

Requirements for Student Route Applicants and Students

UPR SA18 version 1.0

Policies superseded by this document

This is first version of this document.

Summary of significant changes to the previous version

There is no previous version, although this new policy does take precedence over and replace in its entirety the previous Code of Practice (Additional Information for Student Route Applicants or Student Route Students).

Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

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1 Introduction and Purpose

- 1.1 The purpose of this document is to set out the requirements which apply to applicants and students sponsored by the University under Home Office Student Route regulations. It covers key areas of activity governing the Student Route sponsorship of students and circumstances where that sponsorship may be withdrawn.
- 1.2 University policy and practice are designed to ensure compliance with Home Office regulations and duties. Nothing in University policy or practice is intended to absolve the University from complying with its duties as a licensed sponsor under the Points Based System. Full details of our Student Route compliance duties are available from the [Home Office website](#).
- 1.3 To apply for a Student Route visa to study in the UK you must have an unconditional offer of a place on a course with a licensed student sponsor. The University is a licensed student sponsor and is able to issue a reference number, called a Confirmation of Acceptance for Studies (CAS). Once you've been offered a place on a course and met all the conditions of your offer (including the requirements set out in this UPR), a CAS will be issued to you. You need a CAS before you can apply for your Student Route visa.
- 1.4 A student will need a Student Route visa before they start their course. In very limited circumstances where a student already has another type of student visa and in the University’s sole discretion, a student may be able to start their course with a pending Student Route visa application.
- 1.5 There may also be very limited circumstances where an existing student needs to extend their Student Route visa in order to complete their current programme of studies. If this is required, the student will need to apply for a new CAS (and then for an extension to their Student Route visa) in order to extend their studies.

- 1.6 Applicants and students should have particular regard to the circumstances set out in section 2.5 in which the University can refuse to issue or can withdraw a CAS.
- 1.7 Students should also have particular regard to the circumstances set out in section 6.1 in which the University can withdraw its Student Route sponsorship.

2 Certificate of Acceptance for Studies (CAS)

2.1 Introduction

- 2.1.1 As stated above, a student will need a CAS to apply for their Student Route visa.
- 2.1.2 The duration of a Student Route visa is usually the length of the student's original course plus 4 months. There may be circumstances where an existing student needs to extend their Student Route visa in order to complete their current programme of studies. These circumstances are limited. If this is required, the student will need to apply for a new CAS (and then for an extension to their Student Route visa) in order to complete their studies.
- 2.1.3 Unless otherwise stated, the provisions set out below apply to a CAS whether it is issued to an applicant for their initial studies or to a continuing student for an extension of those studies.

2.2 Provision of further information when requesting a CAS

- 2.2.1 The University may at any time require anyone requesting a CAS to provide further information and documentary evidence so that the University can properly evaluate the application and fulfil its sponsor duties before issuing a CAS.
- 2.2.2 The University will usually only ask for further information and evidence that it believes the applicant/student would have to provide in due course to the Home Office when applying for a Student Route visa.
- 2.2.3 The purpose in asking for this further information and evidence would be to check the application against the same criteria as the University believes would likely be applied by the Home Office. The University recognises the time and effort that is involved in applying for a Student Route visa and does not wish to issue a CAS if it believes that an applicant is subsequently unlikely to fulfil the criteria for making a successful Student Route visa application.
- 2.2.4 Typical further information and evidence in relation to the applicant's/student's source of funds would include (but is not limited to):
- a copies of bank statements from the applicant/student; and/or
 - b copies of bank statements from the applicant's/student's parents, together with a birth certificate for the applicant/student and letter from the parent or legal guardian confirming they would be paying the applicant's/student's fees.

- 2.2.5 Typical further information and evidence in relation to the applicant's/student's circumstances generally would include (but is not limited to):
- a why the applicant/student wishes to study in the UK; and/or
 - b why the applicant/student wishes to study their chosen course and how this will benefit their career progression; and/or
 - c whether the applicant/student intends to work whilst in the UK; and/or
 - d whether the applicant/student intends to bring any dependant(s) with them to the UK; and/or
 - e if there has been a gap in their studies, why the applicant/student is returning to their studies now; and/or
 - f in circumstances where the University has stopped sponsoring the student (see section 6 below), that the student has left the UK; and/or
 - g in the case of continuing students only, the student's attendance and engagement on their current programme of study.

2.2.6 The University reserves the right to make any additional enquiries with the Home Office or other Government agencies in determining eligibility before the issue of a CAS.

2.2.7 It is the responsibility of the applicant/student to provide any required information and to fulfil any conditions identified by the University.

2.3 Issuing a CAS to an applicant

2.3.1 Subject to paragraph 2.5 below, the University will issue a CAS to an applicant where the applicant:

- a has met all academic and English language conditions for the programme including applicable Home Office standards for English language; and
- b has passed all credibility checks required by the University; and
- c has paid the required deposit or provided acceptable proof of financial sponsorship; and
- d is seeking to study a programme that is deemed to be progression from previous study; and
- e will not exceed the maximum time permitted by the Home Office for study on a Student Route visa in the UK; and
- f has provided their current passport details; and where appropriate, details of their current leave to enter/remain in the UK; and

- g has completed the University's Immigration History Questionnaire; and
- h has been granted a valid Academic Technology Approval Scheme (ATAS) certificate (if required); and
- i has no outstanding debt to the University.

2.4 Issuing a CAS to a continuing student

2.4.1 Subject to paragraph 2.5 below, the University will issue a CAS to a continuing student only where there is a demonstrated requirement for the student to remain in the UK to complete their programme of study and where the student:

- a has academic approval for extending their studies; and
- b is required to be in attendance to complete their studies; and
- c is making satisfactory progress on their programme of study; and
- d will not exceed the maximum time permitted by the Home Office for study on a Student Route visa; and
- e has no outstanding debt to the University; and
- f has been granted a valid ATAS certificate (if applicable); and
- g has provided evidence that any Home Office financial requirements have been met; and
- h has completed the necessary CAS request paperwork and submitted it to the University's Student Immigration Team at least 4 weeks prior to the expiry of their current Student Route visa; and
- i in circumstances where the University has stopped sponsoring the student (see section 6 below), the student has provided evidence they have left the UK.

2.5 Circumstances where the University may refuse to issue or may withdraw a CAS

2.5.1 This section applies to both applicants and continuing students.

2.5.2 The University reserves the right to refuse to issue or to withdraw a CAS where:

- a it is known or suspected that the applicant/student has breached any previous grant of leave; or
- b there are circumstances which suggest the issue of a CAS would be contrary to Home Office guidance; or

- c it is known or there is reason to believe that an applicant/student is unable to fulfil the Home Office criteria for making a successful visa application; or
- d a student has requested an extension to their Student Route visa but has failed to demonstrate that their inability to complete their studies was as a result of exceptional circumstances (see Section 7.4); or
- e for visa applications made from the UK, the applicant/student does not have valid leave to remain (extant or Section 3C or Section 3D leave under the Immigration Act 1971); or
- f an applicant/student has not met the conditions specified in paragraphs 2.3 or 2.4 of this UPR; or
- g the applicant/student already has a pending visa application with the Home Office (including a fee waiver application). For the avoidance of doubt, the University will not support a variation of leave application; or
- h it is known, or there are reasonable grounds to believe (based on Home Office guidelines), that an applicant/student will not receive a decision on their visa application in time to register within the enrolment period; or
- i the student has enough extant leave to enable them to complete their studies but insufficient extant leave to obtain their exam results and/or attend their graduation ceremony and/or apply for another visa; or
- j the student has an outstanding debt to the University; or
- k the University has a reasonable belief that the applicant's primary motivation for coming to or remaining in the United Kingdom is not for study; or
- l the University's allocation of CAS from the Home Office is insufficient to issue a CAS to an applicant/student

2.5.3 Where an applicant/student needs less than 6 months to complete their programme of study, the University also reserves the right to refuse to issue a CAS. In these circumstances the University may issue a 'visa letter' instead (see section 3 below).

2.5.4 The University's right to refuse to issue or withdraw a CAS applies even if an applicant/student has already accepted an offer of a place at the University. If the University refuses to issue or withdraws a CAS, the applicant/student shall (notwithstanding their acceptance of the offer) lose their entitlement to take up their place at the University.

2.6 The applicant's/student's responsibility to check the CAS once it is received

2.6.1 It is the responsibility of the applicant/student to check the CAS as soon as they receive it. If the applicant/student believes the CAS contains any errors or omissions, they should notify the University immediately by e-mailing international@herts.ac.uk (for applicants) or SITAdvice@herts.ac.uk (for continuing students).

2.6.2 The University cannot accept responsibility for any errors or omissions in the CAS that it is not given sufficient opportunity to correct before the applicant/student submits their visa application.

2.7 Applying for a new CAS after a withdrawal from studies

2.7.1 Where a student is permitted to return to study following a withdrawal from their course, visa sponsorship will not be automatically reinstated.

2.7.2 Where a student needs to apply for a Student Route visa following a withdrawal from studies, the University will not issue a CAS to support an in-country application for a Student Route visa.

2.7.3 Where a student is required to make an out-of-country application for a Student Route visa, the provisions set out in sections 2.2, 2.4 and 2.5 above will apply. In addition, the following conditions will also apply:

- a before a CAS is issued, the student must pay the fees due for the remainder of the course in full (where a student was withdrawn for debt); and
- b the University reserves the right to refuse to issue or to withdraw a CAS where there is evidence that the student failed to engage with, or attend, the learning and teaching activities within their programme of study at the University.

2.8 Placements

2.8.1 Unless the applicant/student is undertaking a programme which has a compulsory work placement, any CAS issued will not include an optional placement year. Students needing further immigration permission to complete their studies will be required to request a new CAS and apply for an extension to their Student Route visa at their own expense.

2.8.2 A work placement must also be fully approved by the University's Careers & Employment team (or by the relevant School for certain programmes) before a CAS is issued to cover a work placement.

3 Visa Letters

3.1 In the event the University will not, or is unable to, issue a CAS, it might be appropriate for the applicant/student to come to the UK on a visit visa. In these circumstances, the University may issue a visa letter to support a visit visa application.

3.2 Applicants/students should note that a visit visa is valid for a maximum of 6 months so, in the majority of cases, it is unlikely to be appropriate for the University to issue a visa letter in support of a visit visa.

- 3.3 The University reserves the right to refuse to issue or to withdraw a visa letter for the same reasons it may refuse to issue or to withdraw a CAS set out in section 2.5 above.
- 3.4 The University's right to refuse to issue or to withdraw a visa letter applies even if an applicant/student has already accepted an offer of a place at the University. If the University refuses to issue or withdraws a visa letter, the applicant/student shall (notwithstanding their acceptance of the offer) lose their entitlement to take up their place at the University.

4 Obtaining a Student Route Visa

4.1 Introduction

- 4.1.1 Once an applicant/student has been issued with a CAS, they will need to apply to the Home Office for a Student Route visa.

4.2 Applying for a Student Route visa

- 4.2.1 Applicants/students should note that, if they are applying for their Student Route visa from overseas, they cannot apply more than 6 months before their course start date. For applicants/students applying from the UK, they cannot apply more than 3 months before their course start date.
- 4.2.2 It usually takes a minimum of 3 weeks from the time an application is made to the issuing of a Student Route visa. As a result, the University recommends applicants/students apply for their Student Route visa a minimum of 6 weeks before their course start date. However, it is always recommended that the applicant/student checks the Home Office's current processing times for visa applications on its website at: <https://www.gov.uk/government/collections/visa-processing-times>.
- 4.2.3 It is the applicant's/student's responsibility to apply for a Student Route visa with sufficient time to receive a visa decision, get their passport returned to them and to travel to the UK before their course start date. The University reserves the right to withdraw an applicant's/student's CAS if a visa application has not been made in time for that applicant/student to register on their course by the latest date for registration.
- 4.2.4 The University reserves the right to withdraw its Student Route sponsorship of any student if they are not able to register (or re-enrol) for their course by the published last enrolment date or agreed registration date (if later). The University cannot accept any liability for anyone failing to register (or re-enrol) for their course on time and/or for the consequences and/or losses (whether financial or otherwise) of such failure.
- 4.2.5 Where an applicant defers their admission after a Student Route visa has been issued, they will be required to request a new CAS from the University and make a new application for a Student Route visa.

4.3 Consequences of the Home Office refusing to issue a Student Route visa

- 4.3.1 The issue of a CAS by the University does not guarantee that an applicant or student will be successful in securing a visa. The University is not responsible for any decisions made by the Home Office and cannot accept any liability for anyone failing to obtain a Student Route visa and/or for any consequences and/or losses (whether financial or otherwise) of such failure. The University is not liable for any consequences and/or losses (whether financial or otherwise) arising from a refusal to issue a CAS to an applicant/student on request.
- 4.3.2 Where a Student Route visa application has been refused by the Home Office, the applicant/student will need a new CAS in order to make a new Student Route visa application. In these circumstances the University reserves the right to refuse to issue a new CAS if the refusal was as a result of fraud or false information or a Home Office credibility interview or if the University has reason to believe the applicant is unable to fulfil the criteria for making a successful application for leave to remain/enter the UK.

5 Registration

- 5.1 The University reserves the right to prevent **any** applicant/student from registering or re-enrolling with the University before it has checked their identity and right to study in the UK.
- 5.2 This includes verifying their immigration status by checking the student's passport, visa/biometric residency permit, leave stamps or other immigration status documents. If requested to do so, the applicant/student must provide a Share Code to enable the University to verify their immigration status online in accordance with Home Office policy.
- 5.3 All documents requested by the University must be presented in person by the applicant/student for verification. These documents must be originals. In the event the University suspends face to face registration, the student may be required to submit these documents remotely. In this instance, the University reserves the right to ask for an independent verification of these documents with the necessary authorities. Where registration has been conducted remotely the applicant/student may be asked to present their nationality and/or immigration documents in person at a later date.
- 5.4 The applicant's/student's immigration status must permit study on the chosen programme (including level and mode of study) and must permit study at the University of Hertfordshire.
- 5.5 Immigration documents will be checked, copied and held on the student's record and will be made available for inspection by the Home Office.
- 5.6 The University reserves the right to withdraw its Student Route sponsorship of any applicant/student who does not register (or re-enrol) by the published last enrolment date or agreed registration date (if later). The University cannot accept any liability

for anyone failing to register (or re-enrol) for their course on time and/or for the consequences and/or losses (whether financial or otherwise) of such failure.

6 Withdrawing Student Route Sponsorship

6.1 Circumstances where Student Route Sponsorship may be withdrawn

6.1.1 To be compliant with its responsibilities as a Student Route Sponsor, and in order to protect its sponsor licence, the University has the right to withdraw Student Route sponsorship. UPR SA14 (and, specifically, paragraph 3.3.5) sets out the circumstances in which the University may withdraw Student Route sponsorship but they are repeated here for ease of reference. Students are advised to read UPR SA14 in full.

Sponsorship may be withdrawn when the applicant/student:

- a does not have a valid visa for study at the University of Hertfordshire (either extant leave or Section 3C or Section 3D leave under the Immigration Act 1971); or
- b has given false or misleading information in order to obtain a CAS or offer of study; or
- c fails to co-operate with the University in the maintenance of accurate records including (but not limited to) failing to provide accurate address and contact details or failing to provide copies of immigration documents; or
- d is not required to be in attendance or to engage with their studies for a period of 60 days or more (excluding approved University vacation periods); or
- e is not required to be in attendance or to engage with their studies for any period of time which will impact on their ability to complete their studies within the period of their current Student Route visa (excluding approved University vacation periods); or
- f undertakes a period of study or work outside the University (save where the study, or work, forms an assessed part of the programme of study); or
- g does not fully register (or re-enrol) on their programme within the required timescales. This includes circumstances in which registration is prevented due to non-payment of tuition fees; or
- h fails to attend and/or participate/engage in their studies (including any study abroad periods) and/or work placement; or
- i is found to be attending face to face and/or remote delivery by proxy (this includes, for example, asking someone else to swipe their ID card on their behalf); or
- j transfers to a part-time mode of study; or

- k has their studies suspended for any period of time including (but not limited to) suspension in accordance with University policies and regulations; or
- l completes their studies earlier than expected (for example where a student fails to undertake a work/study placement); or
- m no longer meets the definition or requirements of a Student Route student; or
- n leaves the UK in order to complete their studies as an overseas distance learner; or
- o undertakes a period of study or a work placement overseas; or
- p makes another leave to remain application; or
- q where the University is unable to verify attendance at the student's approved work or study abroad placement; or
- r it is known, or the University has reason to believe, that an applicant/student is unable to make a successful Student Route application; or
- s the applicant/student has breached their immigration conditions, including (but not limited to) working more than their permitted hours; or
- t the student fails to make themselves available for any UKVI inspection visit; or
- u it is known, or the University has reason to believe, that the applicant/student is engaging in criminal or terrorist activity; or
- v any other issues emerge that suggest that sponsorship is contrary to the University's duties to the Home Office; or
- w the student has an outstanding debt to the University; or
- x the applicant/student fails to comply with a University registration or 'Visa Check' within the permitted time period; or
- y the student has been withdrawn from their studies at their own request or at the request of the University as detailed in UPR SA14; or
- z the student has been asked to undertake a test of their English proficiency on arrival at the University and the University has a reasonable belief that the student's English proficiency is not sufficient for the course for which the student has registered.

6.1.2 Where a student is not required to be in attendance or to engage with their studies:

- a. for a period of 60 days or more (excluding approved university holidays); or

- b. for any period of time which would impact on their ability to complete their studies within the period of their current Student Route visa (excluding approved University vacation periods),

the University, in accordance with the Home Office's Student Route Policy, will stop sponsoring the student.

- 6.1.3 In the circumstances set out in section 6.1.2, the student should leave the UK and apply for a Student Route visa to return to the UK at a later date when their studies are due to resume. In this instance, a CAS will not be issued until such time as the University is satisfied that the student has left the UK.

6.2 Consequences of withdrawal of Student Route Sponsorship

- 6.2.1 Where Student Route sponsorship is withdrawn by the University, the applicant's/student's studies may also be terminated.
- 6.2.2 If the University withdraws Student Route sponsorship, the applicant/student must be informed of the decision and for the need to return home to make a fresh visa application (if appropriate). This is communicated via the email address the University has for the student on the Student Record System.
- 6.2.3 In situations where a Student Route applicant/student is withdrawn, the University will inform the Home Office. Reporting an applicant/student to the Home Office can result in that applicant's/student's leave being cancelled.
- 6.2.4 In situations where a Student Route applicant/student is withdrawn, the University will also review any employment or accommodation offered/provided to the relevant applicant/student by the University, in light of that withdrawal.
- 6.2.5 If visa sponsorship is withdrawn following a student's withdrawal from the University (for example, for debt, non-engagement or disciplinary action), visa sponsorship will not be reinstated in the event that a student is permitted to return to study. In these instances, the student must instead request a new CAS and make a new visa application from overseas.

7 Extension to the University's visa sponsorship

- 7.1 In addition to any Home Office limits on visa sponsorship, there is also a limit on how much visa sponsorship the University can provide and, therefore, whether it can issue a new CAS to enable a student to apply for an extension to their Student Route visa. Visa sponsorship is based on the length of your course and as such will not automatically include periods for repeats or deferrals.
- 7.2 If you are studying for a PhD, you will be given a maximum of 4 year and 7 months visa sponsorship. You are expected to submit your PhD dissertation within 4 years. The additional 7 months is to be used for any amendments and for your viva.
- 7.3 If you are studying for a Masters by Research, you have been given a maximum of 25 months visa sponsorship. You are expected to submit your Masters dissertation

within 18 months. The additional 7 months is to be used for amendments if this becomes necessary.

- 7.4 The University will not offer any further visa sponsorship except in exceptional circumstances, for example, serious medical illness/ hospitalisation or any other exceptional circumstances which were beyond your control. Requests for further visa extension will be decided on an individual basis and will not be automatically granted. Additional documentation will need to be provided to support any requests for a visa extension.

8 Obligations of Students whilst on a Student Route visa

8.1 Attendance

- 8.1.1 Students must be in attendance and engaging with their studies in accordance with Home Office policy, University regulations and any specific requirements laid down by individual Schools. This includes where the student is participating in a study abroad programme, work placement or field trip.
- 8.1.2 Teaching will be undertaken face to face, so it is critical that students live within easy travelling distance of the University (see section 8.2.2 below). Where any elements of the programme are delivered remotely, the student must ensure that they have access to the necessary equipment to engage with it.
- 8.1.3 Students on a student route visa are expected to attend scheduled teaching sessions and actively engage with their studies. Further details can be found in UPR SA06. Where a student is not attending and engaging with their studies, visa sponsorship will be withdrawn as per UPR SA14.
- 8.1.4 Any student found to be attending face to face and/or remote delivery by proxy (this includes, for example, asking someone else to swipe their ID card on their behalf) will have their visa sponsorship withdrawn.
- 8.1.5 Any request for absence must be made in accordance with University policies and regulations. The University reserves the right to withdraw visa sponsorship in the event of any unauthorised absence.
- 8.1.6 Please note that even authorised absence can result in visa sponsorship withdrawal where it is contrary to Home Office policy.

8.2 Living Arrangements

- 8.2.1 In order to ensure that students can attend all their teaching sessions and meet the requirements of the University's Attendance Regulations in UPR SA06, it is important that students live within easy travelling distance of the University to ensure they have easy access to campus facilities and can attend classes. Students and applicants should note that classes can be scheduled 7 days a week and they can begin in the early morning or late evening.

- 8.2.2 Students are expected to live within a 30-mile radius of the University. It is a student's responsibility to ensure they live within this radius and that they have researched how they will travel to the University to ensure they are able to attend their scheduled teaching sessions.
- 8.2.3 If a visa entitles a student to bring their family/dependants with them, they should be aware that the University does not have any accommodation options which are suitable for children and they will need to find suitable off-campus accommodation. Students will also need to factor in the cost of childcare as children are not permitted to attend lectures or other teaching sessions at the University. Students should contact the local Council where they intend to live to check out arrangements for local schools, including the likelihood of children being offered a place at a school local to their accommodation.

8.3 'Visa Check'

- 8.3.1 In addition to registration and re-enrolment at the start of the academic year, the University will undertake a 'Visa Check' during the academic year.
- 8.3.2 When the University carries out a 'Visa Check', students with time limited leave will be required to present themselves in person with up-to-date documentary evidence of their immigration status. This will include their passport and visa/biometric residency permit or other documentary evidence of their immigration status. These documents must be originals.
- 8.3.3 In the event that the University suspends face to face visa checks, the student may be required to submit their documents remotely. In this instance, the University reserves the right to ask for an independent verification of the student's documents with the necessary authorities. Where a visa check has been conducted remotely, the student may be asked to present their nationality and/or immigration documents in person at a later date.
- 8.3.4 The University reserves the right to withdraw its Student Route sponsorship of any student who does not complete their 'Visa Check' within the specified period. The University cannot accept any liability for anyone failing to register (or re-enrol) for their course on time and/or for the consequences and/or losses (whether financial or otherwise) of such failure.

8.4 Record Keeping and Provision of Documents

- 8.4.1 As a Student Route sponsor, the University must maintain up-to-date records for all students on Student Route leave which it has registered, in accordance with Appendix D of the Points Based System: Guidance for Sponsors which can be found on the [Home Office website](#).
- 8.4.2 In accordance with the Home Office's Student Route Sponsor Policy, the University must hold up-to-date evidence of leave for all students on time limited leave.
- 8.4.3 These file copies are open for inspection by any Home Office official in the execution of their compliance monitoring duties.

- 8.4.4 It is the responsibility of the student to ensure that their contact details (UK address, email and phone numbers) are updated via [StudyNet](#) as and when they change.
- 8.4.5 It is the responsibility of the student to provide the University with up to date copies of the following documents as soon as they are updated:
- a documents relating to their immigration status, including where their visa has been renewed, curtailed, refused or where their immigration category has changed; and
 - b their ATAS certificate (if applicable); and
 - c their passport.
- 8.4.6 The University reserves the right to withdraw any student who fails to provide any updated documents listed in paragraph 8.4.5.
- 8.4.7 A student will be automatically withdrawn if their immigration permission has expired and they have failed to provide evidence of a new immigration permission which permits study at the University or if the student has failed to provide evidence of a valid on-time visa application.
- 8.4.8 The Home Office imposes a legal obligation on visa holders to inform them, in writing, of certain changes of circumstances. Full details can be found on the [Home Office website](#). Failure to inform the Home Office of any change can be seen as a breach of conditions and as such the University reserves the right to withdraw Student Route sponsorship of any student found to be in breach.

8.5 Students' Immigration Responsibilities

- 8.5.1 Students on a Student Route visa have a number of specific additional responsibilities to ensure that they continue to be sponsored by the University to stay in the UK.
- 8.5.2 Student Route students must ensure that they comply with the conditions of their leave at all times. Failing to comply is a criminal offence and could result in their visa being withdrawn.
- 8.5.3 In addition to the responsibilities set out elsewhere in this UPR, a student's responsibilities include:
- a ensuring that they do not stay in the UK beyond the expiry date stated on their visa unless they have made a valid, on time visa application; and
 - b adhering to any work conditions; and
 - c informing the Home Office of any changes of circumstances; and
 - d leaving the UK when required to do so (and providing evidence of this).

- 8.5.4 The University reserves the right to withdraw Student Route sponsorship from any applicant/student found to be in breach of their immigration conditions.
- 8.5.5 Where a student is subject to bail conditions, it is the student's responsibility to provide the Student Immigration Team with evidence of their continued right to study. Failure to do so can result in the student being withdrawn from their studies. The University reserves the right to make regular checks with the Home Office to ensure that the student has a right to study in the UK.
- 8.5.6 The UK Council for International Student Affairs (UKCISA) has produced information on protecting your Student Route visa which can be found here: <https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Protecting-your-Student-status>

8.6 Sabbatical Officers

- 8.6.1 Where a Student Route student has been elected to a Student Union sabbatical post, the student must sign a Student Route consent form prior to commencement of the post. Failure to do so within the deadline given to the student will result in the student being unable to take up their post.
- 8.6.2 When completing the consent form, the student is agreeing to:
- a abide by the conditions of their visa; and
 - b inform the University's Student Immigration Team of the following:
 - i any changes in their contact details (UK address, phone numbers and emails); and
 - ii the sabbatical placement ending early.
- 8.6.3 Where a student takes up a Student Union sabbatical post whilst they have a current Student Route visa, the University is required to report this change in their circumstances to the Home Office.
- 8.6.4 During the sabbatical placement, the student will continue to be monitored in accordance with the University's Student Route sponsorship duties.
- 8.6.5 If the sabbatical posts ends early or the student is prevented from starting their sabbatical post, Student Route sponsorship will be withdrawn.

9 The University's Reporting Obligations to the Home Office

- 9.1 It is a legal requirement that a Student Route sponsor is required to report certain activities to the Home Office, including where a student is withdrawn from study or fails to register. Reporting duties are mandatory only in relation to students who have been issued with a CAS and who have used that CAS to apply for leave to

enter or remain in the UK under the Student Route in order to study at the University. Full details can be found on the [Home Office website](#)

- 9.2 Reporting a student to the Home Office can result in that student's leave being cancelled.

10 Graduate Route Visa

10.1 Introduction

- 10.1.1 A Graduate Route visa gives permission for a student to stay in the UK for at least two years after they have completed their studies.
- 10.1.2 In order to apply for a Graduate Route visa, a student will need to have received their final results.
- 10.1.3 There is no automatic right to a Graduate Visa. Full details of the eligibility requirements for a Graduate Route visa are set out on the [Home Office website](#).

10.2 Reporting successful completion of an eligible programme

- 10.2.1 As part of the University's Student Route sponsor duties, the University is required to report the successful completion of any student who has successfully completed an eligible programme during their current period of Student Route Leave. Reporting is required regardless of whether a student intends to apply for the Graduate Route visa.
- 10.2.2 The University will only report successful completion when:
- a the student's award has been confirmed by the Exam Board and the award is showing on the student record; and
 - b there are no outstanding debts owed to the University; and
 - c the student has met the Graduate Route qualification requirement; and
 - d the student has met the requirements for study in the UK.
- 10.2.3 The University will not accept any liability where the student has made an application under the Graduate Route before the conditions listed in section 10.2.2 above have been met.
- 10.2.4 Reporting successful completion is not a guarantee that the application will be successful. It is the responsibility of the student to ensure that they meet all the Home Office requirements for a Graduate Route visa.
- 10.2.5 Once the student's award has been confirmed by the Exam Board and the award is showing on their student record, the University is required to report any change of award which will result in a student being ineligible for the Graduate Route visa. If a change in award results in a withdrawn or invalid application, visa refusal or

curtailment of leave, the University will not accept any liability for this outcome or any resulting losses.

- 10.2.6 Where a student has sufficient immigration permission to complete their studies but there is insufficient time for a student to obtain their exam results or for their final award to be showing on their student record or for them to apply for the Graduate Visa, the University cannot issue another CAS.

11 General

- 11.1 The University will collect, retain and share any such information about its applicants and students as it deems necessary for the purposes of complying with its sponsor obligations. The University will retain this information in accordance with the Student Route Sponsor Guidance, the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, the University's Data Protection Policy and Privacy Statement (UPR IM08), and any applicable guidance published by the UK Government or the Information Commissioner's Office (ICO) from time to time.
- 11.2 The University shall not be liable for any loss (financial or otherwise) arising directly or indirectly from any actions or omissions by the University which the University reasonably believes are necessary to comply with its sponsor obligations
- 11.3 In the execution of its sponsorship duties, the University reserves the right to make any additional enquiries with the Home Office or other Government agencies as it sees fit.

12 Further Information

- 12.1 The Student Immigration Team (SIT) at the University is responsible for providing advice and support on student immigration matters during their stay in the UK. This service is provided free of charge. Immigration advice in the UK is regulated by the [OISC](#) (Office of the Immigration Services Commissioner) and the advice provided by the team is given in accordance with OISC regulations.

- 12.2 The contact details for the SIT team are:

Student Immigration Team
Ask Herts (Hutton), College Lane, Hatfield, AL10 9AB
Tel: + 44 1707 284800
Email: SITAdvice@herts.ac.uk

- 12.3 The following websites also provide a lot of useful information about visas and immigration:

The University of Hertfordshire: <http://www.herts.ac.uk/international>
UKCISA (UK Council for International Student Affairs): <http://ukcisa.org.uk>
The Home Office: <https://www.gov.uk/browse/visas-immigration/study-visas>

Sharon Harrison-Barker
Secretary and Registrar
Signed: **1 August 2023**

Alternative format

If you need this document in an alternative format, please email us at governanceservices@herts.ac.uk or telephone us on +44 (0)1707 28 6006.