



WARWICK
THE UNIVERSITY OF WARWICK

Student Immigration and Visa Compliance Handbook

2019

Greetings from the University of Warwick Student Immigration and Compliance Team!



“The Student Immigration and Compliance Team is an experienced team of advisers, compliance officers and support staff based in the International Student Office, part of Student Opportunity, within the Education Group.

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 and visa compliance 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.

Let me take this opportunity to welcome you to the University of 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 3rd out of all participating Russell Group universities for 'Visa Advice' in the International Student Barometer (Autumn Wave 2018) with a satisfaction rate of 89%.

All information contained in this guide was correct at the time of going to print. Please note that 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

 **Study Abroad & Immigration Service Student Reception**
International Student Office, Student Opportunity 1st Floor, South Wing,
University House Kirby Corner Road, Coventry, CV4 8UW

 **Opening times: 9am – 5pm Monday to Thursday; 9am – 4pm Friday.**
See our website for scheduled office closure: warwick.ac.uk/isooh



Contents

Studying at the University of Warwick	4
Protecting your immigration status	6
Time limits on UK study	7
Police Registration	8
Correcting an error on your Tier 4 Visa	10
Bringing your family to the UK	11
If your situation changes	13
Travelling while a student	15
Lost or stolen passports and visas/BRP cards	16
Inviting friends and family to the UK	17
Working while in the UK	18
Glossary of common immigration terms	22

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 and teaching 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 (from time to time, our team will contact you regarding your immigration status and you are obliged to check your @warwick email address regularly and respond in a timely fashion)
- ▶ Inform the University's Immigration and Compliance team 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, for example by working more hours than permitted or undertaking types of work which is not permitted
- ▶ Register upon 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
- ▶ Leave the UK in good time 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. For example, your name, marital status and changes to any dependant family members' details

Our immigration responsibilities are to:

- ▶ Ensure that we only assign CAS to genuine 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

IMPORTANT!



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

- ▶ 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
- ▶ To notify the Home Office of any significant changes in your circumstances, for example, change of course study location for a period longer than 3 months, or you complete your course earlier than expected

Would you like to know more?

warwick.ac.uk/immigration/tier4/responsibilities

Protecting your immigration status

Useful hints, tips and good practice

- ▶ Check your visa or Home Office decision letter for details of your work conditions and whether or not you need to register with the police
- ▶ If you are required to register with the police, remember to keep them updated with any changes to your details such as address and marital status
- ▶ 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
- ▶ Keep copies of your personal documents such as passport and visa/ BRP card – we suggest that you back these up in a portable flash drive, online or keep pictures on your mobile phone
- ▶ Check emails – including spam folders – regularly so as not to miss important communications from the University or the Home Office
- ▶ Keep all correspondence from UK immigration authorities – scan to a flash drive, store online or in your mobile phone
- ▶ Do not get into trouble with the police, or commit driving offences
- ▶ Do not breach the conditions of your visa
- ▶ Remember to report any change of address to the Home Office
- ▶ Ensure you always keep your University student record up to date with your current address, email address and telephone number in the UK
- ▶ If your visa or BRP 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

- ▶ You can report a change of address using the Home Office's online Change of Address form at <https://eforms.homeoffice.gov.uk/outreach/AddressUpdate.ofml>
- ▶ If leaving the UK during a period of temporary withdrawal, retain details of your exit flights (boarding pass) and provide this information to the University when requested to do so

Scams

There are scams targeting international students where a person will call a student and claim to be from the UKVI, Home Office, Police Force from your home country etc.

They will usually demand personal details or payment and threaten action if you do not comply.

The Home Office or UKVI will NEVER call you to request payments or personal details.

DO NOT MAKE ANY PAYMENTS, DO NOT GIVE ANY DETAILS.

If you have been contacted, and have made a payment or given any details please contact us immediately.

Want to know more?

warwick.ac.uk/study/international/immigration/current/scams

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 or 6-year cap: for studying at degree level and above, but not any research course
- ▶ 8-year cap: for your 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.

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 any Tier 4 (or pre-Tier 4 student leave) granted since the age of 18.

Check our website for details of concessions and exceptions to these rules: warwick.ac.uk/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 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 us 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 your UKVI visa decision email or letter, the 30 day Temporary Travel Vignette the UKVI put in your passport, or your BRP (Biometric Residence Permit), so you should check these carefully.

You need to book a Police Registration appointment within 7 days of arriving in the UK if you are from:

Afghanistan, Algeria, Argentina, Armenia, Azerbaijan, Bahrain, Belarus, Bolivia, Brazil, China, Colombia, Cuba, Egypt, Georgia, Iran, Iraq,

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.”

Israel, Jordan, Kazakhstan, Kuwait, Kyrgyzstan, Lebanon, Libya, Moldova, Morocco, North Korea, Oman, Palestine, Peru, Qatar, Russia, Saudi Arabia, Sudan, Syria, Tajikistan, Tunisia, Turkey, Turkmenistan, United Arab Emirates, Ukraine, Uzbekistan or Yemen

Registering with the police, if you are 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 term when the police will come to campus.

For more information about how to book an appointment with the police see:
www.warwick.ac.uk/policereg

The police registration offices are very busy during this term, hence your appointment may be well after the 7 day limit.

Do not worry, as long as you have booked an appointment with the police, you will not be penalised, as long as you attend the appointment, whenever that is.

If you need to extend your Tier 4 visa you are normally required to have updated your Police Registration Certificate (PRC) before you apply. If you are unable to do so because of poor appointment availability, you should write a personal letter and include it with your appointment booking confirmation as evidence.

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

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/policereg**

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 personal 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 errors that need to be corrected.

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

How do I 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 visa overseas and your BRP is being delivered to the University, we will report any mistakes found when we receive your card and arrange for the correction. 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 yourself. The letter which accompanies the BRP gives instructions on how to have any errors corrected.

How long should my visa be valid for?

Please refer to our website for when your visa will be valid from, and valid to. Remember, if your CAS is assigned under the 'Tier 4 Pilot Scheme', your visa should be valid for the full length of your course plus 6 months after your official course end date.

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

You will then need to 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 and applied for your visa overseas 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 by the visa application centre that processed the application before you travel.

However, if this is not possible or you found the error after you have travelled to the UK, you should report the mistake to the Home Office 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 9 months or longer at a publicly-funded Higher Education Institution or a 'UK recognised body', such as the University of Warwick

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.

IMPORTANT!



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

Your partner can be the following:

- ▶ husband or wife
- ▶ civil partner
- ▶ 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.

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 plan to apply overseas, please make an appointment with an International Student Adviser to discuss this option further.

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 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 PBS Dependant 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

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"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!"

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 students 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. Your 'academic progression' will 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: www.warwick.ac.uk/immigration/tier4/acprog

Changing course after getting your visa

Depending on the type of change, you may or may not need to make a new visa application. If you are considering a change of course, please see full details on: www.warwick.ac.uk/immigration/tier4/changes/coursechange

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 us 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 4 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.

Curtailed 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. The additional four month 'wrap up period' (6 months for visa granted under post graduate Pilot Scheme) 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 academic 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 read the detailed information on the website below and/or meet with an International Student Adviser in our team 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.

www.warwick.ac.uk/immigration/current/changes/

We recognise that living and 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/studentssupport

Withdrawing from your course permanently

Should you decide to withdraw from your course permanently 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/immigration/travelling has lots of information that you may find useful when making a visa application to another country.

Remember, if your visa is on a Biometric Residence Permit (BRP) rather than a vignette sticker inside your passport, you must take it with you when you travel (in addition to your passport) as you will need to show both upon re-entry to the UK.

Please take extra care not to lose your BRP card as you will have difficulties returning to the UK if you lost your BRP card whilst outside of 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 student 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/othervisas/travelling/europe

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 secured at your hotel, only carry coloured 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/othervisas/travelling

Lost or stolen passports and visas/BRP cards



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.

Full details of what to do can be found on our website at www.warwick.ac.uk/immigration/lostpassportandvisas

There is usually a free text section in the application 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.

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.

Please also notify the **Immigration Service** so that we can send you the necessary documentation you need to make your replacement BRP visa application, and help you monitor your visa application to ensure that you obtain a new BRP in time. www.warwick.ac.uk/immigration/current/lostpassportandvisas/submissionform

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

You will be issued a single use visa valid for 30 days which will enable you to return to the UK. You will then need to apply for a replacement BRP within a month once back - check our website as it contains all the information you need to make this application, including how to complete the BRP(RC) Application Form and a document checklist.

You'll need to replace your BRP if it's lost, stolen or damaged and it was valid for at least another 3 months. How soon you must replace it depends on where it was lost or stolen.

You can be fined up to £1,000 and made to leave the UK if you do not apply for a replacement BRP in time.

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 for a BRP card, using the UKVI 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 (if it was valid for at least another 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. If you are still found to be non-compliant – you have not applied to replace your lost BRP – you can be fined up to £1,000 and made to leave the UK.

Please notify the Immigration Service once you have made the replacement BRP application so that we can help you monitor the progress of your visa application to ensure that you obtain a new BRP in time. www.warwick.ac.uk/immigration/current/lostpassportandvisas/submissionform/

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.

IMPORTANT!



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

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.

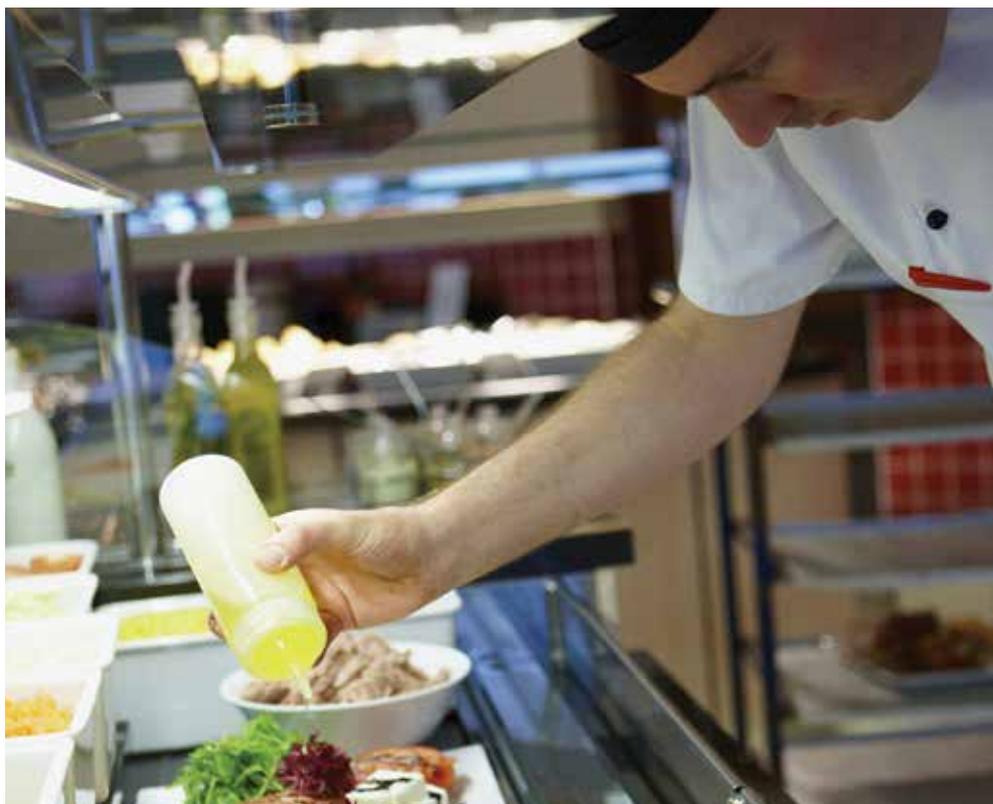
Unless they already hold a valid visa which will allow them to visit the UK, a Standard visitor visa (sometimes also referred to as a Tourist visa) is the most appropriate type of immigration permission for someone coming to the UK for a short trip.

You can help friends and family prepare for their visa application by providing a student status letter confirming your registration or graduation at the University.

Would you like to know more?

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

Working while in the UK



IMPORTANT!



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

Many students undertake paid employment while in the UK to gain valuable work experience and help fund their studies, however there are restrictions and limitations on the hours you can work and the type of employment you can undertake. From July 2016, if you require immigration permission to be in the UK, it is a criminal offence to breach the conditions of your leave; doing so could result in a fine and/or a prison sentence and would jeopardise future UK visa applications.

Working during your studies

How many hours can I work on a Tier 4 (General) Student visa? Please check your visa/BRP card 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

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. Please see term dates on www.warwick.ac.uk/study/termdates
- ▶ 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 (MChB is exempted from this requirement).

Postgraduate Masters

- ▶ Maximum of 20 hours a week until the course end date stated on the CAS, or the revised end date if you are in 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 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 the research degree is officially awarded by the University
- ▶ You may request a maximum of 28 days per 12 months period (starting from your course start date) as 'annual leave' during which you can work full time. Ensure that you make a request to your academic department, and then obtain a letter from the Immigration Service as evidence of this if necessary
www.warwick.ac.uk/immigration/current/statusletter/
- ▶ Full time once your degree has been conferred

Calculating how many hours a week

The Home Office define a week as Monday – Sunday, so when calculating how many hours you have worked you need to include all work undertaken during the period Monday through Sunday.

You cannot calculate an average based over a longer period.

If you are employed outside of the University you should take extra care that any work you do for the University, even if it is a one-off such as assisting at an open day, will not take you over the permitted 20 hours a week.

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

What constitutes self-employment?

There is guidance on our website about the type of activities which the Home Office consider as self-employment: www.warwick.ac.uk/study/international/immigration/tier4/working/self_employment_examples.pdf

University Term Dates

Please visit our website for the undergraduate term times for the academic year 2019/20
www.warwick.ac.uk/study/termdates

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 and any subsequent UK visa applications.

Can I work after withdrawing from my course?

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

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 us for further advice.

Students who entered the UK with a Short Term Study visa 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

Students with Tier 4 visas can do voluntary work but only with a registered charity or a charitable organisation. Students should be careful if already working their maximum number of hours not to undertake any activity that could be regarded as 'unpaid work' as this would be a breach of their immigration conditions.

Voluntary work or unpaid work usually involves the participant attending regularly at a set time/day and undertaking specific tasks, with the employer obliged to provide work. Voluntary workers may receive remuneration or discounted goods or accommodation.

Refer to our website for more details:
www.warwick.ac.uk/immigration/tier4/working/

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 (MBChB course is exempt).

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 if they have transferred to the four year course after enrolment.

Undergraduate students holding Tier 4 visas are able to undertake work placements during recognised University vacation periods or during the additional 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

Tier 4 Pilot Scheme

If you study for a Master's degree which is 13 months in length or shorter from September 2018 (including if you are studying a Pre-session course immediately before that), and your CAS is assigned with 'Tier 4 Pilot' on it, your visa should be longer than other students (course end date + 6 months). Do take advantage of this and look for work experience/ internship in the UK if you wish to, as it is likely that you will be able to secure a much more substantial period of work experience with this longer visa.

If you will travel in and outside of the UK after your course end date, please read our website carefully as to what you should carry with you when re-entering the UK: www.warwick.ac.uk/immigration/current/reentry/

After your studies

There are several options available which may enable you to stay in the UK and work after your graduation. Please visit the following link for more information regarding post study work visas: <https://warwick.ac.uk/study/international/immigration/othervisas>

Here, we present a brief overview; please consult our website for more details, in conjunction with the official Home Office website.



Start Up & Innovator Visa

This category is intended for entrepreneurs who want to set up or take over an existing business (or businesses) in the UK. Start Up is for graduates of UK universities who have been officially endorsed by a UK University or the Department for International Trade (DIT), or a business organisation with a history of supporting UK entrepreneurs, as having a genuine and credible business idea. Warwick Enterprise runs the scheme for Warwick graduates and so do consult them in the first instance if you are interested. warwick.ac.uk/fac/cross_fac/enterprise/graduates/tier1

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. 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 important 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 Temporary Worker – Government Authorised Exchange

This may be a useful option for someone wanting to undertake come to the UK for a short time for work experience or to do training, an Overseas

Government Language Programme, research or a fellowship through an approved government authorised exchange scheme. This is for a maximum of 2 years and you will need a sponsor for this visa. warwick.ac.uk/study/international/immigration/othervisas/tier5

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 offered to Tier 4 visa holders, or to prepare a business case to switch into the Start Up 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?

warwick.ac.uk/study/international/immigration/othervisas/doctoral



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).

This is only possible in cases where you believe the first caseworker has made an error in processing your application.

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.

This affects students on postgraduate courses (including undergraduate Master's) with a time-limited visa (those with indefinite leave to remain or Standard Visitor Visa are excluded).

Biometrics

The process of collecting a person's fingerprints and photograph as part of a UK visa application

Biometric Residence Permit (BRP)

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 their 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 (CTA)

A travel zone that comprises the islands of Ireland, Great Britain, the Isle of Man and the Channel Islands.

Certificate of Sponsorship (CoS)

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.

Doctorate Extension Scheme (DES)

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 immigration document checking.

Entry Clearance (EC)

A visa issued overseas for entry to the UK. For visas over six months a temporary travel visa 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 either from their institution or a Post Office.

Higher Education Institution (HEI)

The term given to UK Universities.

Immigration Health Surcharge (IHS)

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 (Right to Rent)

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.

Overstayer

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

Points Based System (PBS)

The UK immigration system introduced in 2009 which comprises Tiers 1, 2, 4 and 5 visa routes.

Policy Guidance

A UKVI document which gives information about the application requirements of a particular visa category.

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!

Priority application

A quicker (and more expensive) visa application.

Police Registration Certificate (PRC)

A document which some visa holders must apply for and keep updated as a condition of their UK visa.

Schengen Visa

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

Short-term Study Visa (STSV)

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.

Sponsor Guidance

Guidance published by the Home Office outlining the responsibilities of Sponsors.

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.

Tier 2

A visa category under the Points Based System for skilled workers with a job offer.

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.

UK Council for International Student Affairs (UKCISA)

An external advisory body based in the UK.

UK Visas and Immigration (UKVI)

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.

warwick.ac.uk/immigration



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 Study Abroad & Immigration Service Student Reception
International Student Office, Student Opportunity
1st Floor, South Wing, University House
Kirby Corner Road, Coventry, CV4 8UW

 Opening times: 9am – 5pm Monday to Thursday;
9am – 4pm Friday.

 See our website for scheduled office closure:
warwick.ac.uk/isooh

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