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University of Sunderland

# **Important Information about Your Visa**

April 2018

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lifechanging



**University of  
Sunderland**



## Contents

Statement of your responsibility	4
Before you enrol on your programme	5
Re-enrolment - submission of a Biometric Residence Permit	6
Academic Technology Approval Scheme (ATAS) Certificate	9
Updating your contact details	10
Failing to enrol	12
Withdrawal, Leave of Absence, Repeating Studies, Suspension	14
Changes to your circumstances	18
Visa refusals	21
Monitoring your attendance	22
Changes to your immigration status	23
Tier 4 - Extension of Student Visas	25
Employment	26
Police registration	28

## Important information

This information has been compiled to provide you with an overview of your visa responsibilities as a student at the University of Sunderland. It is for guidance only and while the University has done all it can to ensure its accuracy it does not represent a full statement of legal requirements. The University will not take responsibility for any loss or damage arising from its use.

It is important to remember that you are responsible for your visa and you must keep up to date with any changes in visa legislation during your stay in the UK. You should also be aware that the UK Government may make changes to their immigration rules at any time.

In order to comply with any new or revised UK Visa and Immigration rules, the University may be required to change its compliance policies at any time during the academic year.

Although we will do everything we can to keep you up to date with any changes, it is your responsibility as a student to protect your immigration status.

To keep up to date on information relating to your visa please go to:

**<https://www.gov.uk/tier-4-general-visa>**

For full details on the university's Terms and Conditions please go to:

**<http://www.sunderland.ac.uk/info/terms/>**



## Statement of your responsibility

### Tier 4 Immigration Status

This document has been designed to help you understand the following:

- The duties the **University** has to comply with in order to meet its responsibilities as your Tier 4 immigration sponsor
- **Your responsibility as a Tier 4 sponsored student** at the University of Sunderland

The University is required to report any changes to your student status to the Home Office using your Certificate for Acceptance of Studies (CAS) number through an on-line Sponsor Management System that all Tier 4 sponsor universities have access to. You must inform the University of **ANY CHANGES** to your circumstances during your stay. This leaflet gives you information on what you need to do to keep your records up to date.

For more information about the Tier 4 system go to:

<https://www.gov.uk/tier-4-general-visa>

Please remember that your entry to the UK and your right to remain is subject to the conditions stated in Part 6A of the Immigration Rules

The UK Council for International Student Affairs (UKCISA) also offer guidance on protecting your Tier 4 immigration status.

Please visit their site and read this guidance at:

<https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Protecting-your-Tier-4-status>

## Before you enrol on your programme

### The University's Responsibility

The University must keep a copy of the front page of your passport showing all personal identity details (including biometric information), passport stamps which indicate when you have left the country, and any reference to your immigration status including your permission to stay in the UK and your entitlement to study with a licensed sponsor (the University).

The University will also keep a copy The University will also keep a copy of your 30 day Vignette and Biometrics Residence Card (BRP).

### Your Responsibility

**If you are a new student at the University, you must submit your passport and visa during registration, which takes place at the beginning of each student intake.**

If your application to study at the University of Sunderland is successful you will be required to present your passport and visa when you enrol and copies of these will be kept.

We will also keep copies of your original qualifications, proof of English Language proficiency and an Academic Technology Approval Scheme Certificate ATAS if applicable (see page 9).

### For students already in the UK

If you are already here in the UK you need to provide evidence that you have submitted your visa application when you enrol. You must keep the University informed of any changes to your application status including:

- When you receive acknowledgement of your visa application
- A request to submit your biometrics

Then you will need to bring your passport and visa to the University as soon as your visa is issued.

Postgraduate Research students who may arrive at different times of the year must make arrangements for pre-enrolment and induction. Contact details can be found at:

<https://www.sunderland.ac.uk/more/research/>

If you are returning to the University and we don't have up to date immigration documents for you we will assume you do not have permission to stay in the UK.

If you cannot provide proof of permission to stay in the UK, you will not be able to return to your course until you can present the University with the appropriate immigration documents that provide evidence of your permission to stay and study in the UK.

### Re-enrolment

All students are required re-enrol online, pay their tuition fees and present their passport and visa at the Gateway. Students will also be required to confirm their address details at re-enrolment. For more information about enrolment at the University of Sunderland:

[www.sunderland.ac.uk/enrol](https://www.sunderland.ac.uk/enrol)



## Re-enrolment - submission of a Biometric Residence Permit

### The University's Responsibility

The University must keep a copy of the front and back pages of your Biometric Residence Permit.

### Your Responsibility

If you extend your visa in the UK you will receive a Biometric Residence Permit (BRP) from the Home Office. The BRP is proof of your permission to stay in the United Kingdom and will give details of the conditions you must meet while you are studying at the University.

When you receive your BRP, you must bring a copy of the front and reverse side of the card to either:

The Student Administration team based at the Gateway

Or

The Academic Support Team for students based at the University of Sunderland in London.

It is your responsibility to update the University on a regular basis regarding your immigration status. If you do not submit a copy of your BRP or evidence that your visa extension application is still being considered by the Home Office, the University must assume you do not have permission to stay in the UK.

Re-enrolment sessions take place **at the start of each stage** for all Tier 4 students. You will receive an email to invite you to re-enrol, you **must** report in to the Student Administration team to prove that you have returned to the University.

If you are unable to provide up to date evidence about your immigration status during re-enrolment, unfortunately you will be withdrawn from your course and you will need to provide evidence that you have made plans to travel back to your country of residence.



University of Sunderland London Campus





The University's City Campus in Sunderland

## Academic Technology Approval Scheme (ATAS) Certificate

### The University's Responsibility

The University must keep a copy of your ATAS Certificate.

### Your Responsibility

If you are studying a programme that needs an ATAS Certificate you must submit a copy to the Admissions Team before you receive your Confirmation for Acceptance of Studies (CAS). You will be required to provide the original copy to the Admissions Team when you enrol.

An Academic Technology Approval Scheme (ATAS) certificate is an essential requirement for postgraduate students intending to study for a Doctorate or Master's degree in certain subjects.

For more information about the scheme and subjects that require an ATAS certificate please go to:

**[www.fco.gov.uk/en/about-us/what-we-do/services-we-deliver/atas/](http://www.fco.gov.uk/en/about-us/what-we-do/services-we-deliver/atas/)**

If you have received a visa without ATAS clearance but one is definitely required for your course of study, you must apply for the ATAS certificate at:

**<https://www.gov.uk/guidance-on-how-to-apply-for-an-atas-certificate>**

If your ATAS clearance is refused by the Foreign and Commonwealth Office, unfortunately the Home Office will require us to withdraw you from the course.



## Updating your contact details

### The University's Responsibility

The University must keep up to date contact details for every student.

### Your Responsibility

Whenever you change your contact details such as your address, telephone number or email address you **must** inform the University and the Home Office.

### Keeping the University up to date

At all times the University must have your permanent address (your address in your home country) and the address where you are staying during your time at the University.

You can update your contact details by visiting the Gateway (at either London or Sunderland).

### Keeping the Home Office up to date

You are also required to update the Home Office if your address and contact details change at any time during your time at the University and if you are likely to be at your new address for at least 6 months.

You must report changes to your address, personal details or circumstances if you have a visa or Biometric Residence Permit (BRP), or if you've applied for one.

How you report changes to your contact details depends on whether you are:

1. Outside the UK
2. In the UK and have a Biometric Residence Permit (BRP)
3. In the UK and don't have a BRP

For more information on how to make changes to your contact details go to:

**[www.gov.uk/change-circumstances-visa-brp](http://www.gov.uk/change-circumstances-visa-brp)**

If your Biometric Residence Permit (BRP) is lost or stolen, you must report this to the Home Office. You must apply for a replacement BRP. For more information go to:

**[www.gov.uk/replace-brp](http://www.gov.uk/replace-brp)**



The University's City Campus in Sunderland

## Failing to enrol

### The University's Responsibility

The University must inform the Home Office within 10 days after the end of the enrolment period of any student who failed to enrol on their course.

### Your Responsibility

You must enrol on your course at the time specified by the University. If you fail to enrol it will affect your right to stay in the UK.

If you fail to enrol it will impact on your right to stay in the UK. If you don't enrol on time please read the instructions below and how this may affect your stay in the UK.

#### You do not wish to continue studying

If you passed all of your academic assessments during the previous academic year but you have decided not to return to the University, you must inform the Student Records team at **student.admin@sunderland.ac.uk** or **gateway-london@sunderland.ac.uk** about your decision to leave, provide a reason.

An example might be that you have decided to study elsewhere in the UK or take up employment in your home country. If this is the case you must provide the University with the name and address of your new education provider or employer.

For more information visit:

**[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/261558/t4-pts.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/261558/t4-pts.pdf)**

#### You need to take a break from your studies

If you have completed more than one semester of your programme and have good academic standing and need to take some time out from your studies due to unforeseen circumstances then a "Leave of Absence" could be agreed if your Programme Leader and an International Student Adviser at either Sunderland Campus or at the University of Sunderland in London support your request.

**You cannot stay in the UK while you take a break from your studies** and you must advise the University when you are able to return to your course.

When it's time to return, you must apply for a new Tier 4 (General) visa. You will need a new CAS to make a new visa application.

For more information about how you can apply for a Confirmation of Acceptance for Study (CAS), please go to this link:

**<http://services.sunderland.ac.uk/international-student-support/immigration-advice/cas/>** if you study at Sunderland or email the London compliance team at: **immigration.compliance-london@sunderland.ac.uk**

#### You can't stay at the University because you have failed assessments and have no further opportunity to continue on the course

The University will report to the Home Office that you are unable to progress on the course. You must return to your country of residence, as you cannot continue on your course or attend classes. You must provide **evidence of what you will do next** to an International Student Adviser at either Sunderland Campus or at London Campus.

Evidence could include providing a flight ticket to indicate when you will return home or a Certificate of Acceptance for Studies (CAS) letter if you decide to study at another university. If you decide to submit an academic appeal, you must provide proof of this by email to an International Student Adviser.

You may be required to attend meetings on campus which will provide you with further updates regarding the University's reporting responsibilities to the Home Office. Failure to attend any meetings may affect your stay in the UK.

#### Consequences for your failure to enrol at the University

If you do not enrol and are reported to the Home Office, your visa will be withdrawn. If you are in the UK, you must return to your home country or make a new visa application with the Home Office to change the purpose of your stay in the UK. If you have not travelled to the UK, you won't be able to as the University will have reported your failure to enrol.

## Withdrawal, Leave of Absence, Repeating Studies, Suspension

### The University's Responsibility

The University must report to the Home Office if a student stops attending classes because of a withdrawal, suspension or exclusion, or a student is repeating some aspects of their academic study without attendance. The University must inform the Home Office within 10 days after the changes to the student record has been confirmed and provide them with student contact details.

### Your Responsibility

If you stop attending for any of the following reasons, please read the instructions below as non-attendance will affect your right to stay in the UK.

#### You decide to withdraw from your studies

You must discuss your intention to withdraw with your Programme Leader before making the final decision. You must inform the University in writing by submitting the correct form to approve your withdrawal.

The form can be collected from the Gateway at both Sunderland and London Campuses.

When your withdrawal from the course has been approved by the Programme Leader, the University will inform the Home Office that you **have been withdrawn** from the course and that you are no longer a student at the University. You will no longer have permission to stay in the UK for the purpose of study. You must provide the University with evidence of returning to your country of residence. If you are unable to return home soon after you have withdrawn, please provide flight details of your intended departure and the University will report this to the Home Office.

If you wish to remain in the UK, you will have to make a new visa application to the Home Office to change the purpose of your stay in the UK. Please submit evidence of flight details or what you intend to do next if you stay in the UK to an International Student Adviser.

#### You are withdrawn from the course by the University

You could be withdrawn by the University because you have:

- Consistently demonstrated an unacceptable level of engagement and attendance
- Failed to pay your university tuition fees
- You have been excluded as a result of disciplinary action
- The University's Assessment Board has evidence that you have missed assessments and/or examinations and are therefore unable to continue on your programme of study

Once your withdrawal from the course is agreed by the Faculty due to unacceptable level of engagement on your programme and/or missing assessments or examinations, the University will inform the Home Office that you have been withdrawn from the course. As you are no longer studying at the University, you will no longer have permission to stay in the UK for the purpose of study at the University of Sunderland. You must provide the University with evidence of returning to your country of residence. If you can't return home soon after you have been withdrawn, please provide flight details of your intended departure and the University will report this to the Home Office. If you wish to remain in the UK, you will have to make a new visa application with the Home Office to change your purpose of stay in the UK. Please submit this evidence to an International Student Adviser. This may include flight details or what you intend to do next in the UK.

#### Your immigration permission to stay in the UK has expired

Once you have withdrawn from the course your permission to stay in the UK will expire, you must provide the University with evidence of returning to your country of residence. If you can't return home soon after you have been withdrawn, please provide flight details of your intended departure. If you wish to remain in the UK, you will have to make a new visa application with the Home Office to change your purpose of stay in the UK. Please submit evidence to an International Student Adviser.

#### You decide to take a period of Leave of Absence

You must discuss this with your Programme Leader before making the final decision. You must inform your Programme Leader in writing by submitting the correct forms to approve your Leave of Absence. The Form can be collected from The Gateway at both Sunderland and London campuses.

Once your Leave of Absence from the course has been approved the University will inform the Home Office that you are taking a Leave of Absence and are no longer studying at the University. You will no longer have permission to stay in the UK as you are not going to attend classes for the period of your Leave of Absence. You must make plans to leave the UK and agree the date when you must return to your course with your Programme Leader, and in the case of a disciplinary issue your return to your course is at the discretion of the University's Disciplinary Panel.

If you can't return home soon after you have been granted a Leave of Absence, please provide flight details of your intended departure as the University is required to report this to the Home Office. If you wish to remain in the UK, you will have to make a visa application with the Home Office to change your purpose of stay in the UK. Please submit evidence of flight details or what you intend to do next in the UK to an International Study Adviser.



When you are due to return to your course, you will need to apply for a Tier 4 (General) visa and will also need another Confirmation of Acceptance for Studies (CAS). How to apply for a CAS is available at:

**<https://sj.sunderland.ac.uk/gateway/international-support/immigration-advice/cas/>**

The Home Office has introduced a time limit for the Tier 4 (General) study period. A student cannot spend more than 5 years studying under the Tier 4 route in the UK at degree level or above (there are some exceptions). Any delays you experience in your studies may affect your future stay in the UK and in extending your visa under the Tier 4 route. If you have less than 6 months left on your course, you may be advised to return with a Student Visitor visa instead of under the Tier 4 (General) route.

For more information about the eligibility requirements for the Tier 4 (General) or Student Visitor visa routes please refer to the Home Office website at:

**[www.gov.uk/browse/visas-immigration/study-visas](http://www.gov.uk/browse/visas-immigration/study-visas)**

#### **You have not passed the year and can repeat failed modules with ongoing attendance**

You must check carefully which modules you must repeat. You must submit all coursework and attend mandatory re-enrolment at the start of the new academic session.

If you repeat with attendance, you will have to pay the full fee for each module and will have one last chance to complete each module. When the time comes to extend your visa, you will need to apply for a Tier 4 (General) visa and therefore need another Confirmation of Acceptance for Studies (CAS).

How to apply for a CAS is available at:

**<https://sj.sunderland.ac.uk/gateway/international-support/immigration-advice/cas/>**

for students studying at Sunderland and for London campus students at:

**[immigration.compliance-london@sunderland.ac.uk](mailto:immigration.compliance-london@sunderland.ac.uk)**

Students can contact the Gateway at both Sunderland and London for help in applying for a CAS.

For more information about taking assessments or re-sits please contact the team at the Gateway.

You should not travel to the UK on a tourist visa to complete reassessments or resits. For more information about the eligibility requirements for the Tier 4 (General) or Student Visitor visa routes please refer to the Home Office website at:

**[www.gov.uk/browse/visas-immigration/study-visas](http://www.gov.uk/browse/visas-immigration/study-visas)**

#### **You have not passed the year and can repeat assessments failed without attendance**

The University will report to the Home Office that you will repeat the course

without attendance and your current visa will be curtailed. You cannot remain in the UK unless you are attending classes therefore you must return to your country of residence while you are not required to be at the University. You must provide evidence of travel plans to your country of residence to an International Student Adviser at either London or Sunderland Campus.

Before you leave the UK, you must enrol as a 'Repeat without Attendance' student. This allows you to have continued access to online University resources and to your University email.

If you repeat failed modules without attendance and if you are due to return to your course, you will need to apply for a Tier 4 (General) visa and will also need another CAS. Information on how to apply for a CAS is available at:

**<https://sj.sunderland.ac.uk/gateway/international-support/immigration-advice/cas/>**

For London campus students at: **[immigration.compliance-london@sunderland.ac.uk](mailto:immigration.compliance-london@sunderland.ac.uk)**

Students can contact the Gateway at both Sunderland and London for help in applying for a CAS.

The Home Office has introduced a time limit for Tier 4 (General) route. A student cannot spend more than 5 years studying under the Tier 4 route in the UK at degree level or above (there are some exceptions). Any delays you experience in your studies may affect your future stay in the UK and extending your visa under the Tier 4 route. If you have less than 6 months left on your course, you might be advised to return with a Student Visitor visa instead of under the Tier 4 (General) route.

(Please refer to 'CAS Sponsorship Policy for existing students wishing to extend a student visa under Tier 4' on page 18).

You should not travel to the UK on a tourist visa to complete reassessments or re-sits. For more information about the eligibility requirements for the Tier 4 (General) or Student Visitor visa routes please refer to the Home Office website at:

**[www.gov.uk/browse/visas-immigration/study-visas](http://www.gov.uk/browse/visas-immigration/study-visas)**

or contact us at:

**[immigration.compliance-london@sunderland.ac.uk](mailto:immigration.compliance-london@sunderland.ac.uk) for Students studying at London Campus**

or:

**[internationalstudentsupport@sunderland.ac.uk](mailto:internationalstudentsupport@sunderland.ac.uk) for students studying at Sunderland Campus**

## Changes in your circumstances

### The University's Responsibility

The University must report any significant changes to a student's circumstance within 10 days after the changes to the student record have been confirmed.

These changes include:

- If the location of your study changes
- You change courses within the University
- If the length of a course of study becomes shorter
- You are on a work placement as part of your course

### Your Responsibility

If there is a change in your circumstance at the University, please read how this change of circumstance may affect you and your stay in the UK.

#### The location of your study changes

If the location of your study changes, (an example of which may be moving to a different campus), the University must report the new address to the Home Office. This also applies to you if you intend to write up a dissertation or thesis, complete academic research abroad or participate in an overseas Student Exchange during your studies.

If you are a Postgraduate student who has agreed with their Academic Supervisor to write up a thesis from home or conduct research abroad, you must submit the 'Change of Details' form. The address change is reported to the Home Office to protect your immigration status and permit travel in and out of the UK. You will be required to submit the form together with flight tickets. Please contact either [gateway-london@sunderland.ac.uk](mailto:gateway-london@sunderland.ac.uk) or [gateway@sunderland.ac.uk](mailto:gateway@sunderland.ac.uk) for a copy of the form

#### You are on a work placement as part of your course

If you complete a work placement in the UK as part of your course, the University must report the location and duration of the work placement to the Home Office. The percentage of work being undertaken must not be more than 50% of the total length of the course. The University is responsible for you throughout the period of your work placement. If you are completing your work placement in the UK you must attend to re-enrol as required. You will need to provide details of the hours you are completing on your placement to ensure you are not in breach of the Tier 4 entry clearance rules.

You should make the necessary arrangements to have a visa for the country in which

you are studying for the duration of the work placement. Your UK visa will not be valid and the Home Office will write to you when your leave has been curtailed. Please do not travel to the UK, you will be exempt from attending re-enrolment. When it is time for you to return to your course, you will need to apply for a Tier 4 (General) visa and will need another CAS. How to apply for a CAS is available at: <https://sj.sunderland.ac.uk/gateway/international-support/immigration-advice/cas/>

#### You are on an optional placement

Some programmes may include an optional placement. If you are a Tier 4 student, you can take an optional placement only if:

- a) the optional placement is identified in the Programme Specification for the programme; and
- b) you inform the Gateway that you intend to take the optional placement before the placement begins.

If you complete a placement in the UK as part of your course, the University must report the location and duration of the placement to the Home Office. You must attend to re-enrol as required. You may be required to provide information about the hours you are completing on your placement to ensure you are not in breach of the Tier 4 entry clearance rules.

#### You change courses within the University

If you would like to transfer courses you must consult your Programme Leader. The Student Administration team will make the changes to your student record. You can only transfer courses if your current visa will cover the full duration of the programme and it is at the same NQF level. The University will report to the Home Office you have transferred courses within the University of Sunderland.

You will need another CAS. How to apply for a CAS request form is available:

For Sunderland Campus students at:

<https://sj.sunderland.ac.uk/gateway/international-support/immigration-advice/cas/>

For London Campus students at:

[immigration.compliance-london@sunderland.ac.uk](mailto:immigration.compliance-london@sunderland.ac.uk)

#### The length of a course of study becomes shorter

If you completed your programme earlier than expected, the University must report



this to the Home Office. Upon reporting this your visa becomes invalid and you must return to your country of residence or apply for a new visa application with the Home Office to change your purpose of stay in the UK. Examples include when you have submitted your dissertation at least three months earlier than the agreed submission date and have no further study obligations.



## Visa refusals

### The University's Responsibility

The University must report when a student's visa application has been refused by the Home Office within 10 days of receiving this information.

### Your Responsibility

If you receive a visa refusal notification from the Home Office you must submit all the pages of the refusal notice as a PDF document by email to:

**studentadmin@sunderland.ac.uk** if you are an applicant or to:  
**admissions-london@sunderland.ac.uk**

**gateway@sunderland.ac.uk** if you are a continuing student.  
**gateway-london@sunderland.ac.uk**

The University will report to the Home Office if you have received a visa refusal. The University will not report the visa refusal if you tell us you have the opportunity and plan to challenge the decision of the Home Office. If you decide not to challenge the Home Office decision on your application, or you do not have any appeal rights and your leave has expired, you have 'overstayed' in the UK. 'Overstayed' means that you have stayed beyond the time limit of your leave.

Although the immigration rules permit an overstayer to apply under Tier 4, you do not have a right of appeal against a refusal and you are in the UK unlawfully pending the decision from the Home Office. You will be referred to an International Student Adviser to discuss your personal situation and get immigration advice. The team will assess if you meet all the Home Office requirements to successfully extend your visa. You may have to suspend your studies depending on your situation and country of residence to protect your immigration status in the UK. In so doing, you will have to return to your country of residence to apply for entry clearance. You will need a Confirmation of Acceptance for Studies (CAS) from the University of Sunderland.

How to apply for a CAS is available:

For Sunderland Campus students at:

**<https://sj.sunderland.ac.uk/gateway/international-support/immigration-advice/cas/>**

For London Campus students at:

**[immigration.compliance-london@sunderland.ac.uk](mailto:immigration.compliance-london@sunderland.ac.uk)**

Should evidence present itself that you have intentionally overstayed your visa and you did not make any efforts to regularise your leave or return to your country of residence, the University will initiate a student withdrawal or leave of absence as it is an immigration offence to knowingly remain beyond the time limit of your leave.

## Monitoring your attendance

### The University's Responsibility

The University must report any students who have missed 10 consecutive expected contacts.

### Your Responsibility

Undergraduate and Postgraduate taught students are required to provide evidence of regular attendance through registration in class which may include a biometric attendance monitoring process. Coursework submissions and attendance at examinations will also be monitored.

**Postgraduate Research students are required to have regular meetings with supervisors and maintain deadlines for annual enrolment and regular reviews.**

All Tier 4 (General) students must re-enrol at the appropriate enrolment session for their course. Re-enrolment takes place at the beginning of each academic session.

If you miss re-enrolment, do not submit coursework and/or fail to attend classes, the University will initiate the Student Withdrawal procedure. The same applies if you attend re-enrolment but have a poor record of attending classes and there are non-submissions linked to your coursework submission profile.

For more information about University of Sunderland programme start dates at Sunderland Campus go to:

**<https://www.sunderland.ac.uk/help/studying/my-course/term-dates/>**

Programmes at the University of Sunderland in London start in August, October, January and April each year.

If you are unable to attend a tutorial, exam and seminar or submit coursework on time, you need to provide an explanation of your absence. Please refer to the Academic Quality Handbook and the section on Regulations and Assessment for Undergraduate and Postgraduate programmes of study which can be found at: **<https://docushare.sunderland.ac.uk/docushare/dsweb/View/Collection-2773>**

### The University's Responsibility

The University will inform the Home Office when a student's immigration category has changed and will also update the Student Record System to reflect this change.

### Your Responsibility

If your immigration category has changed within the UK, e.g. you have moved to Tier 2 category, you must bring proof of this change i.e. a copy of your new visa or Biometric Residence Permit (BRP) to the Gateway.

Email us to make an appointment to submit your new visa or Biometric Residence Permit to:

**[gateway-london@sunderland.ac.uk](mailto:gateway-london@sunderland.ac.uk)**

- for students studying at London Campus or:

**[gateway@sunderland.ac.uk](mailto:gateway@sunderland.ac.uk)**

- for students studying at Sunderland Campus







## Tier 4 - Extension of Student Visas

### The University's Responsibility

The University is required to assess a student's request for an extension to a Tier 4 visa.

### Your Responsibility

You can only apply to extend your visa if there is less than one month between your current expiry date and the start date of your new course. If your existing permission expires more than one month before the start date of your new course, you will be expected to return home and make an out of country application.

You must apply to extend your leave before it expires. If you cannot do so, you have 'overstayed' in the UK. 'Overstayed' means that you have stayed beyond the time limit of your leave. Although the immigration rules permit you to apply under Tier 4 as an overstayer, you do not have a right of appeal against a refusal and you are in the UK unlawfully pending the decision from the Home Office.

You must contact the Gateway at either Sunderland Campus or London Campus if you want to extend your leave to remain. The CAS supervisor will advise you on what information needs to be provided before you can be assigned a Confirmation of Acceptance for Studies (CAS). Under certain circumstances the University may need to make a judgement on your suitability for ongoing sponsorship if it has evidence of a poor attendance record and concerns about your academic commitment.

The University of Sunderland reserves the right to withdraw any CAS it has assigned.

If you have less than 6 months left on your course or are required to attend final exams only, you might be advised to return with a Standard Study Visa instead of under the Tier 4 (General) route.

If you are required to submit coursework, you will be required to submit this electronically. Please do not travel on a tourist visa to complete exams. Your visa must always be linked to your purpose of entry and stay in the UK.

For immigration support at Sunderland Campus you can contact an Immigration Adviser to discuss your personal situation and get advice by emailing at <https://sj.sunderland.ac.uk/gateway/international-support/immigration-advice/cas/>

At London Campus the Gateway team are able to provide immigration support and advice. They can be contacted at: [immigration.compliance-london@sunderland.ac.uk](mailto:immigration.compliance-london@sunderland.ac.uk)



## Employment

### The University's Responsibility

To ensure students are complying with the Employment rules for Tier 4 sponsored students.

### Your Responsibility

You must not work more than 20 hours per week during term time if you are studying at undergraduate degree level for example BA, BSc, or postgraduate level (MA MSc).

If you are studying a programme that is below degree level - for example a Foundation Programme you are limited to only 10 hours work per week.

You can work full-time during vacations.

If you are reported to be working more hours than what is allowed under the Tier 4 terms and conditions the Home Office will consider this to be a serious breach of the terms of your Visa and this will impact on your leave to remain in the UK.





## Police registration

### The University's Responsibility

The University must ensure that that sponsored students notify the police of any changes to their circumstances during their programme of study.

### Your Responsibility

Once you have enrolled at the University of Sunderland you must inform the police (nearest police station) if you have the following changes:

- Any change of address (please take your tenancy/rental agreement showing the new address and moving in date)
- Any change of college, university or course details (please take your CAS letter)
- Any change of occupation (please take your contract of employment)
- Any change of marital status or birth of a child (please take the certificate)
- Any new passport or travel document (please take your passport/travel documents)
- Any new visas/landing conditions or extensions of stay granted by the Home Office or by a British Embassy/Consulate

All of the above must be done within seven days of the change occurring.

#### What if I am already registered with a different police force area?

If you are already registered in a different police force area, you will need to 'transfer' to another police force area. There is no fee to pay, as the new police force will update their existing police certificate.

#### What if I have completed my studies and returning home on a permanent basis?

When you have completed in the UK and you are returning home on a permanent basis, it is essential that you return the police registration certificate to your nearest police station and inform them of your intended departure date (please bring flight ticket).

#### What are the consequences if I do not register with the police or register late?

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

#### A useful security tip:

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

For more information, please go to:

<https://www.gov.uk/government/publications/police-registration>



The University's City Campus in Sunderland





University of Sunderland London Campus



University of Sunderland City Campus in Sunderland

## Contact information

### The University of Sunderland in London

Email for general queries and advice: [gateway-london@sunderland.ac.uk](mailto:gateway-london@sunderland.ac.uk)

Email for attendance issues: [attendance-london@sunderland.ac.uk](mailto:attendance-london@sunderland.ac.uk)

Email for admissions queries at London: [admissions-london@sunderland.ac.uk](mailto:admissions-london@sunderland.ac.uk)

Email for academic queries: [academic.support-london@sunderland.ac.uk](mailto:academic.support-london@sunderland.ac.uk)

Email for visa questions: [immigration.compliance-london@sunderland.ac.uk](mailto:immigration.compliance-london@sunderland.ac.uk)

University of Sunderland London Campus telephone: +44 (0) 20 7531 7333

### Sunderland Campus

Email for general queries and advice: [gateway@sunderland.ac.uk](mailto:gateway@sunderland.ac.uk)

Email for admissions queries at Sunderland: [admissions@sunderland.ac.uk](mailto:admissions@sunderland.ac.uk)

Email for visa queries: [internationalstudentsupport@sunderland.ac.uk](mailto:internationalstudentsupport@sunderland.ac.uk)

University of Sunderland (Sunderland Campus) telephone: +44 (0) 191 515 3000



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[livesonline.sunderland.ac.uk](http://livesonline.sunderland.ac.uk)

## Our website:

[www.sunderland/study/international](http://www.sunderland/study/international)

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