



UNIVERSITY OF
GLOUCESTERSHIRE

at Cheltenham and Gloucester

VISA AND IMMIGRATION GUIDE FOR STUDENTS

» University of Gloucestershire





CONTENTS

Foreword	3
Overview of the Tier 4 Student Journey	4
Application and Admissions Offer	5
Requesting a CAS	6
Funding Requirements	7
Time Limits on UK Study	13
Academic Progression	14
ATAS	15
Credibility Testing	16
Making your visa application	17
Visa Refusals	19
Visa Conditions	20
Your Vignette	22
Your BRP	23
Collecting Your BRP	24
Enrolment	25
Attendance Monitoring	26
Record Keeping Duties	27
Reporting Duties	28
Your Contact Details	30
Leave of Absence	31
Change of Study Location	32
Other Visa Types	33
Visa Extensions	34
Leaving the UK	35
Frequently Asked Questions	36
Glossary	38
Where to find help	39

FOREWORD

The University of Gloucestershire holds a Tier 4 sponsor licence and is listed on the UK Home Office register of Tier 4 sponsors. This enables the university to sponsor eligible students to study in the UK at the University of Gloucestershire.

This document has been created to provide information on the Tier 4 visa application process, student visa conditions, and both the student and the university's responsibilities to the UK Home Office and particularly UK Visas and Immigration (UKVI).

UK Home Office immigration rules are complex and can be revised at any time. The University of Gloucestershire has the right to revise its processes and policies at any time to ensure compliance with its UK Home Office sponsor duties.

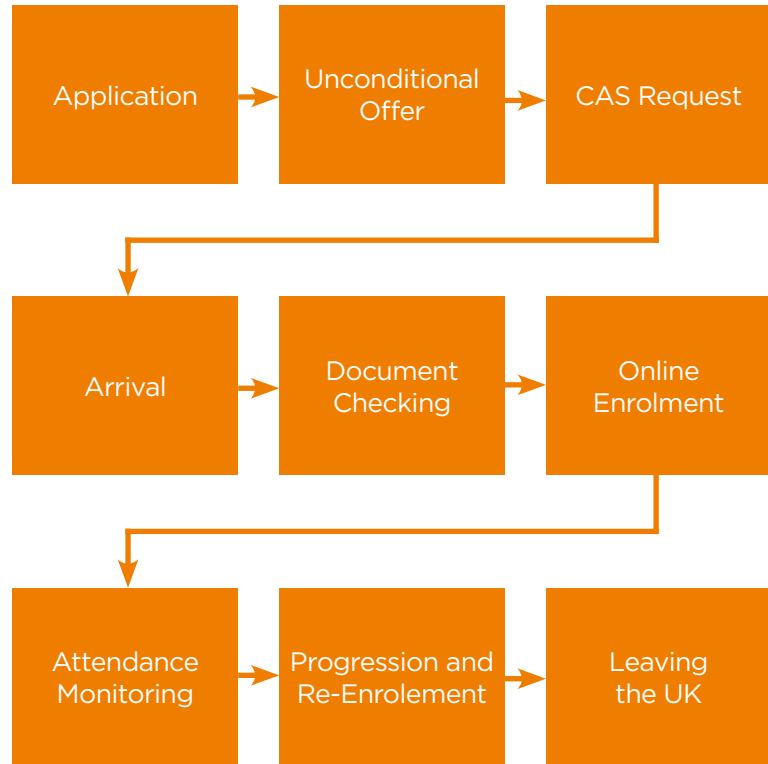
This document is not intended to be an exhaustive list of all legal requirements, rules and responsibilities, and should only be used as a guide for general information.

While the University of Gloucestershire has made every effort to guarantee the accuracy of this guide, it accepts no responsibility for any omission, or for any loss or damage caused by its use.

You should be aware of UK Home Office Immigration rules, and should keep up to date with legislation changes. It is recommended that you stay current with information on the UK Home Office Visas and Immigration website - **www.gov.uk/browse/visas-immigration**

Another useful resource is the UKCISA (UK Council for International Student Affairs) website - **www.ukcisa.org.uk**

OVERVIEW OF THE TIER 4 STUDENT JOURNEY



APPLICATION AND ADMISSIONS OFFER

Every student's journey is different. However, the basic timeline is generally the same. To start that journey, you will need to have submitted an application to study at the University of Gloucestershire. For a complete list of the courses we offer, please visit our course finder webpage:

www.glos.ac.uk/study/pages/course-finder.aspx

Our Admissions team will then assess your application to see whether you have met the entry requirements for the course you have chosen. Once all of the requirements have been met, and once your deposit payment has been received, you will receive an unconditional offer. If you have not met all of the requirements, you may receive a conditional offer, which can be changed to unconditional once the necessary conditions have been met.

REQUESTING A CAS

Once you have accepted your unconditional offer, if you require a Tier 4 visa you will need to request a CAS from the University of Gloucestershire's Compliance team.

CAS stands for "Confirmation of Acceptance for Studies". This is a secure electronic record created by the university and shared with the UK Home Office. It contains detailed information about you, your course of study and your fees, and has a unique reference number.

Before being issued with a CAS you will be required to pay an advance tuition fee payment of £3,000. This payment can be made via the University's Quick Pay system: <https://mybills.glos.ac.uk/NReg/QuickPay.aspx>

If you have a complicated UK immigration history and suspect that your eligibility for a CAS may be in question, please hold off on this payment and explain the details your circumstances when submitting your CAS request. Once your eligibility has been confirmed you will be instructed to make this payment. This payment must be received into the University's account before a CAS statement can be issued.

Once a CAS has been generated, you will ordinarily be emailed a statement of the relevant information (known as a "CAS statement"), which you will need when completing your on-line visa application form. If a visa application is submitted before a corresponding CAS has been generated, it will be automatically refused by the Home Office.

You should submit your CAS request form as soon as practicable after being made unconditional for your course, and no later than the deadline published on our website.

Please note that the university will issue a CAS no earlier than six months before your course start date, and that you will not be able to use your CAS statement as part of your visa application until three months before your course start date.

Before issuing you with a CAS, the Compliance team must be sure that you meet all of the requirements for Tier 4 sponsorship; including academic progression requirements, and that you have not exceeded your maximum study time in the UK.

The university Compliance team will not issue CAS for any visa application it believes will result in a visa refusal.

To request a CAS statement, please email the Compliance team via immigration@glos.ac.uk and attach a CAS request form, which can be found on our webpage: www.glos.ac.uk/study/international/pages/pre-arrival.aspx

FUNDING REQUIREMENTS

When making an application for a Tier 4 student visa, you need to submit evidence that you have the required funds to support yourself while in the UK. This document explains how much money you will be required to show, and what forms of evidence are deemed acceptable by the UKVI.

You must show that you have enough funds to cover:

- any course fees that are outstanding on the date you submit your visa application; and
- living costs.

COURSE FEES

Your course fees will be listed on your CAS statement. Any fees already paid to the university will be deducted from the total amount you are required to show for fees. However, the university must report this amount to UKVI before you use your CAS. For this reason, it is important that, where possible, you pay the total amount you intend to pay in one payment, and that you inform the university if the amount listed on your CAS statement is incorrect before you submit your visa application. The university is unable to update UKVI with any extra fees paid once your application has been submitted.

LIVING COSTS

You will also be required to show evidence of your living costs at a rate of £1,015 per month of your course, up to a maximum of nine months. If your course lasts nine months or more, you therefore need to show a total of £9,135 for living costs. If the length of your course includes part of a month, the number of months' living costs must be rounded up.

If you have pre-paid for halls of residence accommodation (not private accommodation), you are permitted to deduct a maximum of £1265 from your living costs.

ACCEPTABLE FORMS OF EVIDENCE

Evidence of required funds must be provided in one of the following formats:

- Cash funds in a bank; or
- A loan in your name; or
- Official financial sponsorship.

Whichever format you choose, please note all documentation must be in English. If any documents are not available in English, you must provide fully certified translations.

If your funds are not held in British Pound Sterling (GBP), you should use the currency exchange rates on the OANDA website to check that you have the required amount:- www.oanda.com/currency/converter

Students applying from Bangladesh, Cameroon, Ghana, India, Iran, Pakistan, the Philippines and Sri Lanka should note that UKVI has published lists of financial institutions in these countries that do not verify financial statements to their satisfaction.

If you apply for a Tier 4 (General) visa with financial documents issued by these institutions, your visa application will be refused. Please see Appendix P of the Immigration Rules for further details:-

www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-p-lists-of-financial-institutions

CASH FUNDS IN A BANK

Funds must be held as cash, which includes savings and current accounts. Shares, bonds, overdrafts, credit cards, pension funds and similar savings accounts will not be accepted, regardless of notice periods.

You will need to provide a bank statement showing funds have been held for a consecutive 28 day period ending no more than 31 days before the date of your visa application. The statement must show:

- your name or your parent(s) / legal guardian(s) name(s); and
- the account number; and
- the date of the statement; and
- the bank's name and logo; and
- the amount of money available through the 28 day period (note: the balance must not have dropped below required amount at any time during the 28 day period!)

It is best to submit an official statement that the bank has sent to your home address, though an ad hoc statement, printed in the branch on letter-headed paper, is usually acceptable. You can, if you wish, submit an internet statement from an on-line account, though please note that it must contain all of the details listed above, and that every page needs to bear the official stamp of the bank in question.

Due to the time it takes to receive an official statement, you may prefer to submit an official letter written by your bank, confirming you have held the required funds for the required period of time. Unfortunately, not all banks are willing to write this sort of letter, but some are – please check with your local branch to confirm. Some suggested phraseology for an official bank letter is as follows:

This is to confirm that account number_____, sort-code_____, in the name of_____, has held funds in excess of_____ for a consecutive 28 day period ending today.

Please note: if you use a statement in a parent or legal guardian's name, you are required to submit two additional documents:

- A legal document confirming your relationship to your parent – this would be your birth certificate, certificate of adoption, or court document naming the legal guardian; and
- A letter written by your parent or legal guardian confirming their relationship with you and giving their consent to you using the money in their account to study in the UK.

A LOAN IN YOUR NAME

If you are relying on a loan to fund your studies, you must provide a letter from a financial institution (regulated by your country's home regulator) confirming the loan.

The letter must be dated no more than six months before the date of your visa application and must show:

- your name; and
- the date of the letter; and
- the financial institution's name and logo; and
- the money available as a loan; and
- that the loan is provided by your national government, their state or regional government, a government sponsored student loan company, or is part of an academic or educational loans scheme.

Please note: loans held in a parent or legal guardian's name are not acceptable. The loan must be in your name!

OFFICIAL FINANCIAL SPONSORSHIP

UKVI define official financial sponsorship as money given to a student to cover some or all of their course fees and/or living costs, by one of the following organisations:

- The UK government; or
- Your home government; or
- The British Council; or
- Any international organisation; or
- An international company (UKVI has not defined 'international company' but it seems to mean a company with a trading presence (an office) in more than one country); or
- Any university; or
- An Independent School.

If you are in receipt of sponsorship from one of these organisations, you need to provide a letter from your sponsor in support of your visa application. The letter must be on official letter-headed paper and must have the official stamp of the sponsoring organisation on it. The letter must show:

- your name; and
- the name and contact details of the official financial
- the date of the letter; and
- the length of the sponsorship (including start and end date); and
- the amount of money the sponsor will be giving you or a statement that they will be covering all of your fees and living costs

Please note that:

- If your sponsor letter only confirms that some of your fees and/or living costs are covered, you will need to provide additional evidence to confirm you hold the rest of the money required e.g. personal bank statements;
- If your sponsorship covers all your tuition fees and living costs, and your sponsor limits the time that you may study in the UK, UKVI will take the date on the sponsorship letter as the course end-date for visa purposes, irrespective of the actual course end-date stated on your CAS.

DEPENDANTS

If you are eligible and intend to bring dependants with you to the UK, additional funds are required to cover their living costs.

The funds can be held by the dependant(s) or by you. If the dependant is your child, the funds can be held by the child's other parent, but only if the other parent will come to the UK too.

If funds are being held in a bank, they must have been retained for a consecutive 28 day period, as for the main applicant.

Dependants are required to show evidence of living costs at a rate of £680 per month of expected leave to be granted, up to a maximum of nine months (that is, a maximum figure of £6,120).

COMMON MISTAKES

Insufficient financial evidence is the most common reason for refusal. The most common mistakes made when evidencing finances include:

- Not having the amount held in the account for 28 consecutive days (applications are sometimes made too early, before the funds have matured for the required period of time).
- Balance falls below the required amount (if your balance falls below what is required, even for a short time, the clock will be reset and you will need to begin the 28 day period again).
- Lack of translation (documents must be provided in English or be accompanied by a certified translation).
- Insufficient evidence of parental relationship (if you will be providing bank statements from your parents, you must ensure you also provide evidence of their relationship to you, as well as a letter detailing their permission for you to use the funds for your studies).
- Use of evidence of money held in another person's name, even with their permission (if someone who is not your parent or guardian is going to be supporting you financially, they will be required to transfer the money to your bank account, allowing enough time for you to hold the funds for at least 28 days and obtain evidence of this from your bank before you submit your visa application).

TIME LIMIT ON UK STUDY

FAILURE TO PROVIDE CORRECT EVIDENCE

If you fail to provide financial evidence that meets UKVI criteria, your visa application will be refused and you will need to pay again if you wish to re-apply.

In the event your application is refused, you will be required to provide the university with your refusal notice and evidence that you have the funds in place before you can be issued with a new CAS statement.

Visa refusals count against the university and can seriously jeopardise our Tier 4 sponsor licence. For this reason we must keep our refusal rate as low as possible. If we have any reason to suspect that you will be refused a visa, we will not issue you with a further CAS statement.

The UK Home Office enforces a limit on the amount of time allowed for study on a Tier 4 visa. Before issuing you with a CAS, we need to check that your study at the University of Gloucestershire will not take you over the maximum time permitted.

When calculating the total time you have studied in the UK, the Home Office will count the time in months and round individual days upwards or downwards to the nearest month.

For Tier 4 (General) study below degree level there is a study limit of 2 years. This time cap only applies to students 18 years old and over. Any study from your 18th birthday onwards will be counted towards this limit.

This limit does not include time spent in the UK studying courses below degree level with any other (non-Tier 4) types of immigration permission, including as a student under the Immigration rules in place before March 2009. It also does not include time spent studying on a Tier 4 (General) visa at age 16 or 17, or as a Tier 4 (Child) student when under 17.

For Tier 4 (General) students studying at degree level or above there is a study limit of five years. This includes Tier 4 and pre-Tier 4 student leave.

There are a few exceptions to the five year cap. If you are applying to study a course and the five year cap would prevent you from completing a 5th academic year at degree level or above, then the limit is extended to 5 years and 11 months. This is also the case if you have successfully completed a UK degree course which was at least four years long, and you are making a Tier 4 application to study a Master's degree.

If your Tier 4 application is to study a PhD (or other postgraduate research qualification listed in Annex 5 of the Home Office's Tier 4 Policy guidance) the cap is not applied. However, if you have already completed a postgraduate research qualification then any new Tier 4 application will be subject to an eight year limit.

The short extra time you are given before the course (maximum one month) and after a course (maximum four months) will be included in this five year calculation.

ACADEMIC PROGRESSION

The UK Home Office requires the university to check that your next course of study in the UK would represent academic progression. This check needs to be carried out before CAS issuance, and needs to be justified on your CAS statement.

You may be exempt from evidencing academic progression if you are:

- Making your first Tier 4 (General) application
- Making a Tier 4 (General) application from overseas
- Making a first application to move to a new institution to complete an existing course commenced at a Tier 4 sponsor that had its licence revoked
- Applying to resit or repeat a failed module
- Applying to complete the PhD or other doctoral qualification for which you were last given Tier 4 student leave
- Applying to complete the qualification for which you were given Tier 4 leave after a period as a student union sabbatical officer.

To demonstrate academic progression, your new course must normally be above the level (NQF, QCF etc) of the previous course for which you were given Tier 4 leave. The Home Office does not allow you to study at a lower level than previously studied.

If the new course is at the same level as the previous course, it may exceptionally be considered to represent academic progression if:

- Your new course is related to the previous course for which you were given Tier 4 leave (either connected, part of the same subject group or involves a deeper specialisation); or
- Your previous and new course combined support your genuine career aspirations.

Note – students studying at INTO Gloucestershire cannot rely on this exception and must be applying for a higher level course if studying in the UK.

If you have failed to successfully complete the previous course for which you were granted Tier 4 leave (meaning you have not achieved the qualification for which you were studying), you will not be able to demonstrate academic progress and will need to apply from overseas.

When making an application from overseas, although the UK Home Office will not be able to refuse you on academic progression grounds, they will still be able to assess on academic progression during your overseas credibility interview. For this reason the Compliance team will always make an academic progression assessment before deciding if it is possible to issue you with a CAS. If the Compliance team considers that you do not meet the academic progression requirement for a Tier 4 visa, you will not be given a CAS.

ATAS - ACADEMIC TECHNOLOGY APPROVAL SCHEME

The Academic Technology Approval Scheme (ATAS) is designed to ensure that those applying for postgraduate study in certain sensitive subject areas do not acquire knowledge that could potentially be used in Weapons of Mass Destruction programmes. Very few courses at the university will require clearance under this scheme. If you are required to obtain an ATAS certificate, you will be notified of this by the Admissions team.

To learn more about the ATAS application process, and for more detailed information about which types of study and subject areas are affected, please see the Foreign and Commonwealth Office website:

www.gov.uk/guidance/academic-technology-approval-scheme

Please note: it can take several weeks to obtain an ATAS certificate, so it is important that you apply well before submitting your Tier 4 visa application.

CREDIBILITY TESTING

The UK Home Office conduct credibility interviews to ensure that all students applying to study in the UK are genuine students. You will be asked various questions pertaining to your intention to study, course details, finances, career aspirations and many other areas. Below are some examples of questions you may be asked.

Why did you choose the University of Gloucestershire?

For this question please think about why you specifically chose this university, including why you are looking to study in the UK. You can find more information about the University of Gloucestershire on our website: www.glos.ac.uk

Why did you choose this course?

There may be many courses similar to the course you have chosen. What specifically makes you interested in this course?

How will studying this course help you with your future career plans?

Think about your plans after you finish the course, and how this qualification will help you to achieve these aims. How will completing this course help you to progress?

How do you intend to fund your studies and what impact will this have on your home life?

The cost of studying in the UK may be higher than at home. Think about how you intend to fund the latter years of your study. Please remember that once in the UK you will usually only be permitted to work 20 hours per week. This should not be how you intend to fund your study. Also think about the benefits that having a UK degree will give to you that a degree from your home country may not.

If you have had a significant break in your studies, why do you want to return to the UK?

Consider your long-term career ambitions and how you think this study will benefit you.

MAKING YOUR VISA APPLICATION

If you are applying for your visa from outside the UK, it is important that you read through and digest the information on the UK Government Tier 4 visa website: www.gov.uk/tier-4-general-visa/overview

Everything you need to know about the visa application process should be available from this site. There are also links to a number of important guidance documents.

Read through these webpages carefully, as they contain a lot of very detailed information about how to apply and what documents you need to provide. It is very important that you submit all the documents required, and in the correct format. Once you have received your CAS request you will be ready to begin the visa application process.

Please note that students from locations listed on the below website may be required to provide a tuberculosis (TB) test certificate: www.gov.uk/tb-test-visa/countries-where-you-need-a-tb-test-to-enter-the-uk

Unless you are from Cuba, Zimbabwe or North Korea, you will need to submit your application on-line. The application website can be found here: www.gov.uk/apply-uk-visa

Please note that the current cost of a Tier 4 application, excluding the healthcare surcharge, is £335.

If you wish to submit your visa application via a premium route, please check that such an option is available at the relevant Visa Application Centre by contacting them direct. To find the opening times, address and contact details for UK Visa Application centres near you, please see this webpage: www.gov.uk/find-a-visa-application-centre

At your visa appointment you will need to submit all of your required documents, have your fingerprints and photograph taken, and undergo a brief credibility interview.

If your visa application is successful, you will initially be issued with a vignette (sticker) in your passport that is valid for a 30 day period from your proposed date of travel. You will also be issued with a letter detailing your full grant of leave, and explaining that you need to collect a Biometric Residence Permit (BRP) within 10 days of arriving in the UK. It is important that you check all the information in this letter is correct.

VISA REFUSALS

In particular, you should check:

- Your name and date of birth
- That you have been granted leave as a Tier 4 (General) student
- The Sponsor Licence Number (SLN) reads 8DHV1QR87
- The start and end dates of the leave
- Work conditions
- The condition to register with the police
- The details of the Post Office where you need to collect your BRP

If any of these details are incorrect, you should attempt to get them corrected by the Entry Clearance Post before travelling to the UK.

If you are applying from inside the UK you should submit a CAS request as detailed previously, and complete the UKVI online application form, found on this webpage:

<https://visas-immigration.service.gov.uk/product/tier-4-student>

The current cost of a standard in-country Tier 4 application is £448. Once your CAS request and all related documents (passport scan, visa scans, and financial document scan) have been received, the University of Gloucestershire Visa and Immigration Officer will contact you to schedule a one-to-one appointment.

At this appointment, the Visa and Immigration Officer will:

- Check your on-line application form and supporting documents
- Help you pay the healthcare surcharge
- Add your CAS details to the on-line application form
- Help you to formally submit and pay for your application
- Take in your supporting documents for forwarding to UKVI
- Issue you with a care letter outlining the next stage of the process.

The most common reasons for visa refusal are inadequate funding evidence and credibility. A credibility refusal is based on the UKVI's interview with you, and if they feel your intention to study is not genuine.

If you are refused a Tier 4 visa, the UKVI will issue a refusal notice to the address you have stated on your visa application. It is important that you take time to fully digest the details of this notice and the implications it has for your immigration history.

The university, as the issuer of your CAS statement for your visa application, has a duty to the UK Home Office to report and keep on file all visa refusals. For this reason, it is imperative that any visa refusal notices you receive are forwarded to **immigration@glos.ac.uk**. The university will only consider issuing a second CAS for a new visa application upon receipt of your visa refusal notice.

If your visa application is refused, the Home Office letter containing the reasons for refusing your application will also notify you that you have the right to apply for administrative review of the decision. This letter should include a link to guidance on the administrative review process.

The cost of administrative review is £80 and no new evidence can be supplied – the admin review process is purely a review to determine if the case worker assessing your visa application applied the immigration rules correctly in line with the evidence provided during the initial application.

If your application is refused the Tier 4 application fee will not be refunded. However, if you paid the immigration health surcharge (IHS) as part of your application, this will be refunded in full.

VISA CONDITIONS

Your Tier 4 (General) immigration permission has some conditions. These conditions will be stated on your entry clearance vignette, or on your Biometric Residence Permit.

POLICE REGISTRATION

If you are required to register with the police, your immigration permission will state this. You must register within seven days of arriving in the UK, or if you are required to collect a BRP after arriving in the UK, within seven days of doing so. To register, you will need an appointment at the Police Station, which can be arranged by contacting Immigration@glos.ac.uk

There is a registration fee of £34. When you register, you will receive a Police Registration Certificate. You will need to update the police within seven days if you change address, extend your Tier 4 leave, change college or university, renew your passport, get married, or if any of the other details on your Police Registration Certificate change.

Failure to register with the police is an offence under Section 26(1) (f) of the Immigration Act 1971. If you fail to register, the police can consider prosecution and you may be liable to arrest and could face a fine of up to £5,000, six months imprisonment, or both. Your stay in the UK may also be affected. If you are late registering with the police they will place a 'late notification' stamp on your police registration certificate and inform the Home Office. This may affect your next visa application.

You are advised not to carry the Police Registration Certificate (PRC) with you but to keep it in a safe place together with your passport/travel documents. If you are asked to produce the Police Registration Certificate, you will be given 48 hours in which to do so at any police station.

WORKING HOURS

Tier 4 students either have a work restriction or a work prohibition. The UK immigration authorities treat work restrictions very seriously. They can remove you from the UK if you work too many hours.

If you intend to study a course at or above UK degree level, the maximum amount of part-time work you can work during term time will usually be 20 hours per week. If you intend to study a course that is below UK degree level, you will usually be limited to 10 hours per week. You can work full-time during vacation periods. Taught postgraduate students only have vacation periods over the Easter and Christmas break. Postgraduate research students do not have any vacation periods. If you have been granted Tier 4 leave on the basis of a part-time course you will not have any work allowance.

E: immigration@glos.ac.uk

PUBLIC FUNDS

Your immigration conditions prohibit you from accessing 'public funds', which means certain welfare benefits and local authority housing. Using the National Health Service, sending your child to a state school, being exempt from the Council Tax, and paying "home" fees for study do not count as accessing 'public funds'. If you apply for a welfare benefit that you do not qualify for, you will be breaching the conditions of your immigration permission.

STUDY AT THE UNIVERSITY OF GLOUCESTERSHIRE

When you enter (or re-enter) the UK, you must intend to study at the University of Gloucestershire. It is usually a condition of your Tier 4 leave that you study full-time, and are in regular attendance and are a genuine, engaged student. Part-Time study under Tier 4 is only available in a few circumstances and must have been indicated on the initial CAS/application for Tier 4 leave.

BREACHING THESE CONDITIONS

If you fail to comply with the conditions of your visa, the Home Office can refuse future immigration applications or remove you from the UK. You might be barred from returning to the UK for a certain period.

YOUR VIGNETTE

If your leave in the UK is for six months or less, then your vignette will be valid for your whole stay in the UK. However, in most other cases the vignette in your passport will only be valid for 30 days. In these cases your vignette is purely for entry clearance into the UK. Once in the UK you will be required to collect your Biometric Residence Permit (BRP).

Your vignette's 30-day validity will start 30 days before your course start date on your CAS, or seven days before the date you specified on your application as your intended date of travel to the UK, whichever is later. If you do not travel within this time then your vignette will expire and you will need to apply for another 30-day vignette. If you find yourself in this situation, please contact **Immigration@glos.ac.uk** for further advice.

Your 30-day vignette will be accompanied by a letter. When you enter the UK you should show the border force officer your 30-day vignette and this letter.



YOUR BIOMETRIC RESIDENCE PERMIT

When completing your online visa application, you will be asked to give your 'alternative collection location'.

The university's collection location code is: **2HE862**.

The address that appears on the form should state:

University of Gloucestershire
c/o Immigration Compliance Team
Cornerways Room CW011
Park campus
Cheltenham
GL50 2RH

You are required to collect your Biometric Residence Permit from the university's Compliance Office within ten days of arriving in the UK. Please check that all details on the BRP card are correct on collection.

If you do not no input the above location code on your visa application, you will be required to travel to Gloucester Kings Square Post Office to collect your BRP card



COLLECTING YOUR BRP

When you arrive in the UK, you do not need to make an appointment to collect your BRP, but you should bring your passport and the letter given to you by the UK Home Office with you. If you have any dependent visas to collect, they will also need to bring these documents.

The Immigration Compliance team is based in the Cornerways building on Park campus (building number 14 on the map below), and is open from 9am to 4pm Monday to Friday. If you have any problems with your BRP collection, please contact the Compliance team via Immigration@glos.ac.uk. Once you have your BRP you will be ready to begin the enrolment process.

Please be aware that your BRP is your VISA. You will need this, as well as your passport, when travelling outside the UK.



- | | | |
|-------------------------------|--------------------------|--------------------|
| 1a Elwes Teaching Centre (TC) | 10 Monk Building (MK) | HALLS OF RESIDENCE |
| 1b Media School (EW) | 11 Fullwood House (FW) | 19 Challinor Hall |
| 2 Bedford Building (LC) | 12 Broadlands Villa (BV) | 20 Cooke Villa |
| 3 Hall Building | 13 Dunholme Villa (DH) | 21 Tyndale Villa |
| 4 Owen Building (OW) | 14 Cornerways (CW) | 22 Dowty Villa |
| 5 Jones Building (LC) | 15 Broadlands Lodge (BL) | 23 Jenner Villa |
| 6 Pallas Villa (PL) | 16 The Farmery (FB) | 24 Grace Villa |
| 7 Reynolds Building (LC) | 17 Fullwood Lodge (FWL) | |
| 8 School of Computing (WW) | 18 Farmery Lodge (FL) | |
| 9 Medway Building | | |

- Car Park
- Disabled parking
- Smoking Area

ENROLMENT

All students must enrol onto their course during the enrolment period, and must re-enrol on an annual basis.

DOCUMENT CHECKING

To enrol, non-EU/EEA nationals must visit the Compliance team so that the required immigration documentation can be verified and copies taken in person, as per UK Home Office rules. These documents must be checked by the Compliance team on an annual basis, and so will need to be provided at each enrolment point. Any students trying to enrol without having had documents verified will be unable to do so.

You will usually need to provide:

- Your current passport
- Evidence of visa/leave to remain in the UK

New Tier 4 students will also need to provide the original qualifications that were listed on their CAS statement.

Once copies of these documents have been taken, the block preventing enrolment will be removed from your student record. If you are required to collect a Biometric Residence Permit (BRP) after arrival, you will need to provide this as part of the document checking process. If you cannot provide the required documents will not be permitted to enrol.

ONLINE ENROLMENT

Once your documents have been checked you will be free to enrol online via your Student Record. You will be asked to provide your address and contact information, and you may also need to pay fees. If you have a fee issue impeding your enrolment, please contact our International Fees team via IntFeesAdmin@glos.ac.uk

FAILING TO ENROL

The university is obligated to report any Tier 4 students who have not enrolled by the end of the enrolment period to the UK Home Office. Once reported for non-enrolment, the UK Home Office will begin the process of visa curtailment, and you should assume that your visa will be curtailed to within 60 days.

Document checking times and locations can be found on the University of Gloucestershire Pre-Arrival website, as well as the Immigration Compliance team's Infonet page.

ATTENDANCE MONITORING

The University of Gloucestershire is required by the Home Office to monitor the attendance and engagement of Tier 4 students and, if necessary, to report where non-attendance/engagement has led to withdrawal from studies.

To achieve this, there are a series of monitoring points throughout the academic year where students are required to meet with their tutors or supervisors. The dates of these meetings can be found on the Compliance team's Infonet webpage. These meetings can also be used to discuss academic progress.

If you are unable to attend classes due to illness or other serious issues, you should inform your class tutor or contact the Student Helpzone for confidential advice.

If there are concerns about your attendance and engagement with your studies, you will enter a four level warning process. The following actions will be taken:

LEVEL 1 - Attendance reminder email.

LEVEL 2 - First official attendance warning issued: Requirement to meet with the Immigration Compliance team to discuss how this can be improved.

LEVEL 3 - Second warning: One week to make contact or your visa sponsorship will be withdrawn. Requirement to meet with the Compliance team and your tutor/supervisor.

LEVEL 4 - Final warning: Appointment with the Compliance team to discuss withdrawal of your visa sponsorship

FAST-TRACK WITHDRAWAL - If 'No engagement' is reported and if attendance/engagement is not improved within 60 days of last date of attendance, visa sponsorship will be withdrawn, bypassing warning levels 1 - 4.

For more details please visit the Immigration Compliance Attendance Monitoring Infonet webpage.

RECORD KEEPING DUTIES

The UK Home Office could contact the University of Gloucestershire at any time to request information and copies of documents regarding any University of Gloucestershire Tier 4 students.

The information and documents which must be kept on file include the following:

- A copy of your passport details page
- A copy of your immigration documents for study in the UK (Biometric Residence Permit, Entry clearance vignette, other visa types etc)
- Your contact details for both the UK and Overseas
- A copy of your ATAS certificate (if required)
- Copies of your admissions documentation (both for academic and English language purposes)
- A copy of your attendance monitoring record
- A copy of a parental/guardian consent letter for any under 18s

If you are unable to provide any of the above at the appropriate times, the university may have to deny your admission/enrolment or, for students already enrolled, defer or withdraw you from study.

REPORTING DUTIES

As part of the University of Gloucestershire's Tier 4 duties, any significant changes to a student's study must be reported back to the UK Home Office. These reports are made electronically using the UKVI's Sponsor Management System.

NON ENROLMENT

The university is obligated to report any Tier 4 students who have not enrolled by the end of the enrolment period to the UK Home Office. You will be notified via email of when the latest date for your enrolment is, and if/when you have been reported.

COURSE TRANSFERS

Any students transferring to another University of Gloucestershire course mid-way through a current course will also be reported. Students requiring ATAS should note that this would need to be supplied before you can transfer.

To transfer to another course, please visit the Helpzone for further advice.

DEFERRALS

Students who defer studies for more than 60 days are required to be reported to the UK Home Office, who will then begin the process of visa curtailment. In this instance you will have to return overseas and re-apply for a new visa when you are ready to re-commence your studies. To defer your studies, please visit the Helpzone for further advice. It may also be beneficial to speak to the Compliance team for more details on how this will affect your visa.

WITHDRAWALS

Students withdrawing from studies (voluntarily or involuntarily) will be reported to the UK Home Office, who will then begin the process of visa curtailment. To withdraw from your studies, please visit the Helpzone for further advice. It may also be beneficial to speak to the Compliance team for more details on how this will affect your visa.

COMPLETING YOUR COURSE EARLY

Any students completing their course early will also be reported so that the leave granted can be adjusted to be in line with the correct end date of study.

Any students reported as not-enrolled, deferred or withdrawn should assume that their visa will be curtailed to within 60 days of the date of reporting. Students completing their course early will usually be given the appropriate length of time at the end of their visa (which for courses longer than one year is four months).

SWITCHING IMMIGRATION CATEGORY

Any students who switch from a Tier 4 visa to another immigration category will be reported so that the UK Home Office is aware you are no longer a Tier 4 student.

If you have switched, or intend to switch to another immigration category, please visit the Compliance team for advice on how this may affect your studies.

YOUR CONTACT DETAILS

The university is required to keep up-to-date contact details of all Tier 4 students, which may be requested at any time by the UK Home Office.

It is your responsibility to keep your Online Student Record updated with current contact information. If this information is incorrect you may miss vital correspondence from the university which could affect your immigration status.

When updating your contact details, please be aware that your Home details will be your non-term time (often overseas) address, contact number, and your private email address. Your Contact details will be your term time (UK) address, contact number and your university email address.

The details can be updated via your online student record, which can be found here: <https://studentrecords.glos.ac.uk/>

You are also required to update the Home Office if your contact details change. Please visit this website for more information:
www.gov.uk/change-circumstances-visa-brp

LEAVE OF ABSENCE

A Leave of Absence is when a student temporarily takes a break in their studies in the event of exceptional personal circumstances, such as illness or pregnancy. It should only be used if the situation falls outside of the normal university MC/RD reporting forms processes.

If you are considering or require a Leave of Absence, you should discuss the matter with your personal tutor/supervisor or a member of the Helpzone in the first instance.

If your supervisor agrees that your time away from the university will not affect your progress or your expected date of completion, a leave of absence can be authorised. Please note that the absolute maximum time a student can request for leave of absence is 60 days. For periods of time longer than this, students should consider a deferral of studies. For more information on the Leave of Absence process, please contact the Compliance team.

CHANGE OF STUDY LOCATION

A Change of Study Location is when a student seeks permission from the university to change the location of their study for a short period of time. This might be for example for the purposes of gathering data or undertaking research. If you require a temporary change of study location, you should first discuss the matter with your supervisor.

If your supervisor agrees that your time away from the university will not affect your progress or your expected date of completion, then a Change of Study Location form can be completed, which can be found on the Compliance team's Infonet page.

As required under the terms of your Tier 4 visa, your academic progress will continue to be monitored for the duration of this authorised study location change.

OTHER VISA TYPES

Non-EU/EEA nationals who wish to study in the UK but on a non-Tier 4 visa may be able to do so as long as this does not breach the conditions of their visa. To ensure you have the correct visa to study, you should contact the Compliance team for advice. Students who have a visa where study should not be their primary activity in the UK will only be permitted to study part-time.

Students studying on non-Tier 4 visas are not subject to the same reporting and monitoring as Tier 4 students. However, to comply with UK Home Office rules, copies of passports and visas/immigration documents from all non-EU/EEA nationals must be retained on our records.

If your visa/leave to remain expires and you cannot provide evidence of a new in-time visa application or a new visa, you will be deferred until you are able to do so. During this time you will lose access to university emails and will be unable to submit assignments.

VISA EXTENSIONS

If you wish to extend your visa in the UK, please note that you can only apply to extend in the UK if there is less than 28 days between your current expiry date and the start date of your new course. If your existing permission expires more than 28 days before the start date of your new course, you will be expected to return home and make an out of country application.

You must apply to extend your leave before it expires. If you do not do so and remain in the UK, you will have 'overstayed'.

To extend your Tier 4 visa, please contact the university's Visa Advice Service via immigration@glos.ac.uk. You will need to complete a CAS request form and attend a one-to-one appointment for submission of the application.

LOST OR STOLEN BRP

If your BRP is lost or stolen, you must report the loss or theft to the Home Office. You must apply for a replacement BRP.

For more information please visit www.gov.uk/replace-brp

LEAVING THE UK

You must ensure that you leave the UK before your visa expires. If you do not, and have not submitted a valid application for a visa extension or to switch to another visa category, then you will be considered an overstayer.

'Overstaying' means that you have stayed beyond the time limit of your visa. Although the immigration rules permit you to apply under Tier 4 as an overstayer, you do not have a right of appeal against a refusal and you are in the UK unlawfully pending the decision from the Home Office. While you are an overstayer you cannot be enrolled or engaged in study at the university. If you are currently enrolled, you will be required to defer or withdraw from studies.

Overstaying in the UK is a criminal offence. There is no "grace period" within which you can lawfully overstay. If you overstay for more than 28 days, you will not be allowed to apply for further leave to remain from within the UK.

If you overstay by more than 90 days, you will not be allowed to apply for further leave to remain from within the UK and you will be subject to a re-entry ban of at least 12 months.

Overstaying may have serious consequences for any future immigrations applications that you make. This can include visa applications for other countries.

The Home Office may at any time contact the university to question your whereabouts, and whether you have left the UK before your visa is due to expire. To evidence that you have not broken the law, please send a copy of your flight ticket details or exit/entry stamps in your passport, which will show the dates on which you have travelled overseas. This information should be sent to Immigration@glos.ac.uk.

FREQUENTLY ASKED QUESTIONS

CAS REQUEST

How long will my CAS take to be processed?

Once we receive a request for a CAS, you are unconditional for your course and we have received all the required supporting documentation, processing your CAS may take up to two working days. If you have a complicated immigration history we may need to ask the UK Home Office for an immigration history check to confirm that you are eligible for study. In these cases it may take longer than two working days.

What documents will I need to provide before I receive my CAS?

This will vary depending on the conditions of your admission. You will be asked to provide evidence of your academic qualifications (please note: provisional results will not be accepted), as well as evidence of your English language proficiency. You will also be required to provide:

- A completed CAS request form
- Scan of your passport(s)
- Scans of all previous UK visa(s)
- Any visa refusal notices
- If you have previously been refused for funds, we will also require the evidence of funds you intend to submit with your visa application.

Please note that, if you are applying inside the UK, you will not receive your CAS details until the (mandatory) one-to-one appointment.

Is my CAS deposit refundable?

It is university policy that any deposits, by definition, are non-refundable. However, in circumstances where a student cannot gain a visa to study in the UK, and where this is beyond the student's control, then a refund may be issued at the university Fees team's discretion.

VISA APPLICATION

My funds temporarily dropped below the required amount on my bank statement during the 28 day period. Is this OK?

This is not OK. If at any point the funds in your account drop below the amount required, the 28-day 'clock' will reset and you will have to keep the funds for a further 28 days.

Is it OK if I am sponsored by my parents?

The UK Home office does not consider parental sponsorship to be official financial sponsorship. In these cases, students should provide their parent(s)' bank statements, or should have the funds transferred to their own account and then use their own bank statement.

Can I provide an extended family member's bank statement?

You may only provide bank statements from parent(s) or legal guardian(s). In these cases you must provide a supporting letter showing that your parent or legal guardian agrees to your use of the funds for study. You must also provide a document evidencing your relation to this person – this is usually a birth certificate.

What companies can sponsor my study?

The UK Home Office only allow international companies to sponsor a student's study. The UK Home Office definition of an international company is not very clear, but has been taken to mean a company with offices in more than one country. Official sponsorship may also come from the UK government, your home government, the British Council, any international organisation, any university or an Independent School.

GLOSSARY

ATAS: Academic Technology Approval Scheme. Certificate required by some students studying courses containing potentially sensitive information.

Attendance Monitoring: Mandatory monitoring of your study via personal tutor meetings to comply with UK Home Office rules.

Biometric Residence Permit (BRP): This is a credit card-sized immigration document which contains information regarding your leave to remain in the UK. This card is your visa, and should be kept safe and carried when travelling in and out of the UK.

CAS Statement: A Confirmation of Acceptance for Studies statement to be used as part of a Tier 4 visa application.

Contact Address: Your term time address, usually in the UK.

Home Address: Your non-term time address, which for Tier 4 students will usually be overseas.

Police Certificate: Gained after registering with the Police, which is sometimes required as part of Tier 4 visa conditions.

Suspend/defer studies: A temporary gap in study.

Transfer course: When you switch to another university course part way through your current course.

Tier 4 Sponsor: Your Tier 4 sponsor is the institution that has given you your CAS statement for your visa application.

Vignette: A sticker inserted in your passport by Entry Clearance Officers as evidence of your leave to enter/remain either for 30 days (ie before you collect your BRP), or for the entire course where the duration of the course is less than six months.

Withdraw from Studies: When you cease study (voluntarily or involuntarily) with the University and do not intend to return.

WHERE TO FIND HELP

For more advice, please contact a member of staff in the Compliance team, or at the University Student Helpzones.

IMMIGRATION COMPLIANCE TEAM

Specialist immigration advice
Visa Advice Service
Visa extensions
Attendance Monitoring
CAS issuance

Location: Park campus, Cornerways Building, Room 011

Email: immigration@glos.ac.uk

Website: www.glos.ac.uk/study/international/pages/pre-arrival.aspx
or for current students <https://myhelp.glos.ac.uk/get-visa-and-immigration-advice/Pages/default.aspx>

HELPZONES

Academic advice, accommodation, child care, counselling, disability, faith and chaplaincy, finance advice, mental wellbeing, medical services, general welfare

Location: Park, Francis Close Hall and Oxstalls campus reception

Email: Helpzonepark@glos.ac.uk
Helpzonefch@glos.ac.uk
Helpzoneoxstalls@glos.ac.uk

Website: www.glos.ac.uk/helpzones

For further information
please contact:

E: immigration@glos.ac.uk