

Immigration and Visas for Undergraduate Students

An Orientation Programme Presentation

Key Points

- How to protect your immigration permission and what could happen if you don't
- Universities responsibilities under Tier 4
- Your responsibilities under Tier 4
- Dependants

Points Based System

- Tier 4 of the points based system was introduced on 31st March 2009
- Much stricter immigration system, no discretion used
- Points needed for immigration applications
- Tier 4 sponsor has responsibilities
- Students with Tier 4 immigration permission have responsibilities

Check your immigration permission

- Check your immigration permission (visa) – 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 (visa) – if not, contact IAT for advice.
- If you have immigration permission with a different institution's sponsor licence number you will not be permitted to collect your student ID card until you have applied to UKBA to switch Tier 4 sponsors – seek advice from IAT
- 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/checkingifyouneedimmigrationpermissiontostudyattheuniversityofmanchester/>

Registration

- Your passport and immigration permission (visa) will be scanned as part of the registration process - 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 the UK Border Agency (UKBA) as part of an immigration extension application you need to provide evidence of this, eg:
 - receipt of application from UKBA, or
 - Special Delivery Receipt as proof of postage, or
 - confirmation that the application has been submitted to the University as part of the Batch Scheme
- Change of address – you must update your address on the student system and inform the UKBA by completing a change of circumstances form, this is one of your duties as a Tier 4 student:
<http://www.bia.homeoffice.gov.uk/workingintheuk/tier1/general/changeofcircumstances/#header1>

Police Registration

- Check if you need to register with the police (it will be stated in your immigration permission)
- Only students from certain nationalities and students on 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.
- If you are not sure if you need to register with the police ask at the Orientation Helpdesk in University Place

Working

- Check your immigration permission to ensure you have the correct work restriction
- International students with Tier 4 immigration permission who are studying at a University are permitted to work a maximum of 20 hours a week during term-time and full-time in vacation periods
- The UKBA takes work restrictions very seriously and they can refuse your immigration application or remove you from the UK if you work too many hours or do work that you are not allowed to do (eg. working as an entertainer or sportsperson)
- One of our responsibilities under Tier 4 is to report any students who are working illegally to the UKBA.

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 UKBA 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 (£600 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 UKBA 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 staff at the Student Services Centre for advice

Bank statements

- Open a UK bank account that sends paper statements by post and ensure your bank has your most up-to-date address
- This is not an immigration requirement but it makes future immigration applications easier
- If you extend your immigration permission in the UK you must provide financial documents as evidence that you have the funds to cover your tuition fees and living costs
- The easiest way to meet the UKBA requirements is with postal paper bank statements from a UK account
- Make sure your bank knows that you need paper statements
- Keep all your bank statements; don't throw them away

Extending your immigration permission

- Check when your immigration permission expires and make a note in your diary four 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 so start preparing your application early
- If you want to apply for work immigration permission after you have finished your studies you may have to keep the funds in your account for 90 days so you need a few months to prepare
- 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/>

Keep records

- Make copies of your passport, both sides of your BRP (if you have one) and your police registration certificate (if you have one)
- If you ever lose these documents or they are stolen it will be very useful for you to have copies of them. If you lose your passport or BRP we have information on our website to help you:
<http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/immigration/lost-passports/>
- Make copies of all the documents you send to the UKBA as part of any immigration application
- Keep the receipts from Royal Mail showing the date you post anything to the UKBA (always use Special Delivery post)
- Keep any letters you receive from the UKBA and the envelopes they sent them in (so you have proof of the date they sent them)
- Keep any paperwork relating to any of your travel into and out of the UK

Attendance

- You must attend all timetabled teaching periods and laboratory classes as well as any supervision sessions or meetings that have been arranged.
- You must explain any absences or unsatisfactory work to your academic adviser
- If you do not attend your classes the University will have to report you to the UKBA so it is very important that you seek advice from your School as soon as possible if you become ill and cannot attend
- If you need a break from your studies for maternity or illness you need to discuss your options with your School and IAT as soon as possible

University's Tier 4 responsibilities

- We must keep a record of your immigration permission, your passport, 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
- We must report to UKBA if your attendance is poor, or you withdraw from or interrupt your studies, or if you are in breach of your immigration permission in any other way

Your Tier 4 Responsibilities

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

Dependants

- The UK Border Agency changed the immigration rules for families on 4 July this year
- You can only bring family members to the UK if you are studying a postgraduate course that is longer than six months or if you are sponsored by your government
- If you are studying at undergraduate level and you are not sponsored by your government you will not be able to bring your family to the UK as your dependants
- If you have been studying a course for more than six months and your dependants are already with you, you may be able to extend your immigration permission but you need to contact us for advice
- There is more information about dependants on our website:
<http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/immigration/dependants/>



So enjoy your time in Manchester and for more information on a range of subjects, check out the [Crucial Guide](#)