

MANCHESTER  
1824

2015



**Immigration Advice**

**Student Immigration  
Team**

**[visa@manchester.ac.uk](mailto:visa@manchester.ac.uk)**

# Immigration at The University of Manchester

What do you need to know?

An Orientation Programme Presentation

# The Student Immigration Team

- Who are we?
- Where are we?
- What do we do?
- How can we help you? 😊

# What will we cover today?

- The University's responsibilities under Tier 4
- Your responsibilities under Tier 4
- How to protect your immigration permission (visa) and what could happen if you don't
- Dependants
- 5 Year Cap on Study

# Our Tier 4 Responsibilities

- We must keep a record of your immigration permission, your passport, and your BRP (if you have one)
- We must keep a record of your current address, telephone number and other contact details
- We must monitor your attendance at supervision sessions, tutorials, laboratory classes
- We must monitor your academic progress during your studies

# Reporting

- We must tell the UKVI if:
  - Your attendance is poor
  - You leave your course
  - You have a gap (interruption) your studies
  - You complete your course earlier than expected
  - You change course
  - You switch into another immigration category but continue studying
  - You are in breach of your immigration permission in some way
- If we report you to the UKVI you will receive an email from us to confirm this and to explain what you must do
- The UKVI will write to you to inform you that your immigration permission will be curtailed (cut short) to expire in about 60 days time
- You will have 60 days from the date of the curtailment letter to either leave the UK or get new immigration permission for another institution or in another category

# Your Tier 4 Responsibilities

- comply with the conditions of your Tier 4 immigration permission
- attend your timetabled teaching periods and laboratory classes as well as any supervision sessions or meetings which have been arranged
- explain any absences or unsatisfactory work to your designated Academic Adviser
- inform the UKVI if you change your address by completing an online form on the UKVI website
- comply with any requests from UKVI e.g. meeting immigration officers when they are on an inspection visit to the University
- tell us if you switch into another immigration category while still studying at the University



# Check your immigration permission

- Check your immigration permission – does it have the University of Manchester’s sponsor license number on it? Our sponsor licence number is Q3DK76WN4
- Check that you have been issued with the correct length of immigration permission – if not, contact the Student Immigration Team for advice.
- If you have immigration permission with a different institution’s sponsor licence number you will not be permitted to collect your student card until you have applied to UKVI to switch Tier 4 sponsors – seek advice from the Student Immigration Team
- Don’t register late – inform your School if there is going to be a delay
- If you need to apply for an extension or to switch Tier 4 sponsors you need to have all the documents ready – read the information on our website:
- <http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/immigration/applying-from-the-uk/>



# International Check In

- Your passport and immigration permission (visa) will be scanned as part of International Check-In. This is one of our responsibilities as your Tier 4 sponsor
- If your passport or BRP (Biometric Residence Permit) is not available at registration because you have sent it to UK Visas & Immigration (UKVI) as part of an immigration extension application, you need to provide your UKVI receipt
- Change of address – you must update your address on the student system and inform the UKVI by completing an online form through the UKVI website, this is one of your duties as a Tier 4 student:
- <https://contact-UKVI.homeoffice.gov.uk/aboutus/contact/changeAddress/update-my-details/>

# Police Registration

- Check if you need to register with the police and book yourself an appointment through *MyManchester*.
- Only students from certain countries who are taking courses longer than six months will need to register with the police.
- You must update your police registration certificate every time you change address, extend your immigration permission, renew your passport, change educational institution etc.
- You need to do this within 7 days.
- If you are not sure if you need to register with the police ask at the Orientation Helpdesk in University Place or see our website:  
<http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/immigration/policeregistration/>

# Keep your passport safe

- If you are going on holiday outside the UK take special care of your passport and Biometric Residence Permit card (if you have one).
- This is important because airlines will not allow anyone to board a plane to the UK without a passport and valid immigration permission (visa) to enter the UK.
- Keep your passport/Biometric Residence Permit (BRP) in a safe at your hotel/hostel if possible. Do not carry it with you if you don't need it.
- If you do need to carry your passport/BRP keep it in a cash belt under your clothes so it is secure from pickpockets.
- Do not carry anyone else's passport/BRP for them.

# Keep your passport safe

- Keep a copy of your passport and visa in your suitcase/hotel in case your documents are lost or stolen (and ask a friend in Manchester to keep copies too while you are away).
- Take out insurance that will cover the costs you incur if your passport or biometric residence permit is lost or stolen – it will be worth every penny!
- You must report the theft/loss to the police in the country that you are in and obtain a police report and apply for a replacement travel document from your Embassy in the country that you are in.
- Once you have a replacement passport you must apply for a visa and there is further information about how to apply on our website; <http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/immigration/lost-passports/>
- If your documents are lost or stolen whilst travelling outside the UK contact [visa@manchester.ac.uk](mailto:visa@manchester.ac.uk) and your School.

# Working

- Check your immigration permission to ensure you have the correct work restriction
- Tier 4 students who are studying at degree level are permitted to work a maximum of 20 hours a week during term-time and full-time in vacation periods
- Taught Masters students can only work part-time during the summer as you should be working full-time on your projects / dissertations
- PhD students do not have standard vacations but have a maximum of 8 weeks holiday a year - your supervisor must agree any holiday period in writing
- Do not put your visa at risk by working more hours than your visa allows
- One of our responsibilities under Tier 4 is to report any students who are working illegally to the UKVI

# Public Funds

- What does 'no recourse to public funds' mean?
- As an international student you cannot claim public funds such as child benefit or local authority housing
- If you claim public funds the UKVI can refuse your immigration application or remove you from the UK
- Using the National Health Service, sending your child to a state school or being exempt from Council Tax, **do not count** as accessing public funds

# Money

- When you applied for Tier 4 immigration permission you signed a declaration to state that you have enough money to pay for your tuition fees and living costs (£820 per month) while you are in the UK
- You should not borrow the funds from someone in order to meet the maintenance requirements of an immigration application because the UKVI will view this as deception
- The money must be genuinely available to you for the duration of your course
- If you encounter financial difficulties during your studies contact the Student Money Adviser in the Atrium, University Place, for advice



# Extending your visa

- Check when your immigration permission expires and make a note in your diary three months before that date as a reminder to yourself
- It takes time to collect all the documents you need for an extension application and you need to have the funds in your bank account for 28 days - prepare your application early and start keeping copies of your bank statements
- If you want to apply for work immigration permission (Tier 2) after you have finished your studies you will have to keep the funds in your account for 90 days so you need a few months to prepare for that
- For information about how to extend your immigration permission in the UK visit our website: <http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/immigration/applying-from-the-uk/>
- When you have your new immigration permission you must take it to the Student Services Centre so that we can scan it for our records

# Course changes

- Your visa is valid for the course shown in your CAS statement
- Changing course may affect your visa – so please tell us your plans before you change course [visa@manchester.ac.uk](mailto:visa@manchester.ac.uk)
- **Time limits on study:** 5 years in total usually for Undergraduate + Masters level courses. There are exceptions that we can tell you about.
- **Academic progression:** The UKVI has introduced new rules that affect course changes. If you want to start a new course at the same academic level then please tell us before you leave your current course!



We hope you enjoy your time in Manchester

All visa enquiries: [visa@manchester.ac.uk](mailto:visa@manchester.ac.uk)