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INTRODUCTION

This document is a reminder of the obligations for both you as a Tier 4 student and LJMU as a Tier 4 Sponsor. It explains the reporting and record keeping duties of LJMU.

You applied for and were granted leave to enter & remain in the UK under Tier 4. In doing so you agreed to abide by the Home Office UK Visas & Immigration (UKVI) regulations.

LJMU also has certain responsibilities and must abide by UK Visas & Immigration regulations under the terms of our licence as a Sponsor of Tier 4 international students. We also require you to abide by LJMU's policies and procedures with regard to international students and Tier 4. By enrolling with us, you agree to meet all these responsibilities, if you do not, it may affect your studies and your right to study in the UK.

IMPORTANT IMMIGRATION INFORMATION FOR NEW STUDENTS

If you applied for Entry Clearance outside of the UK, you will have been issued with a 30 day temporary vignette in your passport as well as a Decision Letter outlining the conditions of your leave.

Once you have arrived in the UK, you must take your passport and the letter to the Post Office branch that you have been allocated to collect your Biometric Residence Permit (BRP). The address of the Post Office will be given in the Decision Letter.

You have 10 days after your arrival in the UK to collect the BRP, however, all students are encouraged to collect this as soon as possible.

Please try to collect your BRP from the Post Office before you enrol on the programme of study with LJMU.

If there is a particular reason why you are unable to collect the BRP first, LJMU will enrol you using the temporary vignette and the decision letter, however you **MUST bring your BRP to the Student Administration Centre as soon as it is collected.**

Once you have collected your BRP please check all details are correct, if there are any errors, please contact the International Student Adviser as a matter of urgency.

SUBMISSION OF DOCUMENTS

LJMU's Responsibility

LJMU must keep a copy of the passport and the Biometric Residence Permit (BRP) showing valid leave to remain in the UK, for all Tier 4 students enrolled with the University in addition to all other documents required by UK Visas & Immigration. These documents will be kept securely by LJMU's Compliance Officer. This procedure is undertaken annually.

If you are an international student at LJMU and have leave to remain in the UK under another immigration category (other than Tier 4), you are also required to present your passport & evidence that you have valid leave to remain and study in the UK on an annual basis.

Your Responsibility

Remember never to post important documents to the Home Office or any other official organisation without first having kept copies.

Passports/Biometric Residence Permits

- If you are a new LJMU student, you will be asked to present your passport and BRP as part of the enrolment procedure. A member of staff at the Student Admin Centre will photocopy the documents when you enrol on your course.
- If you are a continuing LJMU student, you are responsible for providing LJMU with a copy of any extensions to your leave to remain or new BRPs if your immigration status has changed.
- If you are a continuing student you will be required to present your passport and evidence of valid leave to remain in the UK to the Student Admin Centre on an annual basis on the anniversary of your first enrolment of your current programme.
- If your leave to remain in the UK has expired and you have submitted an application for an extension using an LJMU CAS number, we will need to see the following:
 - I. A copy of evidence of your previous leave to remain in the UK showing the expiry date
AND
 - II. An acknowledgement letter from the Home Office of your new application
OR
 - III. Proof that you have submitted an application to the Home Office before your previous leave expired

Qualifications

- You will need to present all of the qualifications listed in your CAS/Offer Letter when you enrol. These must be original copies and translated into English if necessary.

ATAS Certificate

- If ATAS is required for your programme, it will be stated in the LJMU offer letter and you will have needed ATAS Clearance before applying for a UK Entry Clearance under Tier 4 or any other immigration category. You will need to present this certificate at enrolment.
- If you are a research student and due to a change in your research you now require ATAS clearance, you can continue to study with LJMU while the ATAS clearance application is processed. You will need to provide a copy of the certificate as soon as you receive it. If ATAS approval is not granted, you will be required to leave your studies and LJMU will report you to UK Visas & Immigration.

FAILURE TO ENROL WITHIN THE DEADLINE

LJMU's Responsibility

LJMU must report to UK Visas & Immigration details of all students who have failed to enrol on their course by the enrolment deadline. The enrolment deadline will be specified in the CAS letter issued to you by LJMU.

If you do not enrol and are reported to UK Visas & Immigration, any Tier 4 student visa granted using LJMU's CAS number will become invalid and you will be required to leave the UK or apply to the Home Office to remain in the UK under a different immigration category.

If you do not bring your BRP to the Student Administration Centre within the deadline, you will be classed as not being fully enrolled and may be reported to UK Visas & Immigration.

Your Responsibility

To keep in contact with LJMU.

- If you are a new student and are experiencing travel difficulties do not just arrive late or we may have already reported you to UK Visas & Immigration.
- If you are a continuing student, have successfully completed the previous year but decide to take some time away from your studies, you must have first agreed this with your Faculty. You will need to request a new CAS number from LJMU and you will need to apply for new entry clearance, in time for you to return to your studies. Depending on the length of your absence and your individual circumstances, you may be required to provide evidence that your level of English Language still meets the minimum entry requirements before being provided with a new CAS number.
- If you are repeating a year (without attendance), you will need to leave the UK and return home. Before you return to your studies, you will need to request a new CAS number from LJMU and you will need to apply for new entry clearance, in time for you to return for your examinations.
- Depending on the length of your absence and your individual circumstances, you may be required to provide evidence that your level of English Language still meets the minimum entry requirements before being provided with a new CAS number.

WITHDRAWING OR SUSPENDING YOUR STUDIES

LJMU's Responsibilities

The University must report to UK Visas & Immigration if a student stops attending because of withdrawal or suspension.

LJMU may withdraw you from your programme if any of the following circumstances occur:

- You fail to comply with the International Student Attendance Policy
- You fail to pay any fees due to LJMU or fail to keep to any payment agreement
- You fail to show progression throughout your course of study

Your Responsibilities

- If you decide to withdraw from your studies, you must discuss this with the Programme Team, you will be required to complete a form at the Student Admin Centre
- If you decide to suspend your studies, you must discuss this with the Programme Team, you will be required to complete a form at the Student Admin Centre
- If you are withdrawn by LJMU your visa will be cancelled and you will be required to return home. You need to provide LJMU with a copy of the re-entry stamp from your passport once you have arrived in your home country.
- If you are suspending your studies or repeating a year (without attendance), you will need to leave the UK and return home. You can request a new CAS number from LJMU and you will need to apply for a new visa, in time for your return to study.
- If you are financially sponsored by your employer or by your government, you must inform them if you withdraw or are suspended from studies for any reason.
- Depending on the length of your absence and your individual circumstances, you may be required to provide evidence that your level of English Language still meets the minimum entry requirements before being provided with a new CAS number.

CHANGES IN YOUR PERSONAL CIRCUMSTANCES, UPDATING YOUR CONTACT DETAILS

LJMU's Responsibility

LJMU must keep your contact details on the University's Student Information System. LJMU must also report to UK Visas & Immigration any significant changes in a students' circumstances. This can include changes to the duration or location of study, or details of a work placement.

Your Responsibility

You must provide LJMU with a permanent address. This cannot be a UK address; it must be the address of your residence in your home country.

You must provide LJMU with a term time address; this should be local to the University. If a students' term time address is a long way from Liverpool, UK Visas & Immigration may question whether that student is serious about their studies. UK Visas & Immigration has an expectation that all LJMU students will live in Merseyside or the immediate surrounding area.

You must access your LJMU account and read LJMU emails regularly. This is the preferred contact method all LJMU staff will use when giving or asking for information.

If there is a change in your study location (for example you undertake a placement year) LJMU must report this change in circumstances to UKVI. Depending on the location and duration, there may be changes to your immigration status in the UK, LJMU will write to you with more information if there are.

ATTENDANCE MONITORING AND AUTHORISED ABSENCES

LJMU's Responsibilities

LJMU is required to report to UK Visas & Immigration any Tier 4 student who fails to comply with our International Student Attendance Policy. We will monitor students at 10 points throughout each academic year including Enrolment and 2 Face to Face verification meetings. In addition, LJMU Faculties are required to monitor not only attendance but also whether a student is actively engaging with their studies. Details of the International Students Attendance Policy can be found on our website: <https://www2.ljmu.ac.uk/student-administration/126439.htm>

In exceptional circumstances LJMU will consider requests for authorised absence, usually for a period of up to 4 weeks. Any such request must be received in writing. It is important to remember that we are required to report to UK Visas & Immigration if a student is absent from their studies for a significant period.

Your Responsibilities

- You must be fully enrolled on your course
- You must attend timetabled lectures and tutorials for that course
- You must engage with your studies for the duration of the lectures
- You must complete assessment work and submit it on time
- You must inform LJMU immediately if you are unable to attend any timetabled session or a scheduled face to face monitoring meeting
- You must obtain official documentary evidence if you are absent due to medical grounds. These documents must be from a UK medical practitioner.
- Wherever possible, doctor; dentist or midwife appointments should not be made at times where they will result in you being absent from timetable sessions.
- Requests for authorised absence should be approved by the Programme Leader in the first instance.

EXTENSIONS TO LEAVE TO REMAIN IN THE UK

For more information, please visit the following page on LJMU's website
<https://www2.ljmu.ac.uk/student-administration/126418.htm>

If you are progressing from one programme of study to another of a higher level, you can only remain in the UK and apply to extend your leave to remain if there is less than 28 days between the date your current leave expires and the start of the new programme. If your expiry date is more than 28 days before the start of the new programme, you will be expected to return home and make an out of country application.

LJMU will not enrol any student who does not have evidence of valid leave to remain in the UK that allows them to study, or who cannot provide evidence that an "in-time" application has been submitted to UKVI.

Students who are progressing from one LJMU programme to another of a higher level are permitted to enrol before making their visa application provided they still have valid leave to remain; however, a new application for an extension to their current leave MUST be submitted within 6 weeks of enrolment. If LJMU becomes aware that an application has not been submitted within this timeframe, you will be withdrawn from your programme; reported to UKVI and required to leave the UK.

Before starting their programme at LJMU, most students will be issued with leave to remain in the UK for the whole duration of their course and an application for an extension will not be necessary. In a small number of cases a student may not manage to complete their course within the anticipated timeframe, and will need to apply to extend their leave to complete their studies.

In order to make a new application for leave in the UK, you will need LJMU to assign you a new CAS number. The Student Admin Centres can provide you with the correct form to complete to apply for a new CAS to be assigned to you.

If a CAS cannot be assigned, we will write to you explaining the reasons why. If you disagree with the decision, you will have to opportunity to appeal.

If a CAS is assigned and you apply to extend your leave, you must tell LJMU of the outcome. If an extension is granted, we need to keep a copy of the new BRP. If an extension is refused, you will need to make an appointment to discuss this with LJMU's International Student Advisor.

As part of the application for leave to remain, you will also need to pay the Immigration Health Surcharge, for more information please contact the International Student Advisor or visit the UK Council for International Student Affairs (UKCISA) website <http://www.ukcisa.org.uk/studentnews/486/Immigration-Health-Surcharge>

LJMU does reserve the right to withdraw any CAS it has assigned.

EMPLOYMENT

The maximum amount of part time work a Tier 4 international student can do during semester time is 20 hours per week if you are studying at degree level or above. If you are studying at a lower level (e.g. a foundation student) you are limited to 10 hours per week.

You can work full time in vacation periods. University semester dates are available on the Academic Calendar at <https://www2.ljmu.ac.uk/academiccalendar/>

If you are completing a course that does not fall within the usual LJMU term dates, you are limited to a maximum of 20 hours per week as long as you have continuing academic commitments. For example; if you are enrolled on a postgraduate taught programme you are not allowed to work full time during the summer while you are completing the dissertation.

For further advice please contact LJMU's International Student Advisor.

CHANGING IMMIGRATION CATEGORY

LJMU's Responsibility

LJMU is required to report to UK Visas & Immigration any student whose immigration status has changed from Tier 4.

Your Responsibility

If you apply to change immigration category while you are enrolled as an LJMU student, you must inform LJMU as soon as possible.

You must bring proof of your application to the Student Admin Centre as soon as possible and keep LJMU updated with the decision. For example if the application is refused but you have a right of appeal, you must inform LJMU.

Once a decision on your application is finalised, we will need to see evidence of your leave to remain in the UK under the new immigration category. You will need to visit the Student Administration Centre with your new Biometric Residence Permit to be copied.

If the application is refused and you have no further right of appeal, you will need to discuss this with LJMU's International Student Advisor.

CONTACT INFORMATION

Helen Brady

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John Foster Modular Building 80-98 Mount Pleasant, Liverpool, L3 5UZ

Tel: 01512313228

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International Student Advisor

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DISCLAIMER

This document has been prepared to give LJMU students an overview of Tier 4 responsibilities and is for general information only. It is not intended to be relied upon and does not represent a full statement of legal requirements. All students need to ensure that they understand the immigration guidelines and take notice of any changes in legislation that may affect them. All students need to accept that their leave to remain in the UK is their responsibility and they must abide by the regulations set out by UK Visas & Immigration and LJMU in order to protect their right to remain in the UK as a Tier 4 student.

While LJMU has taken care that this document is correct at the time of preparation, UK Visas & Immigration may revise its policies at any time and the legal situation is subject to change. LJMU will not accept responsibility for any omission or for any loss or damage arising from the consultation of this document.