



THE UNIVERSITY
of EDINBURGH

New students

International Student Check-in

Academic year 2013/14

All Tier Four visa-holding students who are commencing their studies in the academic year 2013/14 are required to attend an 'International Student Check-in'. This document provides the students with the information needed.

1. What is the International Student Check-in?

In order to meet the statutory requirements of their Tier Four Licence and Highly Trusted Sponsor Status, and in order to ensure that the visa status of sponsored students is protected, the University of Edinburgh has implemented an 'International Student Check-in' at the start of each academic year. All new Tier Four sponsored students must attend in person, and bring with them the relevant documentation specified in section 4 below.

The International Check-In is managed centrally by the University's Registry and works to ensure that:

- the original academic documents used to secure an offer of a place (as stated in the 'Evidence Used to Obtain' field on Tier Four CAS) are seen and verified as accurate against University records
- student contact details are maintained and updated as necessary
- passport and visa documentation is verified against that held on the University record
- attendance is reconfirmed for all sponsored students

The Check-in is additional to, and independent of, any attendance/engagement monitoring that may be in place within schools and/or colleges.

The Check-in is an important part of the University's fulfilment of its statutory responsibilities as a Tier Four licence-holder and Highly Trusted Sponsor.

(See Section 9 for more information about the Points-Based Immigration System)

2. Who needs to attend the International Student Check-in?

- 2.1 All Tier Four visa-holding students beginning a new programme of study in the 2013/14 academic year
- 2.2 It is not necessary for returning students to attend the International Student Check-in as their attendance will be confirmed through the Tier Four Census
(<http://www.docs.sasg.ed.ac.uk/registry/misc/Tier4CensusGuidance2013-14Student.pdf>)
- 2.3 It is not necessary for students who have not yet started their programme of study to attend the International Student-Check-in
- 2.4 It is not necessary for students who have officially completed their programme of study to attend the International Student Check-in
- 2.5 It will not be necessary for students to bring academic documentation for verification if that document meets any of the following:
 - 2.5.1 **** list of exemptions for academic document process needed based ****

3. What do I need to do to meet the requirements of the International Student Check-In?

- 3.1 Students must ensure that they are fully matriculated for the session in order to confirm their attendance at the University. Having attendance confirmed by Schools/Colleges is a part of the University's usual matriculation process and students will be contacted by the relevant School/College regarding this. Students who have not had their attendance confirmed by their School within five weeks of their start date will be deemed to be 'not in attendance' and will be withdrawn from their studies and the Home Office will be informed. This will result in the student's visa being invalidated by the Home Office.

- 3.2 Students must ensure that the contact details held by the University are kept up-to-date on an on-going basis, in order to meet Home Office regulations.
- 3.3 New students must attend the International Student Check-in on the advertised dates shown below in order to (a) have their academic and migration documentation seen and verified, (b) ensure that the contact details held on their student record are correct and (c) have their attendance reconfirmed for the session.
- 3.4 Once the requirements of the Check-In have been met, sponsored Tier Four students will be expected to attend the Tier Four Census at intervals throughout the academic year. Further details regarding this can be found at:

<http://www.docs.sasg.ed.ac.uk/registry/misc/Tier4CensusGuidance2013-14Student.pdf>

4. What documentation should I bring when attending the International Student Check-in?

- 4.1 University of Edinburgh Student Card (it will not be possible to complete the process without this)
- 4.2 Current passport and visa (or copies if originals are unavailable)
- 4.3 Identity card for Foreign Nationals/Biometric Card (if your visa was provided to you in this format)
- 4.4 Original academic documents used to secure an offer of a place as stated in 'Evidence Used to Obtain' field on Tier Four CAS used in visa application

5. Where and when can I attend the International Student Check-In?

Students should present, in person, at one of the following venues at the times/dates shown.

| Location | Room | Dates | Times |
|---------------------------|---------------------------------------|--|------------------|
| Old College, South Bridge | Academic Registry | 21 st - 25 th October 2013 | 9.00am - 6.00pm |
| King's Buildings | KB Centre Concourse | 22 nd and 24 th October 2013 | 10.00am - 4.00pm |
| Easter Bush | Tutorial Room 1.25, NVS | 25 th October 2013 | 11.00am - 3.00pm |
| Little France | Seminar Room 5, Chancellor's Building | 25 th October 2013 | 11.00am - 3.00pm |

Maps to locations:

Old College, South Bridge

<http://www.ed.ac.uk/maps/buildings/old-college>

JCMB Building, King's Buildings

<http://www.ed.ac.uk/maps/buildings/james-clerk-maxwell-building>

Chancellor's Buildings, Little France

<http://www.ed.ac.uk/maps/buildings/chancellors-building>

Easter Bush

<http://www.ed.ac.uk/maps?building=dick-vet-easter-bush>

6. What will happen at the International Student Check-in and how long will it take to complete the process?

- 6.1 Registry staff will check your passport and visa against your student record. Should the documents provided be different from the information held by the University then copies of these documents will be taken and added to your record.
- 6.2 Attendance will be confirmed by scanning your Student Card
- 6.3 Admissions staff will check your academic documents against your admissions record to ensure that the information we hold relating to your qualifications is accurate. Admissions staff will record confirmation of this having been done by scanning your student card.
- 6.4 The process of having your documents checked and attendance confirmed should take no longer than fifteen minutes, although large numbers of students at any particular location may result in there being a delay in staff being able to help you.

7. What should I do if I am unable to attend?

- 7.1 If you are unable to attend the Check-in for a valid reason you should contact registryukba@ed.ac.uk to inform staff (a) that you will be absent, (b) the reason for this absence and (c) the dates between which you will be away from the University.
- 7.2 Valid reasons include: illness, placement, field studies, year abroad, research work out of Edinburgh or any other reason related to your programme of study.

- 7.3** Students who are away from Edinburgh for the purposes of study must have had this approved by their School and reported as a Leave of Absence on their student record.
- 7.4** Students who are on an interruption of studies, and who have therefore suspended their studies for a period of time, are not expected to attend during their period of interruption and therefore will not be expected to attend the Check-in

8. What will happen if I fail to attend the International Student Check-in or fail to complete part of the process?

- 8.1** If a student does not attend the Check-in as expected they will be deemed to be 'not in attendance'
- 8.2** If a student does not complete both elements of the Check-In (i.e. document verification and attendance confirmation) they will be flagged as not having completed the Check-In process
- 8.3** Any student deemed to be 'not in attendance' or who does not complete the Check-In process (i.e. does not complete both elements of the Check-In) will be formally withdrawn from their studies at the University of Edinburgh. For more information about withdrawal from studies please see: <http://www.docs.sasg.ed.ac.uk/AcademicServices/regulations/Introdocs/Pol/ProcedureWithdrawalExclusionStudies.pdf>
- 8.4** Any student identified as being 'not in attendance' or who fails to complete the Check-In process will be reported to the Home Office and the University's sponsorship of that person will be withdrawn.
- 8.5** Any student who is withdrawn from their studies and who has had their sponsorship withdrawn will be sent a letter and an email, to both their home and University address, to advise them of the action that has been taken.

9. Why is this so important?

The University of Edinburgh is a licenced Tier Four Sponsor, and is permitted to recruit and sponsor International students requiring a Tier Four visa to enter the UK for the purpose of study. The University becomes the 'Sponsor' for a student when a visa letter or Confirmation of Acceptance of Studies (CAS) is issued to a student for use in a visa application. In so doing the University becomes legally responsible for the continued migration of that student for the duration of their studies.

The University, under the conditions of its Tier Four Licence, and due to its status as a 'Highly Trusted Sponsor', has a number of statutory responsibilities relating to its sponsored students. These include a duty to ensure the validity of documentation submitted at the point of application, a responsibility to monitor the engagement/attendance of sponsored students, and a requirement to report to the Home Office any student who fails to engage/attend as expected. In the event of the University being found to not be complying with these conditions, the Home Office are entitled to withdraw the licence and HTS status of the University, effectively revoking its permissions to recruit and sponsor International students. The revocation of an institution's licence could also result in those students already sponsored by that institution having their visas for study curtailed and being asked to leave the UK.

10. Further information

For further information about Tier Four of the Points-Based Immigration System please see the following webpages:

- Home Office: <http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/>
- University of Edinburgh International Student Advisory Team: <http://www.ed.ac.uk/schools-departments/international-office/immigration>

Should you have any questions not answered by the webpages above please contact Kate Monroe at kate.monroe@ed.ac.uk.

**Academic Registry
Old College
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