

Dear xxxx

International Student Census

As you may be aware, as your sponsor under Tier 4 of the UK Points Based Immigration System (PBS) the University is obliged to monitor your attendance and be assured that you are continuing to engage fully in your programme of study.

In addition to monitoring your engagement with your programme via your eProg record, the University monitors student attendance through checkpoints at key times in the academic year, including the return from the Summer, Christmas and Easter vacations.

Could I therefore ask you to please come to xxxxxx, between xxxxxx and xxxxxx. Please bring your student card with you. The office is open from xxxxxx. The check takes just one minute of your time. If there are genuine reasons why you are unable to attend, e.g. currently on an approved period of fieldwork or on an approved absence, please do let us know and we will update your record accordingly.

We do very much appreciate you giving your time to complete the census checks. If you have any concerns at all about your Tier 4 visa, please contact the Tier 4 Visa Enquiries Team at: visa@manchester.ac.uk

Best wishes,