



Immigration Handbook 2017

warwick.ac.uk/immigration
#warwick2017

WARWICK
THE UNIVERSITY OF WARWICK

Greetings from the Immigration Service!



“The Immigration Service is an experienced team of advisers and support staff based in the Office for Global Engagement. We offer immigration advice to new and returning University of Warwick students and their families.

We have produced this handbook as an introduction to some of the immigration issues which may concern you during your time in the UK. Many of the topics mentioned in this booklet are covered in greater detail on our website, so where appropriate we have included links to further information.


I take this opportunity to welcome you to the University Warwick and invite you to get in touch if you have any queries or concerns – we would love to hear from you.”

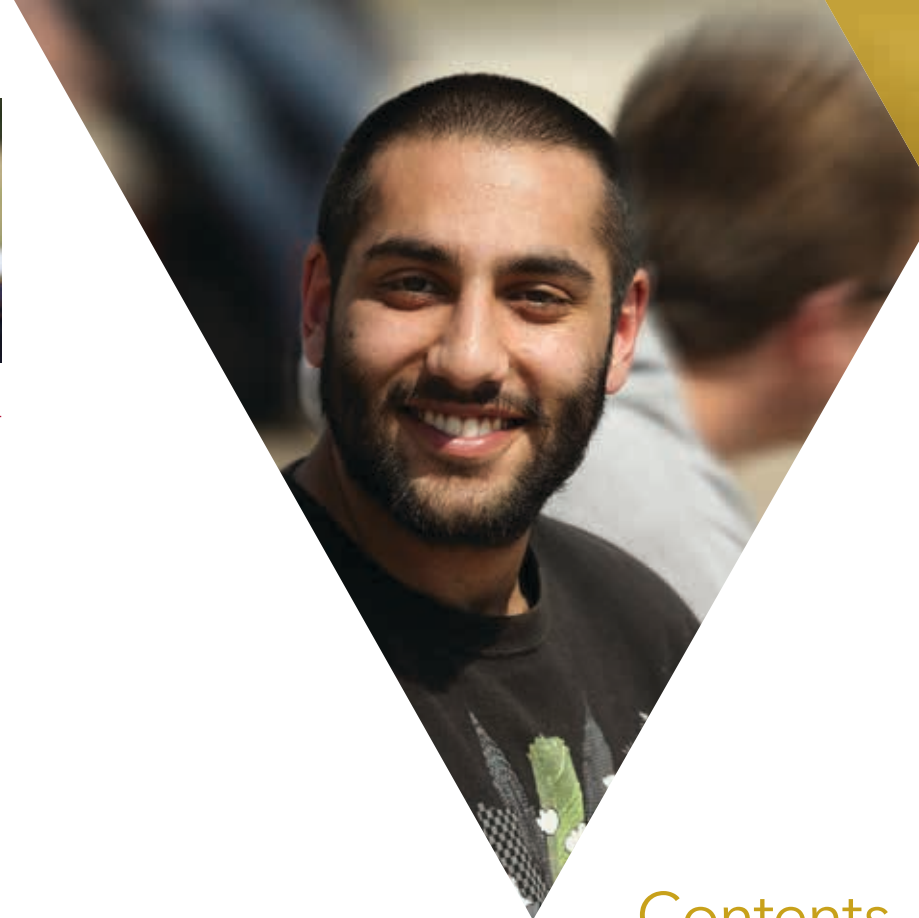
Marianne Davies
Head of Immigration Services

The University of Warwick was ranked 4th out of all participating Russell Group universities for ‘Visa Advice’ in the International Student Barometer/ Student Barometer (Autumn Wave 2015) with a satisfaction rate of 89.5%.

All information contained in this guide was correct at the time of going to print however immigration regulations are subject to change, often at short notice, so you should always consult our website or an adviser for the most up-to-date information.

 www.warwick.ac.uk/immigration

 Visit us at the **Study Abroad and Immigration Service Reception, 1st Floor, University House**



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Studying at the University of Warwick



As an individual who requires immigration permission to be in the UK it is important that you comply with UK immigration regulations during your stay.

Likewise, the University must also comply with UK immigration regulations by taking reasonable steps to ensure that all registered students who require immigration permission have, and maintain, valid leave for the duration of their studies. Complying with these responsibilities ensures that the University of Warwick retains its Tier 4 sponsor licence so that we may continue recruiting the best students from all over the world.

Your immigration responsibilities are:

Relating to the University

- ▶ Answer honestly and fully any questions relating to your immigration status and any previous UK visas held as part of our admissions and enrolment process
- ▶ Provide the University with a copy of your passport and immigration permission when you first enrol AND whenever you renew your passport or obtain a new UK visa
- ▶ Inform the University's Immigration Service if you switch into another visa category and provide a copy of your new immigration permission
- ▶ Keep the University updated with your UK contact details and any change to your circumstances
- ▶ Re-enrol for your course on time each academic year

- ▶ Study whilst you are in the UK, ensuring that you meet the progression and attendance requirements of your course with no significant gaps or unauthorised absences
- ▶ Consult the Immigration Service for advice on how changes to your registration status may affect your immigration status and right to study in the UK
- ▶ Provide the University with a copy of your ATAS certificate where applicable
- ▶ Follow University processes if you defer or suspend your studies, change your registration status, or withdraw from your course
- ▶ Inform the Immigration Service of your travel plans for leaving the UK if you defer, suspend or withdraw from your studies, if you are asked to re-sit without residence or you complete your studies early
- ▶ Check any Home Office correspondence and visas issued to you carefully and report incorrect conditions straight away – refer to the section 'Correcting an error on your Tier 4 visa' for more information

Other conditions of your visa:

- ▶ Ensure you do not breach the conditions of your visa
- ▶ Register your arrival in the UK with the police (if required to do as a condition of your leave)
- ▶ Ensure that you always have valid immigration permission and a valid passport throughout your stay in the UK by submitting applications to extend your leave or renew your passport in good time

- ▶ Inform the Home Office if your UK contact details or circumstances change www.gov.uk/change-circumstances-visa-brp/youre-in-the-uk-and-have-a-brp
- ▶ Leave the UK if you suspend your studies, withdraw from your course, your course is terminated, or if you are asked to re-sit without residence
- ▶ If you are a Points Based System Migrant (e.g. a Tier 1/2/4/5 visa holder), report any change of circumstance to the Home Office, including changes to your personal details, e.g. name, marital status and changes to any dependant family members' details

Our immigration responsibilities are to:

- ▶ Ensure that we only assign CAS to applicants/students whom we believe are likely to make a successful Tier 4 application
- ▶ Ensure that students who require immigration permission to study in the UK have such permission and maintain this throughout their period of registration
- ▶ Hold copies of all full-time non-EEA students' current passport and immigration permission, and all subsequent grants of leave during their period of registration with the University
- ▶ Keep up-to-date contact details for our international students and to record any **changes of address**
- ▶ Report any students who fail to enrol to the Home Office

- ▶ Ensure that students on full-time courses are only permitted to enrol if they have appropriate immigration permission
- ▶ Ensure that students who require ATAS clearance obtain this and apply for fresh ATAS clearance should the scope or direction of their research change or they need to extend their Tier 4 leave
- ▶ Monitor students' attendance and progression and report to the Home Office any failure to meet the requirements for progression and attendance as set out in the University Regulation 36

Would you like to know more?

Visit www.warwick.ac.uk/immigration/current/responsibilities ◀

IMPORTANT!



As an international student it is important that you comply with UK immigration regulations during your stay.

Protecting your immigration status

Useful hints, tips and good practice

- ▶ Check your visa for details of your work conditions and whether or not you need to register with the police
- ▶ Do not claim 'public funds'
- ▶ If you hold Tier 4 leave, only study at the sponsor institution that issued your CAS
- ▶ If you hold Tier 4 leave, be aware of what information your sponsor must provide to the Home Office and any changes that you need to report yourself
- ▶ Ensure that your maintenance funds are available to pay your living costs
- ▶ Open a UK bank account that sends monthly paper statements by post
- ▶ Make a note in your diary four months before your immigration permission runs out and book an appointment to meet an immigration adviser
- ▶ If you are required to register with the police, remember to keep them updated of any changes to your details
- ▶ Keep copies of your personal documents - we suggest that you scan everything to a portable flash drive
- ▶ Check emails – including spam folders – regularly so as not to miss important communications from the University or Home Office
- ▶ Keep all correspondence from UK immigration authorities – scan to a flash drive
- ▶ Do not get into trouble with the police, or commit driving offences
- ▶ Do not breach the conditions of your leave
- ▶ Remember to report any change of address to the UK immigration authorities
- ▶ If you have a Biometric Residence Permit card, you need to report a change of address using the paper Migrant Change of Circumstances form at www.gov.uk/government/publications/notification-of-change-of-circumstances-form-mcc
- ▶ If your visa is lost or stolen notify the Home Office immediately and apply for a replacement as soon as possible - refer to the section 'Lost or stolen passports and visas' for more information
- ▶ If you have a vignette (visa sticker), you can report a change of address using the Home Office's online Change of Address form at www.gov.uk/outreach/AddressUpdate.ofml
- ▶ If leaving the UK during a period of temporary withdrawal, retain details of your flights and provide this information to the University if requested to do so ◀

IMPORTANT!



It is a criminal offence to breach the working conditions of your visa.



Time limits on UK study

On 6 April 2012, the Home Office introduced limits on how long a Tier 4 student is permitted to stay in the UK studying at various levels.

- ▶ 2-year cap: for sub-degree level courses such as the Warwick International Foundation Programme, Diploma courses and English language courses
- ▶ 5-year cap: for studying at degree level and above (but not your 1st research course)
- ▶ 8-year cap: for a 2nd research degree there is no study limit for the 1st research qualification. A research qualification refers to an MRes, Master's by research, MPhil, PhD and any other doctorate qualification

What is the 2-year study limit and will it affect me?

If you are aged 18 or over, you cannot spend more than two years in the UK as a Tier 4 (General) student studying below degree level courses. If the leave you will be granted for a proposed course of study would lead to you spending over two years (24 months) studying below degree level as a Tier 4 (General) student since the age of 18, your visa application will be refused.

In the following circumstances only, the 2-year cap is extended to 2 years 11 months:

- ▶ you have never studied in the UK as a Tier 4 (General) student before
- ▶ you are applying for leave to study a two year course

What is the 5 year study limit and will it affect me?

The five year limit applies to all degree level study undertaken in the UK on either a Tier 4 (General) Student Visa or on an old-style Student Visa (this is the student visa issued before 31 March 2009.)

If you are making a Tier 4 application to enter or remain in the UK and if that permission were granted it would result in you having spent more than five years studying at degree level in the UK, your application will be refused, unless you qualify for one of the exceptions (see our website for details).

What is the 8 year study limit and will it affect me?

If you have already completed a postgraduate research degree (including MRes, Master's by research and any doctorate level studies) as defined by Annex 4 of the Tier 4 Policy Guidance, and want to pursue further studies in the UK, you will be subject to an '8-year cap' (including leave granted for courses below degree level, but not leave granted under the Doctorate Extension Scheme)

Check our website for details of concessions and exceptions to these rules www2.warwick.ac.uk/study/international/immigration/tier4/length/5-year_cap_on/

How will the Home Office calculate the duration of my study?

The UKVI will consider how much leave you have already received to study at sub-degree or degree level as a Tier 4 (General) (or Pre-Tier 4 student) visa and add the length of leave that you will receive if your visa application for the course you wish to pursue is granted. They will base their calculation on the 'valid from' date and the 'valid until' date of each period of leave.

When calculating the 8-year study period caseworkers will not include any time spent in the UK as a Tier 4 (Child) or Tier 4 (General) Student aged 16 or 17 years.

Study undertaken on any other non-Tier 4 visa which permits study, such as a Points Based System Dependant visas, or Short Term Student Visa, will not be included in the study calculation. However, periods of leave granted but not spent studying (for example, if you withdrew before completion) will be included until the date your visa was curtailed (if it was ever curtailed).

The UKVI will count time in months, with individual days rounded upwards or downwards to the nearest month. Dates falling on the middle day of the month will be rounded downwards. If you have two visas with overlapping period, the overlapping period will not be double-counted.

What if I need more time than permitted to complete my course?

If you are concerned that any of the UK study limits may mean that you are unable to complete your course of study you should contact the Immigration Service for further advice.

Police Registration



IMPORTANT!



At your first visit you will be issued with a Police Registration Certificate (PRC) if you do not already have one.

How do I know if I need to register with the police?

People of certain nationalities, who come to the UK for more than six months may be required to register their arrival in the UK at their local police force. If this is a condition of your leave it will be shown on the visa in your passport (vignette), BRP (Biometric Residence Permit) or Home Office letter.

BRPs issued to entry clearance applicants (visa applications made overseas) and collected on arrival to the UK may not show this visa condition. The condition to register with the police will be shown in the Home Office decision letter you receive when your application is decided, and on your temporary travel visa, so you should check both carefully.

Haytham Hussein
PhD Chemistry



"I would like to thank the immigration team for their kind help and support. The level of service and advice were excellent."

Registering with the police (if required to do so) is a legal requirement and condition of your leave that you must comply with. Failure to do this is a breach of your immigration permission and could have serious implications for any future UK visa application; it could result in the Home Office refusing to grant you further leave or taking action to remove you from the UK.

You should keep the certificate safe. You do not need to carry it around with you but you must present it within 48 hours if asked to by the police.

When you register with the police for the first time, you will be issued with a Police Registration Certificate (PRC). It is your responsibility to ensure that you keep this document up to date.

When should I register?

Usually, you must register with the police within 7 days of arrival in the UK as per the conditions on your visa. Or if you are required to collect a BRP after arriving in the UK, within seven days of doing so. You will need to present your BRP card to the police during your police registration appointment therefore, please ensure you have collected in advance of booking a police appointment.

However in some cases, this rule is relaxed. If you arrive in September or October and are living locally you will be able to delay registering until later in the autumn when the police will come to campus. For more information about how to book an appointment with the police see www.warwick.ac.uk/policeregistration

If you need to extend your Tier 4 visa we will insist that you update your Police Registration Certificate (PRC) before you apply. If you do not do this the Home Office are likely to return your PRC and instruct you to update it before they will consider your visa application.

Where should I register?

This will depend on where you are living and the time of year. You should always register with the correct police office and check the process for your location; some police stations require you to have made an appointment in advance, at others you may just turn up and wait to be seen.

When do I need to update my PRC?

In addition to registering when you first arrive in the UK, you should also report any of the following change of circumstances to the police:

- ▶ If you change your residential address
- ▶ If you change your course of study or institution
- ▶ If you change your name
- ▶ If you get married/divorced
- ▶ If you extend or obtain a new visa
- ▶ If you renew or obtain a new passport
- ▶ If you change your nationality
- ▶ If you have a baby

What should I do with my PRC when I leave the UK?

You should take your PRC with you and keep it safe. Bring it with you next time you visit the UK.

Would you like to know more?

Visit www.warwick.ac.uk/policeregistration ◀

Correcting an error on your Tier 4 visa

When you receive your Biometric Residence Permit you must check it carefully to make sure it is correct in terms of your details, the amount of leave (length of visa) that has been granted and the conditions that have been added or omitted (such as permitted working hours and police registration.) Tier 4 students are required to report any errors on their BRP card to the Home Office within a specified timescale. They also need to inform the University of any mistakes that need to be corrected.

If a mistake is not reported immediately it may not be possible to correct at a later stage.

How to correct an error on my BRP

How you get errors corrected on your BRP will depend on where you made your visa application. If you applied for your leave overseas and your BRP is being delivered to the University, we will

report any mistakes found when we receive your card. However, you should still check your visa carefully when you collect it.

If you are collecting your BRP from a local Post Office you should check your details very carefully as you will need to notify the Home Office of any mistakes. The letter which accompanies the BRP gives instructions on how to have any errors corrected.

Incorrect amount of leave (length of visa) granted or incorrect conditions

If you applied for your BRP card within the UK and there is a mistake with the length of the visa or the working conditions, you will need to apply for an administrative review. There will be a fee for this but it will be refunded if the Home Office agree that there was an error on your BRP. You need to email the Home Office within 14 days of receiving the BRP to admin.review.enquiries@homeoffice.gsi.gov.uk and follow the advice you receive.

Reporting other errors

Report any other mistakes using the online form www.biometric-residence-permit.service.gov.uk/correct-mistakes/location

The Home Office will reply giving information on what to do next.

Errors to entry clearance vignette

If you are studying in the UK for more than 6 months you should be issued with a temporary travel visa and then collect a BRP after you have arrived in the UK. Some students may receive a vignette (sticker) in their passport which covers the full length of their study in the UK, which is an error. If this happens you should attempt to have it corrected before you travel by the visa application centre that processed the application. Any errors of this type found after you have travelled to the UK should be reported by email (attaching a copy of the incorrect vignette) to EntryClearance.Errors@fco.gsi.gov.uk ◀

Bringing your family to the UK

Can my family join me in the UK?

Your dependants can apply for immigration permission to join or remain with you only if you hold a PBS (Points Based System) visa, such as Tier 4, and:

- ▶ you are government-sponsored and your course is longer than six months, OR
- ▶ you are doing a postgraduate level course of 12 months or longer at a publicly-funded Higher Education Institution or a 'UK recognised body', OR
- ▶ your current or most recent immigration permission was as a Tier 4 (General) student or a pre-Tier 4 student on a course longer than six months, AND
- ▶ all four bullet points below apply:
 - ▶ your permission is current or expired no more than three months before this immigration application
 - ▶ your new immigration application is for a course that is longer than six months
 - ▶ your dependant already has Tier 4 dependant or 'student' dependant immigration permission (or it is the most recent immigration permission that they had, and it expired no more than three months before this application)
 - ▶ you apply for immigration permission at the same time as your dependant

Which family members can join me in the UK?

The only family members who can make applications as Tier 4 'dependants' are partners and children.

Your partner can be the following:

- ▶ husband or wife
- ▶ civil partner (civil partners are same-sex couples who have registered their partnership, to gain formal legal recognition of their relationship)
- ▶ unmarried partner or same sex partner (you must be able to evidence that you have been living together in a relationship similar to marriage or civil partnership for at least 2 years)

Yuefan Xiao, China
MA Globalisation &
Development, PhD Politics
& International Studies



"The immigration team has helped me with five visa applications during my 7-year time at Warwick. Their efforts have made my life hassle free when it comes to immigration matters. Thank you for everything you have done to support me!"

IMPORTANT!



You cannot bring parents or siblings to the UK as your Tier 4 dependants.

Your partner must be at least 18 years old when they arrive in the UK, you must intend to live together for the duration of your studies and your partner must intend to leave the UK at the same time as you.

Children must be:

- ▶ aged under 18 OR
- ▶ aged 18 or over only if they are already in the UK with immigration permission as a dependant child. If your current immigration permission is not permission granted under the Points Based System, you must apply at the same time as your child for leave to remain under the Points Based System.

The Immigration Rules state that both parents should be present in the UK, except in very exceptional circumstances as stated in the Immigration Rules – ‘Part 8 – Family Members’.



Does a baby born in the UK need a visa?

It is not necessary for a baby born in the UK to apply for a visa unless they intend to leave the UK and re-enter, in which case the baby must have valid immigration permission to return to the UK. Therefore, a successful visa application must be made either in the UK prior to leaving, or from the baby's home country before returning to the UK.

If you have recently given birth or are due to give birth in the UK, you should be aware that from April 2015 your child's rights to access secondary health care (specialised hospital treatment) in the UK has now changed. From the date of the child's birth, they are entitled to three months free access to secondary NHS health care. Once they are three months old, they must pay for any secondary health care they may need.

Your baby can only access secondary healthcare by submitting a visa application.

Therefore, we strongly recommend that you submit a visa application for a child born in the UK as soon as possible so that the NHS surcharge payment can be made at the time of application, entitling the baby to access any NHS care that they may need after they are three months old.

Would you like to know more?

Visit www.warwick.ac.uk/immigration/tier4/dependants ◀

If your situation changes

Academic Progression

From 4 July 2011, the Home Office UK Visas & Immigration (UKVI) made it a requirement for Tier 4 sponsors to include a statement in student's CAS (Confirmation of Acceptance for Studies) confirming that the student will (on the course they have applied for) be making academic progress from any study previously undertaken in the UK. Without this statement, the CAS will not attract the required 30 points and the Tier 4 visa application will be refused.

Does this requirement affect me?

It will affect you if you have previously studied, or are currently studying, a course in the UK using a Tier 4 (General) Student Visa, or an old-style Student Visa. Your 'academic progression' will need to be assessed by the University before a CAS can be assigned. This applies to both offer-holders and continuing students. If you are an offer-holder, your Admissions team will usually become aware of your previous UK-based study when they read your application form and supporting documents but a full assessment will be made after you have submitted a CAS request online (as part of the CAS assignment procedure). There are a number of exemptions to the academic progression rule; for more information about please refer to our website: www2.warwick.ac.uk/study/international/immigration/tier4/acprog

Completing your studies earlier than expected

If you are enrolled at Warwick on a Tier 4 (General) Student visa and finish your course before the end date stated on your CAS, the University will be obliged to report this change of circumstance to the Home Office as part of our Tier 4 sponsor licence duties. You will receive email notification when this report is made.

If you believe that the Home Office have been wrongly informed of a change in your circumstance you should contact Warwick Immigration Service immediately.

On receipt of this report the Home Office may take action to curtail (shorten) your Tier 4 visa. This is because you have been issued a visa for study and if you are not studying because you have completed your course, you are no longer able to meet the conditions of the leave you have been granted.

If there are more than 60 days remaining on your Tier 4 visa after the date that you complete your studies, the Home Office will curtail your leave to just the additional four months granted to students enrolled on courses of 12 months or longer. If you have fewer than 60 days of leave remaining, the Home Office will normally take no further action, but you will need to either exit the UK before your visa expires or submit an application for new leave. The Home Office will usually notify you of curtailment action by email, to the address given in your most recent Tier 4 visa application.

Curtailment of leave is most likely to occur where undergraduate students transfer from a four year to a three year course and have the original four year grant of leave (visa) shortened to three years plus the additional four months after the new course end date. PhD students who complete their studies with excessive time remaining on their Tier 4 visa can also expect their leave to be curtailed to four months from the date of the report. The additional four month 'wrap up period' before leave is curtailed is intended to enable students to make arrangements to leave the UK or to switch into another visa category, such as Tier 2.

If you have dependants in the UK whose leave is linked to yours it is important to remember that they too will have their visas curtailed in the event that you complete your studies earlier than expected.

If you are enrolled on another visa type and complete your studies earlier than expected we are not obliged to report this to the Home Office.

There could be other implications however, depending on the type of visa which you hold and you should always contact the Immigration Service if you have any concerns.

Changing your study location

Occasionally postgraduate students may wish to travel overseas to conduct research as part of their studies. Any such opportunity must be discussed with your department supervisor who will advise whether it will be possible and agree with you a plan for how and when you will remain in contact with the University while outside the UK. It is important that you retain meaningful contact with your department during any change of study location, as this forms part of the University's obligations as your Tier 4 sponsor.

A change of study location of three months or longer undertaken by a student on a Tier 4 (General) Student visa must be reported to the Home Office; this will not affect your visa end date or result in curtailment of your leave while you remain a fully registered student of the University of Warwick. We also have to report when you are expected back, so if your return to the UK is delayed you must inform your department to ensure that our reports are up to date. This will help avoid any difficulties you may have at the airport when re-entering the UK.

A change of study location lasting fewer than 3 months does not have to be reported, but should still be approved by your academic department and a monitoring plan agreed.

If you have family members in the UK as your Tier 4 dependants, they may remain here during your change of study location and are not expected to travel overseas with you. A change of study location does not need to be reported for students enrolled with visa types other than Tier 4.

Taking time out from your studies

If you are enrolled on a Tier 4 (General) Student visa and decide to temporarily withdraw you will need to be aware of the implications taking a break may have on your immigration permission and that of any family members who may be here as your dependants. In most cases the Tier 4 student and any dependant family members will have their leave curtailed and will need to leave the UK.

When considering time out from your studies you should speak to your personal tutor or another member of staff in the department in the first instance to discuss what options may be available to you.

You can also meet with an International Student Adviser in the Immigration Service if you have any questions or concerns about the implications that taking time out may have upon your ability to remain in the UK or complete your future studies.

We recognise that studying in the UK can often be challenging. The University offers a full range of Student Support Services to assist you during your time with us. www.warwick.ac.uk/studentsupport

Withdrawing from your course permanently

Should you decide to withdraw from your course completely and you hold a Tier 4 visa sponsored by Warwick, we will have to report to the Home Office when you cease being a registered student; you will receive email notification when this has been done. This report will usually trigger curtailment action against your visa as it is no longer appropriate to hold a study visa sponsored by a University where you are not enrolled as a student. The Home Office will usually email you with a curtailment notice which will give a date by which you should either leave the UK or make a new application for leave to remain in the UK.

If you believe that the Home Office have been wrongly informed of a change in your circumstance you should contact Warwick Immigration Service immediately.

If you intend to join a course at another University it is unlikely that you will be permitted to enrol until you have made a new Tier 4 application using a CAS assigned by them.

You should contact the immigration service at your new institution for advice about submitting a new Tier 4 visa application before the visa you were issued for study at Warwick is curtailed.

Would you like to know more?

Visit www.warwick.ac.uk/immigration/tier4/changes ◀

Travelling while a student

You may wish to travel outside of the UK whilst you are registered at Warwick. Our website www.warwick.ac.uk/go/immigration/travelling has lots of information that you may find useful when making a visa application to another country.

Remember! If your visa is a separate BRP card rather than a vignette sticker inside your passport, you must take it with you when you travel as you will need to show it upon re-entry to the UK.

Travelling to Europe

If you are a non-EEA national and are planning a European vacation you will need to apply for a Schengen visa. This special travel visa allows the holder to travel freely between the EEA countries that have signed up to the Schengen Agreement without the need for separate visa applications.

In order to apply for a Schengen visa you will need a copy of your travel itinerary and a special status letter which you can request from Student Reception, located in Senate House on main campus.

You should apply to the Embassy of the country where you intend to stay the longest or, if you are travelling to a number of countries and do not have a main destination, to the Embassy of the country you will enter first. Requirements can vary so check the Embassy's website for details on what documents you need to provide.

Please note at the time going to print, this information is correct and we have no further information on how the visa system for Europe will change as a result of UK's vote to leave the EU. For up to date information on visas for Europe for Tier 4 students, please check our website www.warwick.ac.uk/immigration

Travelling to other countries

If you need to travel to a country outside the Schengen area, Embassy websites contain information about what type of visas are available and how to make an application.



If you need more information and your trip is connected to an aspect of your studies, you should contact the University's Immigration Service for further guidance.

Hints and tips for a safe trip

- ▶ Check the visa requirements of your destination country well in advance and do not leave your visa application until the last minute
- ▶ Check the travel advice on the Foreign and Commonwealth Office website: www.gov.uk/fco
- ▶ Take out comprehensive travel insurance to cover both you and your belongings
- ▶ Store your passport in the hotel safe, only carry photocopies with you
- ▶ Do not carry large sums of money, consider using a credit card or travellers cheques which can be insured against loss or theft
- ▶ Beware of pickpockets in urban areas, keep belongings close to you in restaurants and bars
- ▶ Never leave your luggage unattended, avoid placing bags on the back of chairs
- ▶ Be discreet when using mobile phones or tablets in busy public areas

Would you like to know more?

Visit www.warwick.ac.uk/immigration/othersvisas/travelling ◀

Lost or stolen passports and visas

Passport lost or stolen overseas

You need to report this to the police and apply for a replacement passport. Contact your country's Embassy or High Commission in the country where you are for information on how to do this.

Passport containing UK visa lost overseas

If your passport contained your visa vignette (valid for the full length of your studies in the UK), you will need to make a normal Tier 4 application in order to replace it. You must pay the full application fee but no CAS or other supporting documents are required. You must use the online form at www.visa4uk.fco.gov.uk and select the following options:

Reason for visit: Study > Visa type: PBS Tier 4 student > Visa sub type: Tier 4 (General) student.

In the final section of the form where you can provide any other information to be taken into consideration, enter full details of how and where you lost your passport and visa and explain that you are applying for a replacement.

IMPORTANT!



Make sure that you bring your new passport and visa into the Immigration Service when you return to the UK for our records.

Biometric Residence permit (BRP card) lost or stolen overseas

You must notify the Home Office via their online form at www.gov.uk/biometric-residence-permits/lost-stolen-damaged. You must also report the loss or theft to the local police station and obtain a police report or crime reference number.

A replacement BRP card cannot be issued from outside the UK. You must apply for a single entry visa vignette that you can use once to re-enter the UK.

To do this complete the online form at www.visa4uk.fco.gov.uk and select the following options:

Reason for visit: Other > Visa type: Others > Visa sub type: Replacement Biometric Residence Permit

You will be issued a single use visa which will enable you to return to the UK but you must apply for a replacement BRP card within a month once back – the Immigration Service can help you do this.

If you lose your passport or visa whilst overseas you are strongly advised to contact the Immigration Service so that we can offer you support.

Passport containing your UK visa lost in UK

If your passport contained your visa vignette (valid for the full length of your studies on the UK), you will need to apply to UKVI using the transfer of conditions application form. See the following link for more information www.gov.uk/transfer-visa

Biometric Residence permit (BRP card) lost or stolen in UK

If you were in the UK when your visa was lost or stolen you must apply for a replacement BRP within 3 months. Failure to do this is a breach of your immigration permission and will result in a civil penalty fine of £250, increasing to an additional £500 after further non-compliance.

Would you like to know more?

Visit www.warwick.ac.uk/immigration/lostpassportandvisas ◀

Inviting friends and family to the UK



While you are studying in the UK you may wish to invite friends or family members to come and visit you, or they might plan to attend your graduation ceremony at the end of your course.

Tier 4 students cannot bring parents or siblings to the UK as dependant family members, therefore your visitors will need to obtain immigration permission in their own right. Unless they already hold a valid visa which will allow them to visit the UK a Standard visitor visa (sometimes also referred to as a Tourist visa) is the most appropriate type of immigration permission for someone coming to the UK for a short trip.

Would you like to know more?

Visit www.warwick.ac.uk/immigration/othervisas/generalvisitor ◀

Working alongside your studies



IMPORTANT!



From July 2016, breaching the conditions of your immigration permission could result in fines and/or a custodial sentence.

You should read the Immigration Rules and Tier 4 Policy Guidance in order to gain the best understanding of your work rights. Breaching the conditions of your leave by working more hours than entitled or by undertaking a type of employment not permitted is now a criminal offence in the UK.

Working during your studies

How many hours can I work on a Tier 4 (General) Student visa?

Please check your visa carefully on receipt for the working conditions applied to your leave; usually the following applies:

Foundation programmes, Pre-sessional English (and other courses below degree level)

- ▶ Maximum of 10 hours a week during term time
- ▶ Full-time during official vacation periods and during the additional leave granted after the end date stated on the CAS
- ▶ Full-time on a work placement which is an integral and assessed part of the course and which is not more than a third of the total length of the course (50% for students who applied for their current leave before 6th April 2012)

Undergraduate

- ▶ Maximum of 20 hours a week during term time
- ▶ Full-time during official vacation periods and during the additional leave granted after the end date stated on the CAS
- ▶ Full-time on a work placement which is an integral and assessed part of the course and which is not more than 50% of the total length of the course

Postgraduate Masters

- ▶ Maximum of 20 hours a week until the course end date stated on the CAS, or the revised course end date in the case of academic extension, whichever is later
- ▶ Full time after your CAS end date has passed. However, if your course length is extended, your original working conditions will apply with from immediate effect
- ▶ Some employers may insist on proof of the conferral of the degree before allowing you to work full-time

Postgraduate Research

- ▶ Maximum of 20 hours a week until PhD award officially conferred by the University, unless an application has been made for further leave under the Doctorate Extension Scheme
- ▶ Full time once your degree has been conferred

If you are doing work for an employer based outside of the UK, the hours of work that you undertake for them whilst you are in the UK still count towards your limit of 10 or 20 hours a week.

Whilst working on a Tier 4 (General) Student visa you must not:

- ▶ accept a full-time, permanent job
- ▶ be self-employed or engage in business activity e.g. you have a financial or other significant beneficial interest beyond that of an employee

- ▶ be employed as a doctor or dentist in training
- ▶ be employed as a professional sports person or entertainer

University Term Dates

Please visit our website for the term times for the academic year 2017/18

www.warwick.ac.uk/study/termdates

Please note, University term dates are irrelevant for Postgraduate students who do not have the same official vacation periods as Undergraduates.

Students on a Tier 4 visa must adhere to the conditions attached to their visa concerning how many hours they are permitted to work per week. If you break the conditions attached to your leave, this may affect your current immigration status any subsequent UK visa applications.

If you withdraw from your studies, you will lose all work rights with immediate effect, regardless of when your visa expires.

If you hold a visa other than Tier 4 (General) Student

You may work in accordance with the conditions as stated on your visa. If you are unsure what this means, please contact the Immigration Service for further advice.

Students who entered the UK with Short-term Study Visas either through Entry Clearance (immigration permission granted overseas) or by obtaining a visitor stamp on arrival to the UK are **not** permitted to undertake any employment while in the UK.

Volunteering

Tier 4 (General) students can volunteer while they are studying. Voluntary work is distinct from volunteering. Hours of voluntary work (not volunteering) must be counted in the total number of hours permitted.

When determining whether an activity constitutes volunteering or voluntary work, consider the following differences:

- ▶ Voluntary workers will usually have contractual obligations, e.g. attend at set times and perform specific tasks; the employer is contractually required to provide work (although the contract may not be written) and the worker is usually remunerated in kind
- ▶ Volunteers do not have a contract, they usually help a charity, voluntary or public sector organisation, although they must not be a substitute for a paid employee and must not receive payment in kind

Work placements

If you are in the UK on a Tier 4 (General) Student visa sponsored by the University of Warwick, the regulations regarding what can be undertaken as a work placement are very strict. Home Office Policy Guidance states that in order to comply with the conditions of leave granted under Tier 4, all work placements must be an **assessed and integral** part of the academic course, making up **no more than 50%** of the programme duration for degree level and above, or a third of the programme duration for below degree level where a student applied for their Tier 4 leave after 6 April 2012.

Students on an intercalated year where the placement is organised through the University will be able to do this on their existing Tier 4 visa, but will need to extend their leave for an additional year where they have transferred to the four year course after enrolment. (Please note that it is likely this application will need to be made outside the UK, visit our website for more information).

Undergraduate students holding Tier 4 visas are able to undertake work placements during recognised University vacation periods or during the four months leave granted after their course end date.

Unitemps

If you are looking for part-time work during your studies you may want to consider registering with Unitemps, the temporary employment agency owned and run by the University of Warwick. Unitemps can help you find suitable temporary work to fit around your study commitments. Visit their website for more information www.unitemps.co.uk

After your studies

There are several options available which may enable you to stay in the UK and work after your graduation. Here we present a brief overview; please consult our website for more details, and for recent updates from the Home Office website as this information is subject to frequent change.

Tier 1 Graduate Entrepreneur Scheme

This category is for graduates of UK universities who have been officially endorsed by a UK HEI or the Department for International Trade (DIT) as having a genuine and credible business idea.

Tier 1 Entrepreneurs

This category is aimed at individuals whose intention it is to invest in the UK by setting up or taking over and being actively involved in one or more businesses in the UK.

Tier 2

This category is for skilled workers with a job offer. Tier 2 ties you into one job and one employer for the duration of that visa's validity.

IMPORTANT!



If you wish to stay in the UK and work after your studies, make use of the services and events offered by the University of Warwick's Careers and Skills team. www.warwick.ac.uk/careers



Your employer will act as a sponsor and will therefore have a legal obligation to the Home Office to report on your attendance and compliance under this category.

There are some concessions available to Tier 4 students switching into Tier 2 from inside the UK, which are detailed on our website: www2.warwick.ac.uk/study/international/immigration/othervisas/tier2

Tier 5 Government Authorised Exchange

This may be a useful option for someone wanting to undertake professional training that is not possible to do under Tier 2. This Government Authorised Exchange is for applicants coming to

the UK through approved schemes that aim to share knowledge, experience and best practice through work placements, whilst experiencing the wider social and cultural setting of the UK.

Tier 4 Doctorate Extension Scheme (DES)

This 12-month work scheme is available for students completing a doctorate (PhD) in the UK. The scheme is intended to act as a bridge into other work categories enabling doctoral graduates to have more flexibility with work options after graduation.

DES visa holders are not tied to one employer or position and there are no minimum salary requirements. It is possible to switch into Tier 2 and benefit from the same concessions afforded Tier 4 visa holders, or to prepare a business case to switch into the Tier 1 Graduate Entrepreneur or Tier 1 Entrepreneur categories. You can only apply for the Doctorate Extension Scheme from inside the UK, before your PhD is conferred by University Senate.

Successful applicants will remain under the sponsorship of the University during the twelve month period or until such a time as they switch into another visa category. It will be necessary for holders of this visa to remain in touch with the University as we will have monitoring and reporting duties to fulfil for the Home Office.

Would you like to know more?

Visit www.warwick.ac.uk/immigration/othervisas ◀



Glossary of common immigration terms

Academic Progression – a condition for Tier 4 applications made in the UK where a student needs to show they have successfully completed their previous UK study and they are applying for a higher level course.

Administrative Review – a process where the decision on your visa application is reviewed by the Home Office (not the original Caseworker).

ATAS – Academic Technology Approval Scheme, a UK Government scheme for certifying non-EEA/EU students for entry into the UK to study or conduct research in certain technology-related fields.

Biometrics – the process of collecting a person's fingerprints and photograph as part of a UK visa application.

BRP – Biometric Residence Permit. A visa issued within the UK for Leave to Remain applications or the second part of the Entry Clearance process that is collected by the applicant on arrival in the UK using the Temporary Travel Visa.

CAS – Confirmation of Acceptance for Studies, a unique reference issued by HEI's with a Tier 4 licence for use in a Tier 4 visa application.

Common travel area – a travel zone that comprises the islands of Ireland, Great Britain, the Isle of Man and the Channel Islands.

COS – Certificate of Sponsorship, a unique reference issued by employers with a Tier 2 licence for use in a Tier 2 visa application.

Curtailment – action taken by UKVI to shorten a Tier 4 visa where a student is no longer sponsored by their Tier 4 institution and this has been reported to the Home Office.

Dependant – a family member whose permission to enter or remain in the UK is linked to a spouse or parent.

DES – Doctorate Extension Scheme, a variant of Tier 4 leave which permits recent PhD graduates to remain in the UK for 12 months to work.

Enrolment – the process of confirming your registration as a student; at Warwick enrolment comprises two stages, online course registration and in-person document checking.

Entry clearance – a visa issued overseas for entry to the UK. For visas over six months, a temporary travel vignette/sticker is issued for travel to the UK, accompanied by a decision letter from the Home Office with details of the full leave (visa) granted. The applicant must collect their full visa (also known as a Biometric Residence Permit) on arrival in the UK.

HEI – Higher Education Institution, the term given to UK Universities.

IHS – Immigration Health Surcharge – a fee applicable to all non EEA applicants who are granted leave for the UK for longer than six months which entitles them to receive free services under the National Health Service (NHS).

Landlord Checks – landlords are required to check their tenants' immigration status before granting a tenancy agreement. This was introduced throughout the UK in 2016.

Leave – amount of time granted by the Home Office that allows the visa holder to enter or remain in the UK.

Leave to Remain – when someone who holds a valid UK visa applies for further leave to stay in the UK.

Maintenance – the money that visa applicants must evidence towards their living costs.

Overstay – an individual who has remained in the UK after the date on which their immigration permission (visa) expired.

PBS – Points Based System, the UK immigration system introduced in 2009 which comprises Tier 1, 2, 4 and 5 visa routes.

PEO – Public Enquiry Office, a UKVI building where premium visa applications are made in person.

Policy Guidance – a UKVI document which gives information about the application requirements of a particular visa category.

Priority application – a quicker (and more expensive) postal visa application, slots must be booked in advance of applying online and documents posted within 48 hours.

PRC – Police Registration Certificate, a document which some visa holders must keep updated as a condition of their UK visa.

Premium application – a quicker and more costly method of submitting a visa application by attending an in-person appointment at a PEO.

Schengen visa – a single visa which allows the holder to travel between the countries signed up to the Schengen agreement.

Short-term Study Visa – a visa issued for short periods of study no longer than 6 months, or 11 months for English Language courses (replaced Student Visitor Visa route in April 2015).

Temporary Travel Visa/Vignette – a 30 day visa given for UK leave granted overseas for more than six months which permits the holder to enter the UK and collect their BRP card.

Tier 4 (General) Student – a visa category under the Points Based System open to persons over 17 years of age holding an offer to study at a UK HEI.

Tier 2 – a visa category under the Points Based System for skilled workers with a job offer.

UKCISA – UK Council for International Student Affairs, an external advisory body based in the UK.

UKBA – UK Border Agency, the name by which UKVI was formerly known.

UKVI – UK Visas and Immigration, the department of the Home Office which administers UK immigration policy and regulations.

Vignette – the name given to an Entry Clearance visa sticker inside a person's passport.

Visa – a document issued by a country's government allowing the holder to enter (or to make a formal request to enter) or to leave that country. ◀

Sarah Goler Solecki
PhD Politics
and International Studies



"I really appreciate the help I received from the International Office when I applied to extend my Tier 4 visa. Everyone was very thorough and helpful."

Thank you!

warwick.ac.uk/immigration



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this brochure please recycle it

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