Imperial College
London

YOUR VISA
YOUR RESPONSIBILITIES
CONTENTS

4  Introduction
5  Personal information
6  College email
6  Attendance
7  Working rules
8  Police registration
8  Visa renewal
9  Non Tier 4 student visas
10 Sponsor responsibilities
11 Need some advice?
INTRODUCTION

Since the introduction of the Tier 4 student visa on 31 March 2009, both students and the educational institution sponsoring them have been required by the Home Office to adhere to certain responsibilities.

This booklet has been designed to draw your attention to the main conditions of your Tier 4 visa whilst you are studying at Imperial College London and to assist you in maintaining an excellent immigration record.

Please keep this document safe and for your reference.

A full list of the immigration rules relating to Tier 4 visas can be found on the Home Office website
▸ www.gov.uk/government/publications/immigration-rules-part-6a

Please also refer to the UK Council for International Student Affairs (UKCISA) website for tips on protecting your Tier 4 status
▸ www.ukcisa.org.uk/International-Students/Immigration-/Protecting-your-Tier-4-status

If you are unsure about any of the conditions of your visa then please seek advice from the International Student Support team. Our contact details can be found on the back page of this booklet.
PERSONAL INFORMATION

**e-Service**
You are required to upload scans of your passport and your current visa or new visa, once you have it, to student e-Service.

If your immigration status changes, please inform Student Records (records@imperial.ac.uk) and upload any new visa to student e-Service.

Keep your contact information on student e-Service up to date (e.g. address, telephone number, email address).

**Home Office**
It is your responsibility to keep the Home Office updated with any change in your circumstances which includes, but is not limited to, change of address (including email); change in marital status; change of name.

You can do this using the Migrant Change of Circumstances form that can be found on the Home Office website at

COLLEGE EMAIL

All students are issued with a College email address (usually name.surname@imperial.ac.uk).

The College may contact you via this email address with important information in relation to your visa. Ensure that you check your email regularly so you can act appropriately and in a timely manner.

ATTENDANCE

You must attend all scheduled classes, laboratory sessions, meetings with tutors or supervisors. The College is required to monitor the attendance of all students and report any unauthorised absence of any Tier 4 visa holders to the Home Office.

If you fall ill, this absence must be reported to your department. For any extended period of absence due to illness, seek advice from the International Student Support team to discuss the effect this may have on your visa.

If you need to take a break from your studies due to illness, resit exams or other personal reasons you must seek advice from the International Student Support team to discuss how this might affect your visa. In most cases you will be required to leave the UK when not engaged in full-time study.
WORKING RULES

You may only work the number of hours permitted by your visa – for most Imperial students this is 20 hours per week during term time (check your visa).

Term time will be different depending on your level of study.

Undergraduate students may work full-time hours during official College vacation periods. For dates go to ► www3.imperial.ac.uk/registry/currentstudents/termdates

Postgraduate students do not generally have the same official vacation periods as undergraduate students and will be expected to adhere to the 20 hours per week rule until the official end date of their course. For PhD students, this means after final thesis corrections have been submitted.

All students can work full-time hours for the final four months left on their visa but only after their official course end date.
POLICE REGISTRATION

Students from certain countries are required to register with the police. This will be stated on your visa if it is applicable to you.

If required to do so, you must register with the police within seven days of your arrival in the UK. You will be issued with a Police Registration Certificate (PRC), which you must update at the Overseas Visitors Records Office each time you get a new visa, a new passport, or if you get married. If you already have a PRC but you are new to London, you must visit the OVRO to register there.

For further information on registering with the police and what documents you will need please refer to our website
▶ www.imperial.ac.uk/study/international-students/visas-and-immigration/before-and-after-arrival

VISA RENEWAL

During your time at the College you may need to extend your visa. It is your responsibility to seek advice on extending your visa from the International Student Support team and the Home Office website to enable you to make an application which meets all the Home Office requirements and before your current visa expires.

The College may not be able to sponsor you for a future visa application if you overstay your visa expiry date.
NON TIER 4 STUDENT VISAS

The visa conditions in this booklet are relevant to students who hold a Tier 4 student visa.

There may be students with a different type of visa and different visa conditions may apply. If you have a non Tier 4 visa it is still your responsibility to check your visa conditions and ensure that you abide by those conditions.

Should a change in your visa situation occur during the course of your studies please seek advice from the International Student Support team.
As a registered Tier 4 sponsor, the College has reporting and record keeping responsibilities. These are:

**The College must keep a copy of your**
- passport page
- visa (sticker in passport or biometric residence permit)
- Academic Technology Approval Scheme (ATAS) certificate (if required for your course)

**The College must inform the Home Office**
- within 10 days after the end of the enrolment period of any student who failed to enrol on their course
- when a student’s immigration status has changed (e.g. a change of visa category)

**The College must report to the Home Office**
- if the student has withdrawn from their course
- any significant changes to a student’s circumstances including if location of study changes, course is completed early or if you will be completing a work placement that is an assessed part of your course
- within 10 days any student’s visa application that has been refused
- students who have missed 10 consecutive expected contacts
NEED SOME ADVICE?

The International Student Support team are here to assist you with any student related immigration queries during your time at the College.

We operate a Quick Query service where you do not need to book an appointment but you can pop in and speak to the adviser on duty.

Quick Query service availability
Monday, Tuesday, Thursday and Friday ➤ 10.00–12.00
Wednesday ➤ 11.00–12.00

Please always refer to the Home Office website for the most up-to-date information related to visas and immigration ➤ www.gov.uk/government/organisations/uk-visas-and-immigration

The information in this booklet is current at the time of printing, July 2015, and is subject to alteration.
CONTACT US

International Student Support
Imperial College London
South Kensington Campus
Room 301, Sherfield Building
London SW7 2AZ

Telephone: +44 (0)20 7594 8040
Email: international@imperial.ac.uk