

UNIVERSITY OF EDINBURGH

STUDENT VISAS: IMPORTANT INFORMATION PLEASE READ CAREFULLY

Your obligations as the holder of a Tier 4 student visa

You have an important responsibility to ensure that you comply with the conditions of your student visa. The consequences of non compliance with your visa conditions can be very serious and could lead you to committing a criminal offence or being denied entry to the UK for a number of years. The University of Edinburgh must act responsibly as a licensed sponsor of students and requests your assistance in keeping us informed of changes in your circumstances that may affect your visa conditions.

Your responsibilities and what to do if your circumstances change

Please **keep your contact and personal details up-to-date** using the University's MYED service. This is a condition of the University contract you signed before you were admitted. If you are **going to be away from the University** for an extended period of time, please inform Academic Registry or your Department/School.

We are required to inform the UK Border Agency of any cases of long-term unexpected absence where we have been not been able to contact a student and resolve the matter. If we already know that you are away for an extended period of time, then we will not need to contact you to check this. When you first arrive in Edinburgh we will need to **scan your passport, ID page and your student visa**, please make sure you attend when and should you **receive a new passport or student visa extension** during your studies you must take these to Academic Registry so they can scan a copy as required by the UK Border Agency.

You will also be required to attend two additional registration points across each calendar year as part of the University's requirements as a Tier 4 sponsor of international students. Students will be contacted directly about this registration process and it is important that you fully comply with this process as a holder of a Tier 4 visa under the UK immigration system.

Some students are also required to **register with the police** (as stamped on your visa vignette or biometric residence permit) within 7 days of arrival in the UK and then report any subsequent changes e.g. change of address, visa extension within 7 days. Failure to do so is a criminal offence and risks a possible fine or report to the UK Border Agency by the police authorities. If you **change immigration status** from a Tier 4 student visa to another visa type please inform Academic Registry soon as possible.

Please read the final section below about other **changes in your student status** e.g. suspension, deferral, withdrawal, course transfer and how this affects your visa status

Our responsibilities as your University sponsor

We are required to inform the UK Border Agency if you **suspend your studies, transfer course, withdraw from a course, or complete your studies significantly early**. If you **fail to register/enrol** at the start of your course **or at the two additional registration points** each year and there is no explanation for this then we are required to inform the UK Border Agency as a Highly Trusted Sponsor.

We need to inform the UK Border Agency if you are **absent for an extended period** and we have been unable to contact you or find out the reason. We are required by the UK Border Agency to **scan your student visa and passport ID page** when you first arrive, and during your studies if you obtain a new passport or a new visa.

If you change your student status during your course

Please note any change in your student visa status, particularly if you stop studying, may affect your **working entitlement** and you should seek advice and notify your employer of a change of circumstance immediately.

i. Suspension of studies

If you suspend your studies for personal or academic reasons (e.g. illness, pregnancy, financial reasons) then the UK Border Agency would usually expect you to return to your home country unless you are not medically able to do so. In the case of pregnancy, you may not be able to return home if you are in the late stages of pregnancy. If you hold a Tier 4 visa (issued via a Confirmation of Acceptance for Studies number) the University is obliged to report your suspension to the UK Border Agency who may cancel your visa. You will need to apply for a new CAS number and student visa before you return to the UK to resume your studies.

ii. Transfer of course within the University

If you hold a Tier 4 visa (issued with a CAS number) then the University needs to inform the UK Border Agency that you have changed course. If your new course is shorter your visa length may be reduced. If your new course is longer then an application to extend your visa will need to be made before your current visa expires.

iii. Failure of exam

If you fail an exam in the summer and can retake it again before the beginning of December you can remain in the UK to take the resit examination, and if necessary can extend your visa. If you fail an exam in the summer and cannot retake the exam (and hence continue your studies) then you will need to return home. If you hold a Tier 4 visa (issued via a CAS number) then the University will inform the UK Border Agency who may cancel your visa. You will then require a new CAS and student visa to return to the UK.

iv. Withdrawal from course

If you withdraw from a course then the University will need to inform the UK Border Agency if you hold a Tier 4 visa (issued via a CAS number). If you have more than six months remaining on your current student visa then the UK Border Agency may curtail that visa.

v. Study Abroad/Exchange programme or fieldwork overseas

In most cases this should not affect your student visa, if you are still enrolled and return to the University of Edinburgh to resume your studies after this period has finished. If you need further advice please contact your School or College. You need to remain in contact with your School/College whilst away from the UK.

Contacts Academic Registry, Old College, South Bridge
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0131 650 2845

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immigration@ed.ac.uk
0131 650 3470