



**Northumbria  
University**  
NEWCASTLE

# **Information for International Students**

## **Tier 4 Visa Responsibilities and Sponsorship Duties**



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# Welcome to Northumbria University

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**Northumbria University is pleased to sponsor you as a Tier 4 (General) Student. Together we can work to ensure that we both comply with the rules and regulations set out by the Home Office under Tier 4 of the United Kingdom's Points Based System of immigration.**

## **Disclaimer**

### **IMPORTANT:**

This document is intended to provide Northumbria University students with an overview of visa responsibilities. As a Tier 4 student, you should ensure that you are aware of the immigration guidelines that are relevant to you and that you keep up to date with changes to legislation or rules during your stay in the UK in order to protect your immigration status. If you are unclear about any aspect of the above or have a query regarding your immigration status, you should contact a Welfare, Immigration and Funding Adviser – see details for how to do this throughout this document. Please note that any advice received will be correct at the time it is given. The University and the Welfare, Immigration and Funding Advisers are not responsible for any subsequent changes to the Immigration Rules, although we will update our information and website as soon as possible following any changes. It is your responsibility to ensure that the advice provided remains correct at the point of application.

The Home Office may revise its policies at any time and the law is subject to change. Whilst Northumbria University has used reasonable endeavours to ensure that this guide is accurate at the time of preparation, it accepts no responsibility for any omission or for any loss or damage arising from its use.

For the most up to date information please refer to the Home Office website:  
**<https://www.gov.uk/government/organisations/uk-visas-and-immigration>**

## **Statement of Student Responsibilities under Tier 4 for Northumbria University**

This document explains the reporting and record-keeping duties of Northumbria University. It outlines Home Office rules and regulations and your responsibilities to the University as your Tier 4 Sponsor. You should also refer to the University's Compliance Policy. By enrolling at the University, you agree to meet these responsibilities. If you do not, it may affect your stay in the UK.

Please remember that your visa has been granted subject to the conditions stated in Immigration Rules, Part 6A para. 245ZW:  
**<https://www.gov.uk/guidance/immigration-rules/immigration-rules-part-6a-the-points-based-system>**

Please refer to the UK Council for International Student Affairs (UKCISA) for useful tips to protect your Tier 4 immigration status:  
**<http://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Protecting-your-Tier-4-status>**

## Pre-Enrolment – Submission of Documents and Declaration of Previous Study

**Home Office rule:** Northumbria University must keep a copy of all documents showing that a Tier 4 student has permission to study

### The University's responsibility

The Home Office requires that Northumbria University keeps a copy of the personal details section of your passport and any documents used to make you an offer.

This can include, but is not limited to; proof of English Language ability, all previous visas issued for the purpose of study in the UK and certificates or transcripts of previous study. We will keep a copy of these in your student file or upload them to your student record.

### Your responsibility

You will be required to submit any requested documents before the University will issue you a CAS; you will need a CAS in order to apply for your Tier 4 student visa.

You are required to declare any previous study in the UK as there are limits on the length of time you can study at different levels. See <http://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Tier-4-eligibility-and-requirements> for details.

If you obtain a new passport after you have enrolled, you should supply a copy to the Visa Compliance Team. You can submit this via the Portal (search for how to contact the Visa Compliance Team).

## Enrolment – Submission of current visa

**Home Office rule:** Northumbria University must keep a copy of all visas showing that a Tier 4 student has, or has had, permission to study

### The University's responsibility

We will keep a copy of your current visa, transit visa and entry stamp (or boarding pass where applicable); these will be stored electronically on your student record.

If we are missing any visa or passport details, we will contact you. You must respond to the email by the deadline given. If you do not respond we may block your access to University facilities and can withdraw you from your course and report this to the Home Office, as we will assume you do not have permission to study in the UK.

### Your responsibility

#### ***Students enrolling on a new course:***

Please ensure that you bring your visa to your enrolment session, where possible.

If you have applied for entry clearance (applied from outside the UK) for a course of over 6 months you will have a transit visa in your passport and you will be required to collect a Biometric Residence Permit (BRP) once in the UK. Please choose to collect your BRP from Northumbria University; if you do this you should be able to collect your BRP when you come to enrol. If you choose to collect your BRP from the Post Office you should do this before you come to enrol, as you may not be permitted to enrol without it. If you are having trouble collecting your BRP, let us know. If you are permitted to enrol without showing us your BRP, you must let us have a copy as soon as you have collected it.

If you do not have your visa because you are in the process of applying for additional leave to remain, you are able to use other documents, proving this application, in place of a current visa:

- If you have submitted a visa application via the University, you can use the carbon copy of your visa extension receipt. We will let you know when your BRP is ready to collect
- If you have applied by yourself or via an agent / solicitor, we need written

confirmation of an in-time application from the solicitor or agent. We may also accept a printed application form cover sheet, confirming the type of immigration category and that the application was made in time.

NB If you chose to apply for a Short-term study visa upon arrival in the UK and entered the UK via the Republic of Ireland (and as a result do not go through immigration control), you will not have received a valid entry stamp for study in the UK. You will be permitted to enrol, but will have only three months to have your immigration status corrected. If this situation applies to you, you must speak to a Welfare, Immigration and Funding Adviser about how to rectify the situation.

#### *Students continuing on their course:*

If you have applied for entry clearance and chose to collect your BRP from Northumbria University, we will let you know once it has arrived so that you can collect it. If you chose to collect from the Post Office, you must let the Visa Compliance Team have a copy as soon as possible after your return to the UK.

If you have applied for a new Tier 4 visa in the UK, you should have done this via the University. We offer workshops and one-to-one appointments as part of this service. Please go to the website below for further details:

**[www.northumbria.ac.uk/visa](https://www.northumbria.ac.uk/visa)**

We will take a copy of your new BRP when it arrives and let you know when you can collect it.

If you do not wish to apply via the University, you must give a suitable reason. It is up to the Visa Compliance Manager to sanction the issue of a CAS for an application not made through the University.

If you apply for a new visa yourself, you must supply us with a copy of proof that you have made an in-time application or, if your application was refused, Administrative Review documents, and your new visa, as soon as possible. You can do this via the Student Portal

(search for 'How to submit documents to the Visa Compliance Team').

## Changes to Your Visa

**Home Office rule:** Errors and changes to personal details must be reported to the Home Office for correction

### The University's responsibility

We will assist you to make any changes necessary and will keep you up to date with any progress.

### Your responsibility

*If you have lost your passport or BRP card:*

In the unfortunate event that you lose your passport and/or BRP card, it is important that you report this to the Home Office as soon as possible (failure to do so may result in a fine). Please seek further advice from a Welfare, Immigration and Funding Adviser on how to apply for a replacement passport and/or BRP card. You MUST let the University have a copy of any new passport and/or BRP card that is issued to you. For further information, please refer to the link below:

**<https://www.northumbria.ac.uk/static/5007/spdf/llostppt.pdf>**

*If there is a change to your name (e.g. through marriage) or your personal details:*

You must inform the Home Office of a change of name or personal details. If this results in being issued a new passport or BRP card, you MUST give the University a copy of any new document. To update the Home Office please refer to the link below:

**<https://www.gov.uk/change-circumstances-visa-brp/youre-in-the-uk-and-have-a-brp>**

*If your visa was issued outside of the UK and is incorrect:*

We will advise you at enrolment if we believe there has been an error on your entry clearance visa. We will let you know how this can be corrected and assist you with this. The University will then take a copy of any new visa

issued to you when corrected.

*If your visa was issued in the UK and is incorrect:*

A Welfare, Immigration and Funding Adviser will contact you if your visa was processed through the University and has been returned with an error. In order for the error to be rectified, we will need to apply for an Administrative Review with the Home Office. An Adviser will liaise with the Home Office on your behalf.

## Academic Technology Approval Scheme (ATAS) Clearance

**Home Office rule:** Northumbria University must keep a copy of all ATAS certificates

Some students may need a certificate from the Foreign and Commonwealth Office which allows them to study certain subjects at Masters level (including MEng) and above. For further information about the scheme please refer to:

**<https://www.gov.uk/guidance/academic-technology-approval-scheme>**

### The University's responsibility

The Home Office requires that Northumbria University keeps a copy of your ATAS certificate. We will keep this electronically, attached to your student record.

### Your responsibility

You will be required to submit a copy of your ATAS certificate when you apply for your course and you will need to supply a new certificate if there are any changes to your course. These changes include; where your course end date is extended by more than 3 months, and changes to research techniques, topics and aims. You should apply for a new ATAS certificate within 28 days of being made aware of such changes.

Please note that you will also need to apply for new ATAS clearance if you are applying for leave to enter as a short term student. You should supply a copy of this certificate upon your return to the UK.

It will take at least one month to receive your ATAS certificate. If you need to make a new visa application, you should therefore ensure that you apply for your ATAS certificate in plenty of time.

## Updating Contact Details

**Home Office rule:** Northumbria University must ensure that student contact details are up to date

### The University's responsibility

We will send you emails reminding you to check that your contact details are up to date and will contact you individually if your address is not local to your place of study.

### Your responsibility

Please note that it is advised you live within a 60-mile radius of the University campus you attend. You must ensure that you choose accommodation that allows you to travel to University and meet your attendance requirements. Please check cost of travel before you finalise your accommodation details.

If you need to update your contact details, you should do this via the Portal, by following the steps below:

Log in to MyPortal > My Info > My Records > Click on Menu > My Details > then click the displayed link to update your personal information.

'Home Address' refers to the address of residence in your home country; a permanent address should not be a UK address if you are a Tier 4 student.

'Contact Address' refers to your actual and current address where you live in the UK. During term time this should generally be in or near to your campus (London or Newcastle), unless you

are on a placement or are a research student.

You must also update the Home Office with your current address details. This can be done by clicking on: <https://www.gov.uk/change-circumstances-visa-brp>

If you were required to register with the police as part of your visa conditions (see page 12) you should update them when you move. Please see the Police Registration section for further details.

## Failing to Enrol

**Home Office rule:** Report students who do not enrol on their course

### The University's responsibility

If you do not enrol within the given time we must inform the Home Office that you will not be studying on your course and they will curtail (cancel) your visa. If you have not used your CAS before the enrolment deadline, we will withdraw it; then you will no longer be able to use it as part of a visa application. If you have already submitted the application, it will be refused.

### Your responsibility

If you are enrolling on a new course or are returning to study after a break, your CAS will have an enrolment deadline on it. You must enrol on your course before this deadline.

If you are unable to travel to the UK before your enrolment deadline you must inform the University. Please contact the individual who sent you your CAS. If you choose to defer your studies, we will still report that you have not enrolled and you must get a new visa for the next intake.

If you are unable to enrol because your visa application was refused, but you have subsequently submitted a successful Administrative Review, you must let the University know. We will still have informed the Home Office that you did not enrol, but we may be able to withdraw the notification and provide the Home Office with course dates for

a later intake. This means that you would not need to make a new visa application.

## Withdrawing, Interrupting and Exclusion from your course

**Home Office rule:** Cease sponsorship of students who are no longer studying on the course, except where they have completed on time

### The University's responsibility

If you will no longer be studying at the University we will inform the Home Office of this within 10 days of the date that your student record is updated; the Home Office will then curtail your leave, normally to 60 days from the date reported. This means that you should not continue to use your visa and will not be permitted to remain in the UK unless you obtain a new Tier 4 visa or switch to a different immigration category. Please be aware that the curtailment of your visa will also impact on your right to work in the UK, as well as that of any dependants.

Please note that if you are residing in University accommodation, we will inform them that we have withdrawn sponsorship. As a result, they may serve you with a notice to quit that will terminate your tenancy within a maximum period of 28 days.

You will be referred to a Welfare, Immigration and Funding Adviser to receive immigration advice.

### Your responsibility

If you decide to **withdraw** from your course, or **take a break in study**, you should first speak to your Guidance Tutor or Programme Leader. You will then need to log a request via the Change of Circumstances online portal. To initiate the request you should log on to your 'MyPortal' page and go to 'MyRecords', then from the Menu click the 'Change of Circumstances' link and select 'Start Process'.

If you are withdrawn from your course due to



poor attendance, are financially excluded or suspended, the conditions detailed under 'The University's responsibility', above, will apply.

If you take a break in study you will be able to return to your course at an appropriate time and once you have successfully obtained a new visa, which you must apply for from overseas. To request a new CAS for your application please email: [as.visateam@northumbria.ac.uk](mailto:as.visateam@northumbria.ac.uk)

## Repeating

**Home Office rule:** Cease sponsorship of students who are no longer studying on the course, except where they have completed on time

If you have not passed your assessments but have been permitted to **repeat with attendance** you may be able to remain in the UK; you should discuss this with a Welfare, Immigration and Funding Adviser who will let you know whether or not this is the case. As a general rule, if you can continue to study without a break in attendance you may remain in the UK. However if, for example, you only need to repeat Semester 2 modules you may need to return home for Semester 1. In the latter case you should apply for a new visa when you need to return to the UK, as above.

Please note that if you have deferred any assessments or received an extension and this has extended the end date of your course past the expiry date of your current visa, you will most likely have to return home to make a new visa application.

If you have not passed the year but have been permitted to **repeat without attendance**, we are unlikely to be able to continue sponsoring you as a student and we will need to report this to the Home Office. You should speak with a Welfare, Immigration and Funding Adviser to be sure of what action we may take.

If you choose to work on your dissertation, project or PhD outside of the UK and you still have a current visa, you must inform the Visa Compliance Team as soon as possible (search for Visa Compliance Team on the Student

Portal). You should also discuss this with your supervisor, the Student Progress Team, or the Graduate School. The Visa Compliance Team will then make a decision about whether we are required to inform the Home Office of this change.

Where the change to your course has resulted in withdrawal of sponsorship you will receive an email when the Home Office are informed of your new situation. When you receive the email you must make arrangements to leave the UK or apply for a different visa.

If you need a new CAS we will first need to ensure that your total time studying in the UK will not exceed the maximum time permitted by the Home Office (this is usually 5 years but there are some exceptions, please see <http://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Tier-4-eligibility-and-requirements>)

## Changes in Circumstance

**Home Office rule:** Report significant changes in a student's circumstance

### The University's responsibility

Northumbria University will inform the Home Office of any significant change to your circumstances within 10 days of the date that your student record is updated. These changes include; moving to a different study location (e.g. from Newcastle to London), changing courses at Northumbria, completing your course early, or starting your work placement.

The Visa Compliance Team will be automatically notified when your student record is updated and they will then report the change to the Home Office via their Sponsor Management System.

### Your responsibility

If any of the below changes in circumstance apply to you, you should first speak to your tutor for academic guidance. Please see below for details of how certain changes may affect you.

### *Study Location:*

If you move to a different campus, we will inform the Home Office of the new address. This also applies if you participate in an exchange programme where you are studying abroad. In both circumstances your attendance will still be monitored. If you are temporarily studying abroad you will not need to apply for a new visa when you return to the UK to complete your course, as long as you have time remaining on your current one.

### *Work Placement:*

Your work placement must not exceed more than 50% of the entire length of your course. If you complete a work placement as part of your course, we will inform the Home Office of the location of the placement as soon as it is known.

Your attendance will be monitored during your placement. If you believe that you are being asked to undertake activities that breach your visa (including working too many hours) you need to inform the Placements Team, who will investigate the matter for you.

If you wish to extend the duration of your placement beyond the duration specified in the programme handbook, you should firstly contact the Placements Team. You should also contact a Welfare, Immigration and Funding Adviser to check that the conditions of your visa permit the extension.

### *Change of Course:*

If you are considering changing courses you should first speak to your Guidance Tutor or Programme Leader. You will then need to log a request via the Change of Circumstances online portal. To initiate the request you should log on to your 'MyPortal' page and go to 'MyRecords', then from the Menu click the 'Change of Circumstances' link and select 'Start Process'.

**Before the change has been approved you MUST speak with a Welfare, Immigration and Funding Adviser to check whether your**

**immigration status will be affected or not; for example, you may need to return home to make a new visa application.**

### *Completing Early:*

If your course becomes shorter because you complete the programme early (for example you have submitted your dissertation or thesis early, you did not take a work placement, you finished Pre-Sessional English early or because you have switched to a shorter course) the Home Office will be informed. As a result, your visa will be curtailed so that your new course end date is reflected in the amount of time you have remaining on your visa.

This will mean that the printed end date on your visa or BRP card will no longer be correct. It is therefore important that you speak to a Welfare, Immigration and Funding Adviser so that you know exactly when your leave will end (visa will expire).

If you complete early and want to progress to a new course, we will still inform the Home Office that you have completed early. You may still be able to enrol on your new course without first making a new visa application, but you will need to make a new application before a specific date. You should speak with a Welfare, Immigration and Funding Adviser so that they can let you know what you need to do and when.

**Please be aware that if there is more than one month between the new end date of your visa (the date which your leave is curtailed to) and the start date of the next course, you will have to return home to apply for a new visa.**

### *Course A to B:*

If you complete your course at the time you were due to, and want to progress to a new course, you will need to apply for a new visa for the new course regardless of the expiry date of your current visa. You must come in to speak with a Welfare, Immigration and Funding Adviser. They will be able to let you know whether you will need to apply for the new visa before your new course start date or whether

you are able to wait until after you have enrolled.

## Visa Refusals and Administrative Reviews

**Home Office rule:** Report if a student has received a visa refusal

### The University's responsibility

The University must report when a student's visa application has been refused by the Home Office, and the refusal means that the student is unable to enrol or has to leave their course. The report should be made within 10 days of receiving this information and a copy of the Visa Refusal Notice should be kept.

### Your responsibility (and what to do next)

The University will not report the visa refusal if you prove that you have the opportunity to submit an in-time Administrative Review and intend to exercise this right with the Home Office. However, if you are not enrolled on your course when you submit the Administrative Review and you subsequently miss your enrolment deadline, we will inform the Home Office that you have not enrolled. If the Administrative Review is subsequently successful, we may be able to offer you a place on a later intake of your course and will inform the Home Office of the new course dates so that you do not need to make a fresh visa application.

If you made your application in the UK but did not submit the original visa application via the University, you must provide us with proof of the on-going Administrative Review. You may be permitted to enrol or remain enrolled on your course whilst you have an ongoing Administrative Review. You can either bring proof of your ongoing Administrative Review to in to Student Central or email it to **as.visateam@northumbria.ac.uk**.

If you applied in the UK and decide not to request an Administrative Review of the Home Office decision on your application, you do not have any right to submit a review, or you have requested a Judicial Review, then you will likely be an overstayer. This means that you have stayed beyond the time limit of your visa.

You cannot remain enrolled on your course if you are an overstayer, unless there are exceptional circumstances as determined by the Visa Compliance Manager. Please note that if you have requested an Administrative Review in the UK and subsequently withdraw this you will be classed as an overstayer even if you have submitted a new visa application, and will continue to be an overstayer until you make a successful application for a new visa. Please speak to a Welfare, Immigration and Funding Adviser, who will explain your options to you.

If you decide to go home to apply for a new visa from your home country, we may issue you with

a new CAS but will only do this once you have returned home. You should email the Visa Compliance Team to confirm this and supply proof, such as a copy of your flight tickets.

A Welfare, Immigration and Funding Adviser can help you to request an Administrative Review of your refusal or you can seek independent legal advice. If you request the Administrative Review via a solicitor, we need to see proof that this has been submitted in-time. We will ask you to provide written permission for us to contact The Home Office in order to regularly check the progress of your Review.

If your Administrative Review is successful, your documents will be returned to you. If your review is unsuccessful, you may have the right to take your case to Upper Tribunal. The University would refer you to an individual solicitor to take on your Judicial Review at Upper Tribunal. Please note that if you submit a Judicial Review then you will be an overstayer and as such will not be permitted to continue with your studies, although you may be permitted to remain in the UK.

If you choose not to submit an Administrative Review and your visa has expired, you have up to 14 days in which to submit a new visa application from within the UK, but you may be required to take a break whilst you make the application. This should normally be at a Premium Service Centre to minimise the visa processing time.

## Unauthorised Absences and Attendance Monitoring

**Home Office rule:** Report students who are withdrawn from their course as a result of poor attendance

### The University's responsibility

The Home Office requires that we inform them when we withdraw a student from their course due to poor attendance. Your attendance will be monitored throughout your course and if it becomes a concern you will be contacted. Section 8 of the Handbook of Student Regulations for Taught Programmes explains what will happen if your attendance is so poor that you are to be withdrawn from your course. [https://www.northumbria.ac.uk/vc/leservteam/stud\\_reg\\_handbk/taught/](https://www.northumbria.ac.uk/vc/leservteam/stud_reg_handbk/taught/)

Once we inform the Home Office that you are no longer studying at the University they will curtail your leave to remain and your visa will no longer be valid.

### Your responsibility

It is your responsibility to ensure that your attendance is taken. Research students are monitored via regular meetings with their supervisor as well as adhering to submission deadlines. It is your responsibility to ensure that you attend these meetings on a regular basis, your attendance must also be monitored whilst you are writing up your thesis / dissertation / project and whilst awaiting your viva. If you are unable to attend for any reason you must provide a suitable explanation and evidence, where appropriate.

If the Home Office is informed that you have been withdrawn from your course due to poor attendance, we will send you an email to confirm this. You should arrange to leave the UK or make a new visa application within 60 days of the date we reported your withdrawal to the Home Office.

NB If you are studying on a reduced diet or completing your project / dissertation / thesis / awaiting viva please be aware that this is still considered to be term time and you must not be employed to work more than the maximum number of hours permitted. If you are unsure of how many hours to work please contact a Welfare, Immigration and Funding Adviser.

## Changing Immigration Category

**Home Office rule:** Report when a student moves into a different immigration category

### The University's responsibility

The University will inform the Home Office when a student's immigration category has changed and will update their student record on the University's record keeping system.

### Your responsibility

If your immigration category has changed, e.g. you have moved to the Tier 2 category, you must provide proof of this change i.e. a copy of your new visa to the Visa Compliance Team.

Please be aware that switching to a different category will mean that your Tier 4 status is no longer valid. You will not be able to use your Tier 4 visa for travel or to study at the University.

## Tier 4 Extension of Student Visas

**Home Office rule:** CAS Sponsorship Policy for existing students wishing to extend a student visa under Tier 4

You must apply for a new visa to start a new course even if there is still time remaining on your current visa. If you wish to do this in the UK, please note that you can only do so if there are fewer than 28 days between your visa expiry date and the date when your proposed new course of study will start. If your visa expires more than 28 days before the start date of your proposed course of study, you will have to return home to make the visa application.

You must apply to renew or extend your visa before it expires. If you do not do this and you are in the UK, you will become an 'overstayer'. This means that you have stayed beyond the time limit of your permission to be in UK. The immigration rules permit you to apply in the UK, in certain circumstances, under Tier 4 as an overstayer within 14 days of the expiry date of your visa. However, you cannot study on your course pending the decision from the Home Office.

A CAS is issued to a continuing student by the Visa Compliance Team, and will only be made available to you when you attend a visa appointment with a Welfare, Immigration and Funding Adviser. However, if you are returning from a break in study or need to go home to apply they will be able to email you your CAS.

The Home Office does not permit all students to renew their visas in the UK. If your visa is

due to expire and you need to renew please speak with one of our Welfare, International and Funding Advisers to ensure you have correct information for your individual circumstance.

All students renewing their visas in the UK should attend a visa workshop and then a visa appointment with a Welfare, Immigration and Funding Adviser. Students who are currently studying on the pre-session English Language Summer School with a visa that expires in September or October will have weekly visa classes as part of their timetable and will have a visa appointment made for them. All other students should sign up for a workshop at least 6 weeks before their visa expires.

Students should sign up to a workshop by following the link below:

<https://www.northumbria.ac.uk/study-at-northumbria/support-for-students/international-student-support/extending-student-visa-in-the-uk/visa-information-workshops/>

A CAS will not be issued:

- If you do not have time left to extend in the Tier 4 (General) student route. For example, if your study exceeds the maximum time permitted by the Home Office.
- If you have overdue payments owing to the University.
- If your visa has expired or you received a visa refusal and become an overstayer. You will be referred to a Welfare, Immigration and Funding Adviser to discuss your personal situation and get immigration advice. They will assess if you meet all the Home Office requirements to successfully extend your visa and, if so, you may need to return to your home country. You may have to interrupt your studies or take an authorised absence depending on your individual circumstances and country of residence. Some students may be able to renew their visa in the UK as an overstayer. This option will be discussed when you visit a Welfare, Immigration and Funding Adviser.

- If the University cannot vouch for academic progression through your attendance and course work submissions.
- If you are repeating your course without attendance.
- To attend the University's Graduation Ceremony.
- If you are a sponsored student and your sponsor letter is not deemed suitable for any reason.
- If you have already had a visa application refused outside of the UK; you will only be issued a new CAS at the discretion of the Visa Compliance Manager.
- If you have submitted a visa application in the UK when you would normally have been required to return home, this may affect whether or not we will issue you with a new CAS for a Tier 4 application at a later date.
- If you have made an FLR(O) application that is viewed to be an attempt to circumvent the immigration rules. You should not apply for FLR(O) on the assumption that you will later be issued with a CAS, as this is unlikely. Please note that Home Office rules do not allow students to alter an application for FLR(O) to an application for Tier 4 leave.

Northumbria University reserves the right to withdraw any CAS it has assigned. Reasons for doing so would include; if we believe you have made false declarations, if you are circumventing the immigration rules, or if you do not fully disclose your past immigration history.

## Employment

**Home Office rule:** Restrictions on employment during term time and vacations. Guidance on work placements that form part of a course of study

*Undergraduate, pre-sessional and foundation*

*courses:*

If you are studying a course at UK degree level, for example BA or BSc, the maximum number of part-time hours you can work during term time is 20 hours per week. If you are studying a course that is below UK degree level, for example pre-sessional English language study skills or a foundation course, you are limited to 10 hours per week. You can work full-time during vacations and when you have completed your course. It should state on your visa the hours you are permitted to work. Please enquire with the Student Progress Team if you need to know your term dates.

*Postgraduate courses:*

If you are completing a Postgraduate taught course (MA, MSc, MBA, DBA) general term dates may not apply to you. For example, during the summer and autumn term while you are collecting data and writing up your dissertation you are considered to be studying full time. You can only work 20 hours per week during term time until you have submitted your dissertation and do not have any further academic commitments.

If you are studying on a research course (PhD etc), you are permitted to work 20 hours during term time. You are considered to be in term time unless you are taking a period of annual leave (this must be authorised by the Graduate School).

*Early completion:*

Please note, if you complete your course early because you fail, withdraw, are suspended or interrupt then you will not be permitted to work.

If this applies to you, you should speak to a Welfare, Immigration and Funding Adviser.

*Work placements:*

If your course contains a work placement, it must not be for more than 50% of the total length of the course. The work you do must be an integral and assessed part of your course.

## Police Registration

**Home Office rule:** Register with the police (where the conditions of your visa require this) when you arrive in the UK and then again if and when there are any changes to your circumstance

### The University's responsibility

We will provide information on how to register with the police.

If you renew your visa via the University we will provide you with a leaflet that explains how to re-register.

### Your responsibility

If the conditions of your visa require you to register with the Police. You should do this within 7 days of collecting your BRP, although please note that at busy times of year the police may be unable to give you an appointment until after the 7-day deadline. As long as you have contacted the police to book an appointment this should not cause any issues.

#### *Newcastle Students:*

To register for the first time, you should go to the website below and complete the 'Foreign student registration form':

**[http://www.northumbria.police.uk/advice\\_and\\_information/visa\\_registration/](http://www.northumbria.police.uk/advice_and_information/visa_registration/)**

Once the police receive your form you will be allocated an appointment time.

If you are already registered with the Newcastle OVRO (Overseas Visitors Registration Office) office you must inform them of any subsequent change to your circumstances.

You must report, within 7 days:

- Change of address
- Change of course
- Change of marital status

- Each time you receive a new visa for the UK
- New passport details
- Any children born whilst you are in the UK

In order to do this you should go to the website below:

**[http://www.northumbria.police.uk/advice\\_and\\_information/visa\\_registration/](http://www.northumbria.police.uk/advice_and_information/visa_registration/)**

*London Students (living in the Metropolitan Police area):*

To register for the first time, you should go to the website below and complete the 'OVRO Registration Proforma', you will need to take this with you when you register:

**<http://content.met.police.uk/Article/How-to-register-for-the-first-time/1400028544770/1400028544770>**

If you are already registered with the London OVRO (Overseas Visitors Registration Office) office you must inform them of any subsequent change to your circumstances.

You must report, within 7 days:

- Change of address
- Change of course
- Change of marital status
- Each time you receive a new visa for the UK
- New passport details
- Any children born whilst you are in the UK

In order to do this you should follow the instructions on the website below (click on :

**<https://www.met.police.uk/advice/advice-and-information/ov/registering-overseas-visitor/>**



## **Glossary of Terms**

### **Entry Clearance:**

Permission to travel to the UK. This is granted from overseas and not in the UK.

### **Leave to Enter:**

Permission to enter the UK.

### **Leave to Remain:**

Permission to stay in the UK, either temporarily ('limited leave to remain') or permanently ('indefinite leave to remain').

### **Vignette:**

Stamped visa in the form of a sticker in a passport when leave is issued from outside of the UK, stating the start and end dates of the leave. This normally allows entry to the UK, where you then collect your BRP.

### **BRP / Biometric Residence Permit:**

A visa card that is issued in the UK, stating the start and end dates of the leave.

### **Visa:**

This can be your BRP or Vignette.

### **Curtailing:**

This is when the Home Office cut short leave, usually because we have reported that we are no longer sponsoring you as a student. If this happens, you would be required to leave the UK or obtain a new visa.

### **Overstayer:**

You are classed as an overstayer if you have stayed beyond the time limit of your leave.

# Contacts

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If you are a prospective student and have already made an application to study here you should contact the International Office in the first instance, and you will be referred if necessary:

**er.internationaladmissions@unn.ac.uk**

or by calling on: 0191 243 7906

For immigration and welfare support, you can contact a Welfare, Immigration and Funding Adviser to discuss your personal situation and get advice.

New students who have not yet enrolled should email:

**sv.welfareandinternational@northumbria.ac.uk**

or by call on: 0191 227 4127

Current students should log an enquiry via the Portal:

**<https://myportal.northumbria.ac.uk/>**

For information on CASs, visa workshops and visa appointments please email the Visa Compliance Team on:

**as.visateam@northumbria.ac.uk**

or by calling on: 0191 227 4127

If you need to contact the Student Progress Team please log an enquiry via the Portal

**<https://myportal.northumbria.ac.uk/>**