk/immigration-compliance)**.** We strongly advise that you contact a Student Immigration Adviser first before deciding to do a work placement or Study Abroad year, so that you fully understand how this will affect your individual visa situation.

* **Work placements**

If you wish to take a UK based work placement, you can either apply for a new visa before starting

the placement, or after the work placement has finished. If you wish to apply for your new visa before your UK based placement starts, then you must make sure that you leave enough time to make the application **and** receive the new visa in time to start the work placement. You will not be able to start the placement until you receive the new visa. You cannot start the work placement and then apply for a new visa once the placement has started. Students with Tier 4/Student leave who wish to take a UK-based work placement will also have their new work location reported to UKVI once they have started the placement.

During your work placement, you will be contacted at your work location each month by the university’s Careers and Employment team or your programme/module leaders. Any concerns over your attendance at the work placement (or engagement with the placement) will be reported to the Compliance team. If you decide to take an **overseas** work placement, the University would be required to stop sponsorship of your Tier 4 visa. You would then need to apply for a new Student visa in order to return for your final year studies.

* **Study Abroad**

Taking a **Study Abroad** year means that for most students, the University would have to

stop sponsorship of your current Tier 4/Student visa. This is because we would be unable to fulfil our attendance monitoring requirements while you are overseas. During the Study Abroad period, you are still expected to engage with your programme leaders/ supervisors on a regular basis. If you can

take a Study Abroad placement within your current visa, you will be required to return a signed ‘Continued Attendance form’ to the Study Abroad office each month. Any concerns over your attendance at the study abroad campus will be reported to the Compliance team.

Visa Extensions

If you think you will need more time on your visa to complete studies, then you should speak to an International Student Adviser before your visa expires. You are advised to speak with an International Student Adviser **at least 3 months** before your visa expires to find out if you can apply for an extension, and if so, how to apply. In some circumstances you may need to return home to

make your visa application, even if it’s in the middle of your studies.

If you need to extend your Tier 4/Student visa to continue with your course, then you will need to request a new CAS to accompany your visa application. If you are required to return home to submit your visa application, you will need to provide evidence that you have left the UK before we can issue a CAS.

To request a CAS, either visit Ask Herts Hutton or see Ask Herts to download a form: **https://ask.**

**herts.ac.uk/how-to-request-a-cas.** You should be aware that submitting a CAS requestform is not a guarantee that you will be issued witha CAS. The University reserves the right not to issuea CAS (or to withdraw a CAS) where there is reasonto believe that a Tier 4 application will be refused,to someone who has intentionally become an‘overstayer’, breached any of the conditions of theirvisa, does not meet the eligibility criteria for Tier 4 oralready has a pending visa application with UKVI.

By requesting a CAS, you are confirming that you are fully aware of your responsibility to abide by the conditions of your Tier 4 visa. This includes to only study at the University of Hertfordshire, to not exceed your working hour restrictions as stated on your visa/BRP, to register with the police (if

applicable) and your obligation to leave the UK when your visa expires.

If your visa expires before you have made a visa application, you become an ‘overstayer’ and will not be able to continue with your studies or work. In these situations, you would be advised to leave the

UK as soon as possible and apply for a new visa from overseas. You will also be deferred from your studies until you have been granted a new visa. Remaining in the UK as an ‘overstayer’ may affect future visa applications.

If you complete your studies and wish to stay at the University to take a new course, you are still required to make a new visa application, even if you have enough time left on your visa to take the new course. Again, you are strongly advised to speak with a Student Immigration Adviser at least three months before the start date of your new course. Visa applications require students to show that they have a certain amount of funds held in a bank account for a minimum period. **Do not** **leave it too late** to find out how much money you need, and what documents you must provide to make a successful application. Issues with funds are the biggest cause of delays when issuing a

CAS. There is a **Tier 4 Guide to Finance** available on Studynet: [**https://go.herts.ac.uk/immigration-compliance**](https://go.herts.ac.uk/immigration-compliance)**.** You may also need to apply for a new ATAScertificate if you need to extend your visa.

Immigration Responsibilities

Under the Student immigration system, the University has certain responsibilities which we must comply with as required by UK Visas and Immigration (UKVI). As a student with Tier 4/Student leaves, you also have certain responsibilities.

**The University’s immigration responsibilities**

These include:

* Keeping copies of student passports, visas, Biometric Residence Permits (BRPs) and ATAS copies every time you obtain new documents.
* Ensuring your contact details are always kept up to date – this includes changes to your name, address, and telephone and email details.
* Informing UKVI if you fail to register / re-enrol at the start of your course and each year afterwards.
* Monitoring and recording attendance and reporting unauthorised absence and non-attendance to UKVI.
* Monitoring and informing UKVI if you suspend studies, defer, withdraw, transfer course or complete your studies earlier than the end date stated on your CAS.
* Reporting details of work and Study Abroad placements and to monitor your attendance at the work placement/Study Abroad placement.
* Notifying UKVI if you change visa status and no longer require your Tier 4 Student visa. This includes changing to distance learning or changing to another type of immigration leave.
* Taking and keep copies of any evidence used as the basis of an offer to study with the University.
* Reporting any other information to UKVI, such as concerns about students breaching their visa conditions, including work conditions and nonattendance.

Full details can be found in the Tier 4 of the Points Based System Guidance for Sponsors, which is

available at **https://www.gov.uk/government/publications/sponsor-a-tier-4-student-guidance-for-educators**

**Your Immigration Responsibilities**

Failure to comply with your visa conditions is a criminal offence and could result in; curtailment of your visa and/or withdrawal from the University, removal from the UK, and refusal of future visas for a period of one to ten years.

**Your responsibilities include:**

* Ensuring that your current passport and visa/ Biometric Residence Permit (BRP) are made available to the University at registration/Visa Checks, and whenever you renew your passport and/or visa/ BRP.
* Ensuring that you inform UKVI of any errors on your BRP/visa within the permitted time period.
* Providing university (and UKVI) with your UK contact details (address/email address/mobile number) and keeping them up to date via your Student Record (it is **your** responsibility to update your contact details).
* Informing the University (and UKVI) of any changes to your circumstances that may affect your visa status in the UK – this includes changing to another type of immigration leave.
* If applicable, registering with the police and updating your Police Registration Certificate with any changes within the permitted time.
* To study full-time and engage with your studies - you must attend all required lectures, tutorials and exams, hand in all required course work and notify the University of any absences (medical or personal).
* You must also engage with any Visa Checks and swipe your university student ID card in accordance with University regulations and your School’s attendance requirements.
* Registering for your programme on time each academic year.
* To follow University processes if you defer, suspend, withdraw from studies, or if your programme is terminated, and to return home in these situations.
* Informing the University if you complete your studies earlier than expected.
* Informing the University if you decide to complete your studies from overseas.
* Obtaining new ATAS clearance (if applicable) before changing your course, transferring to another course or extending your visa.
* Adhering to work conditions as stipulated on your visa/Biometric Card (BRP), including not exceeding working hour restrictions.

***Remember – any changes to your student status may impact on your visa and working in the UK. Changes to your student status may also affect any dependants (if applicable).***

A full list of Tier 4 responsibilities can be found on ourStudynet pages: **https://go.herts.ac.uk/immigration-compliance**

Further Advice

Immigration and visa regulations are complicated and are subject to change at short notice. It is

important that students receive the right advice, so always refer immigration matters to an immigration specialist.

The Student Immigration Advisers (part of the Student Immigration Team) are specifically trained to supply immigration advice and guidance to students in accordance with OISC regulations. **All advice is provided free of charge**. Please check Studynet for details of visa workshops, visa drop-in sessions, advice on how to make a Tier 4 visa application or how to book an appointment with a Student Immigration Adviser: **https://go.herts.ac.uk/immigration-advice**

Useful Links

* UK Visas and Immigration **www.gov.uk/government/organisations/ukvisas-and-immigration**
* UK Council for International Student Affairs: [**www.ukcisa.org.uk**](http://www.ukcisa.org.uk)
* Office of the Immigration Services Commissioner: [**http://oisc.homeoffice.gov.uk**](http://oisc.homeoffice.gov.uk)

**Contact us**

**Student Immigration Team (Advice)**

Ask Herts Hutton LC450A

College Lane Campus

Hatfield AL10 9AB

Tel: +44 (0)1707 284800

Email: sitadvice@herts.ac.uk

[**https://go.herts.ac.uk/immigration-advice**](https://go.herts.ac.uk/immigration-advice)

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