



The University of Manchester

Visa Checking Service

The Visa Checking Service is operated by the Student Immigration Team (SIT) at The University of Manchester. The Service is administered through the Student Services Centre.

Before we agree to check your application under this scheme, it is important that you read and understand these **terms and conditions**, and sign to say that you agree with them.

Your immigration status is a matter between you and the UK Government. The government agency responsible for immigration is UKVI, which is part of the Home Office.

Making sure that you have valid immigration permission to study in the UK is **your** responsibility. **It is unlawful to stay in the UK without valid immigration permission, so your application must be completed and paid for before your current immigration permission expires.**

It is very important that the extension applications we check on your behalf are complete and contain all the required documents. **We reserve the right to withdraw your CAS if you do not meet the Student visa requirements and your visa application will not be successful, i.e. if you have not held the required level of funds in your bank account for 28 days.**

Terms and Conditions

The Student Immigration Team will:

- ✓ Check your application *as soon as possible* after you submit your completed application to us. Please note that due to the high number of applications we will not normally be able to check your application immediately
- ✓ Email you with any corrections that you need to make to your application form or advise you on any extra documents that you need to include in your application.
- ✓ Keep copies of all the important documents you will scan and upload to UKVI's system.
- ✓ Keep copies of your bank statements in case of any query with UKVI (the copies will be archived and then destroyed in line with current OISC and GDPR requirements) unless you are a low risk national applicant who is not required to provide bank statements unless specifically requested by the UKVI.
- ✓ Contact you via your University email address if there are any queries about your application or any further documents which UKVI have asked you to provide.
- ✓ Notify you when your BRP card is ready to collect from the Student Services Centre. This will be sent to your University email account.

We expect you, the applicant, to:

- ✓ Read through the information on our website and in the UKVI Policy Guidance notes carefully **before** completing your visa application.
- ✓ Avoid booking any travel until you receive your BRP card. **If you leave the UK while your application is being processed your visa application will be cancelled automatically.** If there is an emergency please contact the Student Immigration Team before booking any travel.
- ✓ Cooperate fully with us if UKVI requires further information or documents from you.
- ✓ Understand that UKVI grants extensions, not the University of Manchester. UKVI immigration rules and conditions override any University rules and regulations regarding suitable courses, interruptions, and permission to work.
- ✓ Be prepared to make a further Student visa application in case of a rejection or refusal by the UKVI.
- ✓ Provide additional recent bank statements in the event that your application is not processed before your bank statements expire (if required)
- ✓ **Provide a copy of your final Document Checklist to the University as soon as you have paid for your visa application online. Please send this to visa@manchester.ac.uk and include your student ID number in the subject line of the email.**
- ✓ **Book a biometric appointment at a UKVCAS centre within 15 working days of paying for your visa application online.**
- ✓ Do not email us to ask about the progress of your application. There is a UKVI service standard of 8 weeks and enquiries received before that time has passed cannot be escalated to UKVI. We will contact you by email if there is a problem with your application.

If you do not submit the correct forms and other original documents we reserve the right to withdraw your CAS as applying with incorrect or missing documents can lead to a refusal. It is not our responsibility to obtain these documents for you.

Please sign this document and date it to confirm you have read and understood the terms and conditions.
I confirm that I have read and understood these terms and conditions.

Signed _____ Date _____

(Please print your name) _____