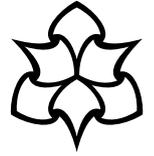


Manchester Metropolitan
University



Your Visa, Your Responsibility



Contents

- Introduction** 4
- University**
- Your Tier 4 Student Journey with Manchester Met 5
- Record Keeping Duties 8
- Reporting Duties 12
- Academic Technology Approval Scheme 10
- Failure to Enrol on Your Course at Manchester Met 14
- Withdrawal or Suspension of Studies 17
- Repeating Failed Units 21
- Changes in Your Circumstances 24
- Monitoring Your Attendance 29
- Time Limits 32
- Visa Refusals 34
- Overstaying 35
- Quick Guide to Tables and Questions 36

- Community**
- Your Tier 4 Student Journey in Your Community 37
- Police Registration 37
- Opening a Bank Account 38
- Healthcare and the NHS 38
- Registering with a GP 38
- Staying in the UK for reasons other than study 39
- Volunteering and Voluntary Work 40
- Employer**
- Your Tier 4 Student Journey with an Employer 41
- Employment During Your Studies 41
- Employment After Your Studies 43
- Useful Information and Contacts** 45
- Glossary** 46
- Disclaimer** 47



► Introduction

Manchester Metropolitan University (Manchester Met) has a licence with the Home Office and this permits the University to sponsor your immigration for the purpose of study at Manchester Met only.

This document is divided into three sections.

- **The first section** explains the reporting and record-keeping duties of the University as your Tier 4 (General) sponsor. It explains what you need to do during your studies at Manchester Met to protect your immigration status in the UK. The subheadings include the Home Office Rule, the University's Responsibility and Your Responsibility.
- **The second section** provides useful information about your Tier 4 student journey within your local community. This includes registering with the police (if required), who is eligible for healthcare in the UK and how to register with a GP. There is also useful information about volunteering and how best to protect your immigration status in the UK to ensure you work within the permitted weekly hours as stipulated on your immigration permission.
- **The third section** is about your Tier 4 student journey with a potential employer in the UK. This section provides useful information about employment during and after your studies.

By enrolling with the University, you agree to meet these responsibilities. If you do not, it may affect your stay in the UK.

The Home Office can contact us at any time to ask about your student status and progress on your course. This may also include information about your attendance/absence rates on the course. Any changes to your student status are reported to the Home Office through your Certificate of Acceptance for Studies (CAS) number. Reporting to the Home Office is completed through the Home Office Sponsorship Management System.

Your entry clearance or leave to remain has been granted subject to the conditions stated in Part 6A of the Immigration Rules (entry clearance – para 245ZW and leave to remain – para 245ZY):

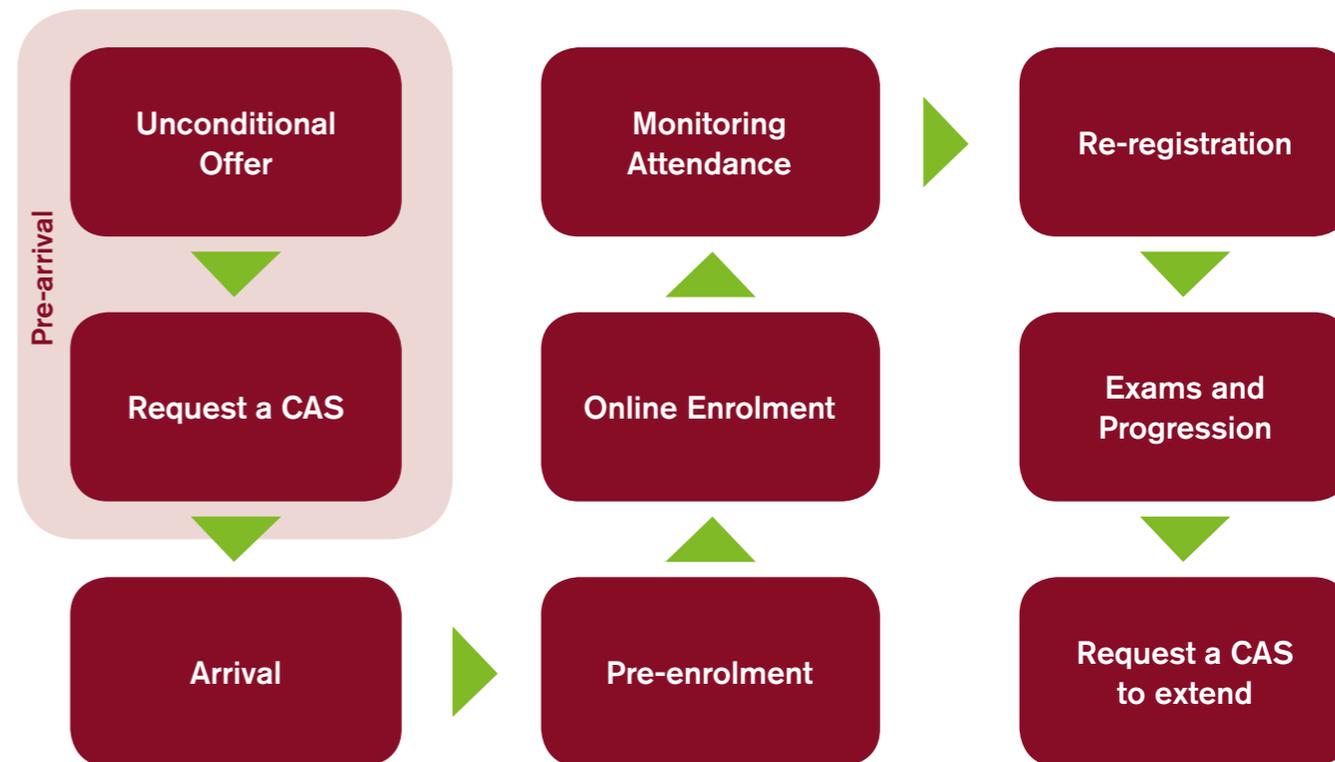
www.gov.uk/guidance/immigration-rules/immigration-rules-part-6a-the-points-based-system

www.gov.uk/guidance/immigration-rules/immigration-rules-part-6a-the-points-based-system

We recommend you read the general good practice guide for protecting and maintaining your Tier 4 status published by the UK Council for International Student Affairs (UKCISA): www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Protecting-your-Tier-4-status

► Your Tier 4 Student Journey with Manchester Met

The diagram below provides an overview of your Tier 4 student journey at Manchester Met. A description of each stage can be found on the following pages.



► Your Tier 4 Student Journey

Unconditional Offer

Your journey with Manchester Met started when you submitted an application to study at the University. The Recruitment and Admissions department assessed whether you met the University entry requirements to join and complete the course of your choice. If you met the University entry requirements, you received an Unconditional Offer to study at Manchester Met.

Request a CAS

After you accepted your Unconditional Offer, you paid a deposit towards your tuition fees and then requested a Confirmation of Acceptance of Studies (CAS) from the International Admissions team. The team checked that you met the Home Office requirements to gain entry or Leave to Remain in the UK.

Arrival

If you applied from your country of residence and your visa application was successful, you were given a 30 day travel visa for entry to the UK under Tier 4. The actual visa will be issued as a Biometric Residence Permit (BRP) and you must collect this within 10 days of your arrival in the UK, from the Post Office branch stated on your decision letter, or before your travel visa expires, whichever is the later date. If you applied from within the UK, you will be issued with a Biometric Residence Permit (BRP) and it will be sent to your correspondence address by courier.

Pre-enrolment

Before you can enrol at Manchester Met you must complete pre-enrolment. During pre-enrolment, staff assess that you are eligible to enrol at Manchester Met and take copies of various documents including your passport, travel visa and BRP. You may also be asked for additional documents to show your right to study in the UK if you are not sponsored under Tier 4.

Completing Online Enrolment

You complete your enrolment online followed by collecting your Manchester Met ID card from your Faculty's Student Hub. Your academic journey starts with your Faculty induction. It is essential that you attend all scheduled course activities from the start of term to ensure that you get the best start to your studies at Manchester Met.

Monitoring Attendance

If you are an undergraduate or postgraduate student on a taught course, you will need to self-register your attendance to prove to the University that you are not in breach of entry clearance or Leave to Remain in the UK. For postgraduate research students, your attendance is monitored through the submission of monthly RD9 forms - available on Skills Forge.

Re-registration

At the start of each term, you will need to check-in at one of the Student Hubs and complete re-registration. Re-registration is compulsory and requires you to meet with a member of Manchester Met staff to prove you are still physically in the UK. If you miss re-registration, the University assumes you are not in the UK and no longer want to study at Manchester Met.

Exams and Progression

The University will check how you perform in exams. If you did not do as well as you had hoped, you may need to complete re-sits and re-assessments over the summer or repeat units the next academic year. Any extra time you need to finish your course may affect your immigration status and stay in the UK.

Request a CAS to Extend

This applies to you if you need a bit longer to finish your course at Manchester Met. You need to request a second CAS from the International Office. The International Office will check that you meet the Home Office requirements to gain entry or Leave to Remain in the UK - available at: www.mmu.ac.uk/international/visas-and-immigration



► Record Keeping Duties

The Home Office can contact the University at any time to request documents and information about each Tier 4 student. The section below provides information about which documents the University must show the Home Office and when these are collected during your student journey at Manchester Met. Admissions and International Office staff undertake the record keeping duties at the University.

► Home Office Rule

A Tier 4 sponsor must keep a copy of the following for Non-EEA students:

1. Passport
2. Evidence of immigration documents for the UK
3. Record of attendance/absence
4. Up-to-date contact details
5. Academic Technology Approval Scheme (ATAS) clearance certificate (if needed)
6. For under 18s, a copy of the letter of consent from Parent or Guardian
7. Copies of evidence used to assess your eligibility to join a Manchester Met course

► The University's Responsibility

We must provide copies of your passport to the Home Office, evidence of immigration documents for the UK, your contact details, ATAS clearance certificate (if needed), a copy of the letter of consent from a Parent or Guardian if you are under 18 at enrolment and copies of evidence used to assess your eligibility to join a Manchester Met course. The Home Office can also ask for information about your attendance/absence rates on the course. It is the University's responsibility to ensure that all relevant records are up to date and valid. This may result in us asking for further, new, copies of your passport and immigration documents at re-registration, in instances when you have acquired new or alternative ones.

► Record Keeping Duties

► Financially Sponsored Students

If your studies are being paid for by your employer or government, information about your record, progress and attendance may be disclosed to your financial sponsor on a regular basis. This is because of the terms of the contract between your financial sponsor and the University.

► Your Responsibility and Required Action

At Pre-enrolment

Pre-enrolment is obligatory for all **new** students and takes place at the beginning of each academic year. If you are a new student to the University you must submit originals of your passport, evidence of immigration documents for the UK, ATAS clearance certificate, a letter of consent from your Parent or Guardian if you are under 18 and evidence used to assess your eligibility to join a Manchester Met course (i.e. original qualifications, including proof of English language proficiency).

If you are a **returning** student and the University does not have an up-to-date passport and immigration documents on file, you will be blocked from online enrolment and must participate in pre-enrolment. You must submit originals of your passport and evidence of immigration documents for the UK.

If you cannot provide up-to-date immigration documents for the UK, you will not be permitted to join or return to your course. Documents that you can submit at pre-enrolment to show you are entitled to enter or remain in the UK include:

- 30 day travel visa and decision letter from the Home Office
- Front and reverse side of your Biometric Residence Permit

Research students who arrive at different times of the year (i.e. after the main enrolment sessions in September and January), must contact their Faculty Research Administrator to make appropriate arrangements for pre-enrolment and induction.

During Re-registration

Manchester Met has mandatory re-registration sessions at the beginning of each term for all Tier 4 students. During re-registration you must check-in at a Student Hub in person to show the University that you have returned to Manchester Met after the term breaks. You will also be requested to confirm that your contact details are correct. If you miss re-registration, do not submit coursework and/or attend classes, this could result in you receiving a formal warning and ultimately more serious sanctions, for example you being withdrawn from the University.

Students with an Ongoing Application or Appeal

Sometimes you may arrive at the University whilst you are waiting for an application or an appeal to be decided. In order to enrol you may need to provide evidence that your application or appeal was made on time and that you are still waiting for a decision. In some instances we may ask your permission to contact UKVI to confirm your current immigration status. If we are unable to confirm your current immigration status, the University will assume you do not have permission to stay in the UK and you will be withdrawn from your course. You can contact the International Office by email at VisaCompliance@mmu.ac.uk to confirm your student status. If you do not have permission to be in the UK, the International Office will ask to see evidence of your travel plans to depart the UK.

Updating your Contact Details

Whenever there is a change to your contact details (for example changing your UK address, telephone number or email) you must inform the University and the Home Office. We will also ask you to confirm that your contact details are correct at re-registration.

The **University** must always have your permanent and temporary address. You can update your contact details online through the University's Contacts Management System at: www.mmu.ac.uk/enrol. You can also visit a Student Hub to update your details in person.

You are required to update the **Home Office** if your contact details change at any time during your studies and also if you are likely to be at your new address for at least six months. The following link provides information of how you report the change: www.gov.uk/change-circumstances-visa-brp/overview

Academic Technology Approval Scheme

If you are a non EEA national, you may be required to obtain an ATAS certificate if you are studying at postgraduate level within certain subject areas. The subject areas which require ATAS relate to where the knowledge gained may have application in the development of weapons of mass destruction (for example, certain science subjects, mathematics, engineering, technology or medicine).

The certificate is issued by the Foreign and Commonwealth Office (FCO) and must be obtained by anyone studying on a related postgraduate course of study regardless of immigration category or length of time required in the UK. Tier 4 applicants will also be required to submit a valid ATAS certificate with their visa application where Manchester Met has indicated the requirement on their CAS number.

Your offer letter should indicate a JACs code that has been assigned to your course of study, the FCO outline which JACs codes require ATAS clearance on their website:

www.gov.uk/guidance/academic-technology-approval-scheme

- You can apply for your ATAS once you have received a conditional offer for your course
- The application is free
- You can apply for more than one ATAS at the same time if you are yet to make a decision about where you will be studying

Renewing your ATAS

If you are currently enrolled on an ATAS related course you must apply for a new ATAS clearance certificate if you have:

- changed your course or chosen modules – this includes the area of research for students completing research degrees
- changed your institution
- are applying to extend your leave in order to complete your course
- changed the length of your course, even if you are still able to complete your studies within your current leave

The application may be a requirement regardless of the type of immigration permission you currently hold.

If ATAS clearance is refused by the Foreign and Commonwealth Office, regrettably you will not be permitted to join or continue on your course at Manchester Met.

All copies or scans of your documents are uploaded centrally to the University Student Record System.



► Record Keeping Duties

The table below provides a summary of the documents you must submit to Manchester Met.

What to submit	When to submit	Who should submit	Useful links	Contact
Passport	Pre-enrolment	New and returning students	www.mmu.ac.uk/ international/arrival	VisaCompliance@ mmu.ac.uk
Evidence of immigration documents for the UK	Pre-enrolment and Re-registration			
Up-to-date contact details	Online enrolment and at any point your contact details change			
Academic Technology Approval Scheme (ATAS) clearance certificate (if needed)	Pre-enrolment	www.gov.uk/guidance/ academic-technology- approval-scheme		
For under 18s - copy of the letter of consent from Parent or Guardian (if needed)	Pre-enrolment	New students	www.mmu.ac.uk/ international/arrival	
Copies of evidence used to assess your eligibility to join a Manchester Met course e.g. qualifications and English proficiency				



▶ Reporting Duties

The Home Office can contact the University at any time to ask about your student status and progress on your course. The following sections provide information about what the University is required to report to the Home Office. Any changes to your student status are reported to the Home Office through your Certificate of Acceptance for Studies (CAS) number. The International Office completes reporting through the Home Office 'Sponsorship Management System'.



Failure to Enrol on Your Course at Manchester Met

▶ Home Office Rule

The Tier 4 sponsor to report a student's failure to enrol on a course.

▶ The University's Responsibility

The University must inform the Home Office of any student who has failed to enrol within ten working days of the latest enrolment date.

▶ Your Responsibility and Required Action

If you fail to enrol for any of the following reasons, please read the instructions and details of how this may affect your stay in the UK.

▶ Reporting Duties

This table explains your required actions relevant to your circumstances.

Reason for not returning	Scenario	What should I do?	Can I stay in the UK?
I do not wish to continue studying	You passed the previous academic year but you have decided not to come back to the University. This may be because you decided to study elsewhere in the UK or take up employment at home.	<p>You must inform your Faculty Programmes Office in writing by submitting the correct forms to approve your withdrawal.</p> <p>Further information on suspending or withdrawing from your course is available at: www.mmu.ac.uk/academic/casqe/regulations/withdrawal-students.php</p> <p>You must also email VisaCompliance@mmu.ac.uk and inform the International Office that you have decided to stop your course and what you plan to do next:</p> <ul style="list-style-type: none"> ▪ If you will return home, please send a copy of your flight tickets by email ▪ If you will go to another university, please provide a copy of your Unconditional Offer letter by email 	<p>✗ No</p> <p>You will no longer have permission to stay in the UK as you have stopped studying at Manchester Met. If you have moved to another University, please contact its immigration team for legal advice.</p>
I want to take a break from my studies for the entire academic year	You passed the previous academic year and wish to take a year out from your studies. Taking time out from your studies is called 'intercalating'.	<p>You must agree this with your Programme Leader. Once approved by your Programme Leader, Head of School and Chair of the Exceptional Factors Panel, you must email VisaCompliance@mmu.ac.uk and provide information about your whereabouts and dates of when you wish to return to your course and a copy of your flight tickets home.</p> <p>When it is time to return to your course, you must apply for a new CAS and Tier 4 (General) student visa.</p> <p>For more information about how to apply for a CAS and a Tier 4 Visa, go to: www.mmu.ac.uk/international/visas-and-immigration</p> <p>Don't forget the Home Office has introduced time limits under the Tier 4 (General) student visa route.</p>	<p>✗ No</p> <p>You will no longer have permission to stay in the UK as you do not need to attend classes.</p>

Reason for not returning	Scenario	What should I do?	Can I stay in the UK?
I have failed with no further opportunity to continue on the course	Your time with the University has come to an end because you failed and cannot progress to the next academic year.	You must email VisaCompliance@mmu.ac.uk and tell us what you will do next: <ul style="list-style-type: none"> If you will return home, please send flight tickets by email If you will go to another university, please provide your Unconditional Offer letter by email If you decide to submit an academic appeal, please send the receipt that you get from your Student Hub by email. You may be required to attend meetings with the International Office to discuss your case. Failure to attend any meetings may affect your stay in the UK 	X No You will no longer have permission to stay in the UK as you cannot continue with your studies at Manchester Met.

In all of the above scenarios, where the University has reported your change in student status to the Home Office through your CAS number and you no longer have permission to stay in the UK, your visa will be curtailed/cancelled by the Home Office. For more information about curtailment/cancellation of your Tier 4 visa please see: www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Protecting-your-Tier-4-status



▶ Reporting Duties

Withdrawal or Suspension of Studies

▶ Home Office Rule

The Tier 4 sponsor to report if a student stops attending because of a withdrawal or suspension.

▶ The University's Responsibility

The University must report the withdrawal/suspension within ten working days of the status change on your student record. The University will also provide the Home Office with the student's last recorded UK address, phone number and personal email address.

▶ Your Responsibility and Required Action

If you stop attending for any of the following reasons, please read the instructions and details of how this may affect your stay in the UK.



► Reporting Duties

This table explains your required actions relevant to your circumstances.

Reasons for withdrawing or suspending	Scenario	What should I do?	Can I stay in the UK?
I want to withdraw from my studies after enrolment	You enrolled at Manchester Met and later in the academic year you have decided to stop with the course. This could be because you are homesick and miss your family. You wish to return home.	<p>You must discuss this with your Personal Tutor or Programme Leader before making the final decision.</p> <p>You must inform your Faculty Programmes Office in writing by submitting the correct forms to approve your withdrawal.</p> <p>Further information on suspending or withdrawing from your course is available at: mmu.ac.uk/academic/casqe/regulations/withdrawal-students.php</p> <p>After your withdrawal from the course is approved, you must email VisaCompliance@mmu.ac.uk and tell us what you have decided to stop with your course and what you plan to do next:</p> <ul style="list-style-type: none"> ▪ If you will return home, please send flight tickets by email ▪ If you will go to another university, please provide a copy of your Unconditional Offer letter by email 	<p>✗ No</p> <p>You will no longer have permission to stay in the UK as you have left the course and do not need to attend classes.</p>

Reasons for withdrawing or suspending	Scenario	What should I do?	Can I stay in the UK?
I am withdrawn from the course by the University	<p>You could be withdrawn by the University when you have:</p> <p>a) Consistently demonstrated an unacceptable level of engagement on your programme and/or missed examinations</p> <p>b) Your immigration permission to stay in the UK has expired</p>	<p>a) Your withdrawal from the course will be approved by your Faculty</p> <p>b) Your withdrawal from the course will be approved by the International Office</p> <p>You must email VisaCompliance@mmu.ac.uk and tell us what you plan to do next:</p> <ul style="list-style-type: none"> ▪ If you will return home, please send flight tickets by email ▪ If you will go to another University, please provide a copy of your Unconditional Offer letter by email ▪ If you decide to submit an academic appeal, please send the receipt that you get from your Student Hub by email. You may be required to attend meetings with the International Office to discuss your case. Failure to attend any meetings may affect your stay in the UK 	<p>✗ No</p> <p>You will no longer have permission to stay in the UK as you have been removed from your course and do not need to attend classes.</p>

Reasons for withdrawing or suspending	Scenario	What should I do?	Can I stay in the UK?
I want to suspend my studies after enrolment	You enrolled at Manchester Met and need to take a break. This could be because you have fallen seriously ill and need long-term medical care.	<p>You must discuss this with your Personal Tutor or Programme Leader before making the final decision. You must inform your Faculty Programmes Office in writing by submitting the correct forms to approve your suspension.</p> <p>Further information on suspending or withdrawing from your course is available at: mmu.ac.uk/academic/casqeregulations/withdrawal-students.php</p> <p>After your suspension from the course is approved, you must email VisaCompliance@mmu.ac.uk and provide information of your whereabouts and dates of when you wish to return to your course. If you will return home, please send flight tickets by email.</p> <p>When it is time to return to your course, you must apply for a new CAS and Tier 4 (General) student visa.</p> <p>For more information about how to apply for a CAS and a new Tier 4, go to: www.mmu.ac.uk/international/visas-and-immigration</p> <p>Don't forget the Home Office has introduced time limits under the Tier 4 (General) student visa route. You can find more information about time limits on page 32.</p>	<p>X No</p> <p>You will no longer have permission to stay in the UK while you take a break from your studies and do not need to attend classes.</p>

In all of the above scenarios, where the University has reported your change in student status to the Home Office through your CAS number and you no longer have permission to stay in the UK, your visa will be curtailed/cancelled by the Home Office. Please note that a student can also be suspended for non-payment of tuition fees by the University's Finance and Legal team.

For more information about curtailment/cancellation of your Tier 4 visa please see: www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Protecting-your-Tier-4-status

► Reporting Duties

Repeating Failed Units

► Home Office Rule

The Home Office will allow students to re-sit examinations or repeat a part of their course. If the student's immigration permission expires before they finish the re-sit/repeat, they must apply to extend it before their current permission expires.

► The University's Responsibility

The University must report to the Home Office if a student is not required to attend classes for units they are repeating. The University must also inform the Home Office within 10 days after the changes to the student record have been confirmed and provide student contact details.

► Your Responsibility and Required Action

If you are repeating units for any of the following reasons, please read the instructions and details of how this may affect your stay in the UK.

► Reporting Duties

This table explains your required actions relevant to your circumstances.

Reason for repeating	Scenario	What should I do?	Can I stay in the UK?
I have not passed the year and must repeat failed units with attendance	You failed 90 credits. You must repeat the units in order to progress on your course. Your Faculty has informed you that you must stay in the UK, attend all classes and make use of university facilities.	<p>You must check carefully which units you must repeat.</p> <p>You must submit all coursework and attend mandatory re-registration at the beginning of the Spring and Summer terms.</p> <p>You may also be required to meet with the International Office to establish any additional contact points.</p> <p>For all immigration related questions email immigration@mmu.ac.uk</p> <p>Don't forget, if you repeat with attendance, you will have to pay the full fee for each unit and will have one last chance to complete each unit.</p> <p>As you need additional time in the UK to complete your course, you will need to extend your visa. You must apply for a new CAS and Tier 4 (General) student visa before your visa expires.</p> <p>For more information about how to apply for a CAS and a new Tier 4, go to: www2.mmu.ac.uk/international/visas-and-immigration</p> <p>Don't forget the Home Office has introduced time limits under the Tier 4 (General) student visa route. Please see page 32 for further information.</p>	<p>✓ Yes</p> <p>Taught students are permitted to stay in the UK as long as you are required to attend classes.</p> <p>For postgraduate taught and research students writing up, you must provide monthly supervisory dates to prove you meet the Home Office definition for 'continued participation'.</p>

Reason for repeating	Scenario	What should I do?	Can I stay in the UK?
I have not passed the year and must repeat failed units without attendance	You failed 30 credits and must repeat the units in order to progress. You do not need to attend classes because you can submit coursework online and have an exam the following academic year.	<p>If you repeat the course without attendance you must email VisaCompliance@mmu.ac.uk and provide information about your whereabouts and dates of when you need to return for your re-sits or re-assessments.</p> <p>If you will return home, please send flight tickets by email. When it is time to return to your course, you must apply for a new visa. If you remain in the UK and apply for a visa in a different visa category you need to send evidence of this to VisaCompliance@mmu.ac.uk</p> <p>If you have less than six months left on your course, you may be advised to return with a Short-term Study visa.</p> <p>If you wish to repeat failed units with attendance, you must contact your Faculty Programmes Office and request this formally by email, but don't forget the Home Office has introduced time limits under the Tier 4 (General) student visa route.</p> <p>The University might not be able to offer identical units to repeat with attendance.</p>	<p>X No</p> <p>You will no longer have permission to stay in the UK because you do not need to attend classes.</p> <p>You will have access to online university resources like Moodle and your University email account.</p>

In all of the above scenarios, where the University has reported your change in student status to the Home Office through your CAS number and you no longer have permission to stay in the UK, your visa will be curtailed/cancelled by the Home Office. For more information about curtailment/cancellation of your Tier 4 visa please see: www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Protecting-your-Tier-4-status

For more information about taking assessments or re-sits for International students, please refer to this website: www.mmu.ac.uk/students/assessments

You should **NEVER** travel to the UK on a General Visit visa as a tourist to complete re-sits or re-assessments. For more information about the eligibility requirements for the Tier 4 (General) or Short-term Study visa routes please refer to the Home Office website at: www.gov.uk/study-visit-visa or email us immigration@mmu.ac.uk

► Changes In Your Circumstances

A significant change to your circumstances might be that:

- the location of your study changes
- you change courses within the University
- the length of your course becomes shorter
- you complete a work placement/exchange
- you change your immigration category whilst remaining in the UK



Changes in Circumstances

► Home Office Rule

The Tier 4 sponsor to report significant changes in a student's circumstances.

► The University's Responsibility

The University must report any significant changes to the Home Office within 10 days after the changes to the student record have been confirmed. These changes include, but are not limited to, the location of your study changing, you change courses within a University, if the length of a course of study becomes shorter or you will complete a work placement.

► Your Responsibility and Required Action

If there is a change in your circumstance at the University, please read how this change of circumstance may affect you and your stay in the UK.

► Changes In Your Circumstances

This table explains your required actions relevant to your circumstances.

Change in circumstance	Scenario	What should I do?	Can I stay in the UK?
My study location has changed	If the location of your study changes, for example your Faculty move to a different address.	You do not need to do anything. The University will report the new address to the Home Office.	✓ Yes
I am writing up or completing research abroad	As part of your course you are required to travel and stay in a different country to collect data or write up.	If you are a postgraduate student who has agreed with their Academic Supervisor to write up or conduct research abroad, you must submit a 'Change of study address' form. Please email VisaCompliance@mmu.ac.uk for a copy of the 'Change of study address' form. The address change must be reported to the Home Office to protect your immigration status and permit travel in and out of the UK. You must also submit the form together with a copy of your flight tickets.	✓ Yes But time spent abroad must be in line with the Home Office definition for 'continued participation'.
I will participate in an exchange programme abroad	You applied to study at a partner University in Europe for one or two terms and will attend classes at the partner University.	The University will continue to sponsor your immigration. The University will report to the Home Office the location and duration of the exchange. You will be required to complete an end of term report. This will be sent to you by the Exchanges team at the end of each term (December, April and June). You must email VisaCompliance@mmu.ac.uk and make the International Office aware of your exchange arrangement.	✓ Yes Your visa will remain valid as Manchester Met will continue to monitor your engagement.

► Changes In Your Circumstances

Change in circumstance	Scenario	What should I do?	Can I stay in the UK?
I will complete a work placement in the UK	You must complete a work placement in the UK as part of your course.	<p>You do not need to do anything. The University will report the location and duration of the work placement to the Home Office so that they know your whereabouts.</p> <p>The percentage of work being undertaken must not be more than 50% of the total length of the course unless there is a statutory requirement for it to be more.</p> <p>If you are asked to complete re-registration whilst you are on placement and are unable to attend you should email VisaCompliance@mmu.ac.uk</p> <p>If you require an extension to your Tier 4 (General) visa, UKVI expect you to extend your visa to cover the placement year either before you start the placement or after the placement has been completed. The application can normally be made from within the UK.</p>	✓ Yes
I will complete a work placement abroad	You must complete a work placement as part of your course. The placement provider is based abroad and not in the UK.	<p>The University will continue to sponsor your immigration. The University will report to the Home Office the location and duration of the placement.</p> <p>You must email VisaCompliance@mmu.ac.uk and tell us about your placement. You must send a copy of your flight tickets and tell us when you plan to return to your course at Manchester Met.</p> <p>When it is time to return to your course and you need additional leave to enter and remain in the UK, you must apply for a new CAS and Tier 4 (General) student visa.</p> <p>For more information about how to apply for a CAS and a new Tier 4, go to: www2.mmu.ac.uk/international/visas-and-immigration</p>	<p>✓ Yes</p> <p>Your visa will remain valid as Manchester Met will continue to monitor your engagement.</p>

Change in circumstance	Scenario	What should I do?	Can I stay in the UK?
I will complete an optional placement in the UK	Some programmes include an optional placement or exchange year. If you are a Tier 4 student, you can take an optional placement only if the optional placement is identified in the Programme Specification for the programme, and you inform the relevant Programmes Office team that you intend to take the optional placement before the placement begins.	<p>If you complete an optional placement or exchange year, you must email VisaCompliance@mmu.ac.uk and make the international office aware. UKVI expect you to extend your visa to cover the placement year either before you start the placement or after the placement has been completed. The application can normally be made from within the UK.</p> <p>The percentage of work being undertaken must not be more than 50% of the total length of the course unless there is a statutory requirement for it to be more.</p> <p>If you are asked to complete re-registration whilst you are on placement and are unable to attend you should email VisaCompliance@mmu.ac.uk.</p>	✓ Yes

► Monitoring Your Attendance

The University must report any unauthorised absences and 10 consecutive missed points of contact to the Home Office.

Change in circumstance	Scenario	What should I do?	Can I stay in the UK?
I want to transfer courses within the University	You decide to transfer courses, for example you move from a Business Management to a Financial Management course.	<p>If you would like to transfer courses after you have enrolled, you must consult your Personal Tutor or Programme Leader.</p> <p>Your Faculty Programmes Office will approve the transfer and make the changes to your student record.</p> <p>The University will report the change to the Home Office and provide the name of the new course, campus address and details of if the duration of the course will become longer or shorter.</p> <p>If your previous course is unrelated to the new course, and you are unable to justify that the two courses combined support your career aspirations, then you will need to make a new Tier 4 application from outside of the UK. Please be aware that all course transfers are at the discretion of the compliance team.</p> <p>One of the conditions of changing to a new course is that you complete the new course within the time frame of your existing visa. If your new course will take longer to complete than the time you have on your visa you may need to return to your country of permanent residence to make a new visa application. This must be done before you start your new course.</p> <p>For more information about how to apply for a CAS, go to: www.mmu.ac.uk/international/visas-and-immigration</p>	✓ Possibly

In all of the above scenarios, where the University has reported your change in student status to the Home Office through your CAS number and you no longer have permission to stay in the UK, your visa will be curtailed/cancelled by the Home Office. For more information about curtailment/cancellation of your Tier 4 visa please see: www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Protecting-your-Tier-4-status

Course level	Points of contact	Attendance
Undergraduate and postgraduate taught	<p>These include (and are not limited to):</p> <ul style="list-style-type: none"> ▪ Attending pre-enrolment ▪ Completing online enrolment ▪ Collecting your ID card from your Faculty's Student Hub ▪ Attending Re-registration at the start of each term ▪ Attending timetabled classes and/or events ▪ Attending exams ▪ Submitting coursework ▪ Accessing Moodle 	<p>As a Tier 4 International Student, you can self-register your attendance to all timetabled classes using the student attendance portal: attendance.mmu.ac.uk You can also swipe your card on an in-classroom card reader to register your attendance for the session</p> <p>What to do</p> <ul style="list-style-type: none"> ▪ Self-Registration is available via the University's Wi-Fi system and network only ▪ Connect to the University's Wi-Fi on your smart phone, tablet or laptop, or use one of the University's PCs available in the IT drop-in zones ▪ Each time you attend a timetabled class, visit the student attendance portal (attendance.mmu.ac.uk) and log in using your student ID number and password ▪ Once you have logged in, register your attendance for that class <p>Further information regarding attendance and your Tier 4 visa can be found by visiting: www2.mmu.ac.uk/attendancefaq/#t4-int-students. You can also email Tier4Attendance@mmu.ac.uk</p>

► Monitoring Your Attendance

Course level	Points of contact	Attendance
Postgraduate research	<p>These include (and are not limited to):</p> <ul style="list-style-type: none"> ▪ Attending pre-enrolment ▪ Completing online enrolment ▪ Collecting your ID card from your Faculty's Student Hub ▪ Attending Re-registration at the start of each term ▪ Attending Graduate School workshops and annual conferences ▪ Submission of RD9 forms spread throughout the academic year ▪ Submission of forms during various stages of the research Degree for example RD1, RD2, RDAR, RDDec etc. 	<p>Your attendance is monitored through the submission of Research Degree forms at the various stages of your research, the completion of RD9 forms when you meet with your Director of Studies or supervisory team and attendance at workshops.</p> <p>Please ensure you meet with your supervisor monthly and maintain any deadlines for annual registration and annual reviews.</p>

In general, if you are unable to attend a tutorial, exam, seminar or submit coursework on time, you need to provide an explanation of your absence. Please refer to the Assessment Regulations for Undergraduate and Postgraduate programmes of study at: www.mmu.ac.uk/academic/casqeregulations/assessment-regulations.php. Please pay special attention to Appendix 1 and 9. Forms can be collected and submitted from any Student Hub.

Postgraduate research students should refer to the Graduate School for Regulations and Institutional Codes of Practice available at: www.mmu.ac.uk/graduate-school/regulations-cop-supporting-material

For Manchester Metropolitan University term dates please refer to: www.mmu.ac.uk/about/termdates. Please note that if you are completing a postgraduate taught course (e.g. MA or MSc) at the University the term dates may not apply to you. For example, during the summer and autumn term while you are collecting data and writing up your dissertation, you are considered to be studying full time.



► Time Limits

The Home Office has a time limit or 'cap' for the Tier 4 (General) Student route. Any delays you experience in your studies may affect your future stay in the UK and extending your visa under the Tier 4 route. For a course below degree level, the limit is 2 years, for all degree level courses, the limit is 5 years and for a second research degree (MRes, MPhil and PhD) the limit is 8 years.

The Home Office will consider how much leave you have already received to study in the UK with a student visa. They will base their calculation on the 'valid from' date and the 'valid until' date of each period of leave. If the time exceeds the limit you will not be granted a visa.

The Immigration Rules make it clear that it is the period of leave that you have been granted under the student visa route that will count towards the time limits, even if you did not spend all of this time studying and/or you used this time to study a different level of course. However, the Home Office's Tier 4 policy guidance states that if your leave has been curtailed, the date that your curtailed leave expired will be used. The Tier 4 policy can be found at: www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student

Any study you have completed on a non-Tier 4 visa (Dependent, Short Term Study visa etc.) will not be counted towards the cap.

Please be aware, if you are applying to study one of the following courses, they are exempt from the time cap:

- Courses in architecture, medicine, dentistry, veterinary medicine and science, or music at a conservatoire, are exempt from the limit
- If you have completed a UK degree, and your current Tier 4 application is to study certain legal qualifications (CPE, GDL/LPC or BPTC), the legal qualification is exempt from the limit

The following exemptions apply to all courses:

- If you are applying to study a course at a higher education institution (HEI) and the 5-year cap would prevent you from completing a fifth academic year at degree level or above, then the limit is extended to five years and 11 months
- If you have successfully completed a UK degree course which was at least four years long, and your Tier 4 application is to study a Masters degree at a higher education institution (recognised body or institution in receipt of public funding), the limit is six years
- If your Tier 4 application is to study a PhD at a higher education institution, there is no limit while you are studying the PhD

If you are concerned that you have reached your time limit and will not be able to extend your visa to complete your course, please send an email to: immigration@mmu.ac.uk

For further information, please refer to UKCISA on 'Time limit (cap) on study' at: www.ukcisa.org.uk/Information-Advice/Visas-and-Immigration/Tier-4-eligibility-and-requirements



► Visa Refusals

The University must report when your visa application has been refused by the Home Office within 10 days of receiving this information. If you receive a visa refusal notification from the Home Office, you must submit all the pages of the refusal notice as a PDF document by email to immigration@mmu.ac.uk. The University will report the visa refusal to the Home Office.

If you think the refusal was incorrect, you can ask for an 'Administrative Review'. The University will not report the visa refusal in this instance; however, you must email us at immigration@mmu.ac.uk and provide proof of submitting an 'Administrative Review'. You must update the University by email as soon as you have the outcome of the administrative review. Please contact us if you would like advice regarding the administrative review. Failure to inform the University will result in more serious sanctions which may include suspension/withdrawal from your course.



► Overstaying

Overstaying means that you have stayed beyond the end date of your immigration permission, for example you stayed in the UK after your visa expired. Overstaying is a criminal offence. There is no 'grace period' within which you can lawfully overstay. If you overstay for more than 14 days you will not be allowed to apply for further leave to remain from within the UK. If you overstay by more than 30 days you will not be allowed to apply for further leave to remain from within the UK and will be subject to a re-entry ban for at least 12 months.

If you make a visa application in the UK while you are an overstayer, you are in the UK unlawfully pending the decision from the Home Office, therefore, Manchester Met will not allow you to continue your studies. You will be referred to the Immigration and Welfare Team to discuss your situation and get immigration advice. You may have to suspend/intercalate/withdraw from your studies depending on your situation and country of residence to protect your immigration status in the UK. Manchester Met will not issue a CAS to an overstayer unless you depart the UK and apply for a visa from your country of residence. You must send us copies of your flight tickets to prove that you have returned home before we will issue a new CAS.

Overstaying will have serious consequences for any future immigration applications that you make, including applications for other countries. You must be honest in immigration applications and declare any periods of overstay if asked about them.

Should evidence present itself that you have intentionally overstayed your visa and you did not make any efforts to inform the University and depart the UK, this will result in more serious sanctions. You will be withdrawn from the University because it is a criminal offence to knowingly overstay.

► Quick Guide to Tables and Questions

Use this quick guide to find the correct page relevant to your circumstances.

- | | | | |
|---|----|--|----|
| ► A summary of the documents you must submit to Manchester Met | 12 | ► I have not passed the year and must repeat failed units without attendance | 23 |
| ► I do not wish to continue studying | 15 | ► My study location has changed | 25 |
| ► I want to take a break from my studies for the entire academic year | 15 | ► I am writing up or completing research abroad | 25 |
| ► I have failed with no further opportunity to continue on the course | 16 | ► I will participate in an exchange programme abroad | 25 |
| ► I want to withdraw from my studies after enrolment | 18 | ► I will complete a work placement in the UK | 26 |
| ► I am withdrawn from the course by the University | 19 | ► I will complete a work placement abroad | 26 |
| ► I want to suspend from my studies after enrolment | 20 | ► I will complete an optional placement in the UK | 27 |
| ► I have not passed the year and must repeat failed units with attendance | 22 | ► I want to transfer courses within the University | 28 |

► Your Tier 4 Student Journey in Your Community

Police Registration

Your decision letter or temporary visa should tell you if you must register with the police. Appendix 2 of the immigration rules also lists those nationals who are required to register, the list can be accessed here: www.gov.uk/register-with-the-police/who-needs-to-register. Please note that your dependant partner will also need to register with the police.

Failure to register with the police is an offence under Section 26(1) (f) of the Immigration Act 1971 and if you fail to register, the police can consider prosecution. You may be liable to arrest and could face a fine of up to £5,000, six months imprisonment, or both. If you are late registering with the police they will place a 'late notification' stamp on your police registration certificate and inform the Home Office. Late registration or failing to register may affect your stay in the UK and future visa applications could be refused.

You are advised not to carry the Police Registration Certificate (PRC) with you but to keep it in a safe place together with your passport/travel documents. If you are asked to produce the Police Registration Certificate, you will be given 48 hours in which to do so at any police station.

If you need to register with the police, please email gmp.ivro@gmp.police.uk or call **+44 (0)161 856 3317** to arrange an appointment. You can find more information at: www.mmu.ac.uk/policeregistration.

Your Police Registration Appointment:

Date: Time:

Appointment at Greenheys Police station, Charles Halle Road, Hulme, Manchester M15 6NP
Tel: +44 (0)161 856 3317/3320
Email: gmp.ivro@gmp.police.uk

Remember to take the following documents with you to your appointment:

- Passport
- Biometric Residence Permit
- Home Office visa decision letter
- A recent passport size photograph
- Letter of enrolment. You can obtain this from the Student Hub. Please note that your student card is not sufficient.
- Proof of your UK address
- Printed and completed Police Registration Form
- Previous police registration form (if you have one)
- Registration fee. This is £34 and must be paid by card.

You can find more information at: www.mmu.ac.uk/policeregistration

► Your Tier 4 Student Journey in Your Community

Opening a Bank Account

To open an account, most banks will require a letter to confirm enrolment from the University before they will open an account for you. You can request this letter via the Student Hub after you have completed pre-enrolment and online enrolment.

You can find more information at: www.mmu.ac.uk/international/arrival/opening-a-bank-account

Healthcare and the NHS

During your time here in the UK, you may need to access healthcare services. Healthcare in the UK is provided by the National Health Service (NHS). Treatment for accident & emergencies is free for everyone and some services, such as family planning and infectious diseases, are also provided for free.

If you have a visa for longer than 6 months, you and your dependants are entitled to all NHS care provided for free, as you will have paid an Immigration Health Surcharge prior to your visa being issued. You are required to pay the surcharge even if you have private medical insurance.

If you are a non-EU student on a course of less than six months, you should purchase healthcare insurance to cover any charges from the NHS. Any services you are required to pay for will be charged at 150% of the usual tariff.

Registering with a GP

Students who have a visa for longer than 6 months and are permitted free healthcare should register with a doctor as soon as possible. For further information, please see Student Services Health Advice at: www.mmu.ac.uk/sas/student-services/health.php or the NHS Health Services providers at: www.nhs.uk/service-search

When registering with the GP you should remember to take a Proof of Study letter available from the Student Hub. If you are eligible for NHS care you can also apply for an European Health Insurance Card to cover healthcare on any travel in mainland Europe, for more information regarding this please see: www.nhs.uk/NHSEngland/Healthcareabroad/EHIC/Pages/about-the-ehic.aspx

For information on healthcare in the UK and how to stay healthy, please see the help sheet from the UK Council for International Student Affairs: www.ukcisa.org.uk/Information--Advice/Studying--living-in-the-UK/Health-and-healthcare

Staying in the UK for reasons other than study

A Tier 4 visa is issued primarily for the purposes of study. There may be, from time to time, occasions where you cannot engage in study for personal reasons but you still need to remain in the UK. If you find that there are personal issues that are restricting you from engaging then you should speak to the student support officer within your faculty to see what academic options are available to help you continue with your course. Unfortunately, the University cannot continue to sponsor you unless you are actively engaging in your programme of study.

If you need to take time away from the University to resolve these issues and you have a legitimate need to remain in the UK you must seek advice from an independent immigration adviser as you will need to switch to an appropriate immigration category. Such reasons could include (but not exhaustively):

- You are unwell and are not able to travel home; or
- You are pregnant and cannot fly home

You would need to ensure that you apply for a new Tier 4 visa if you return to complete your studies or prove to the University that you have valid leave that allows you to study in the UK.

A full list of OISC regulated advisers can be found by visiting: home.oisc.gov.uk/adviser_finder/finder.aspx

The University also has help and support available for students who require health and wellbeing advice at:

www2.mmu.ac.uk/counselling

www.mmu.ac.uk/equality-and-diversity/pregnancy/Pregnancy-and-Maternity-Guidelines--Students.pdf

Volunteering and Voluntary work

During your studies you may wish to do some volunteering or voluntary work to help you get more experience and skills. You should be aware of the differences in what is volunteering and what is voluntary work and whether your visa permits you to carry out voluntary work.

- Voluntary work/workers: this is unpaid employment and usually has contractual obligations to perform the work, for example, to attend at specific times and carry out specific tasks. The contract does not have to be written.

Tier 4 visa holders can carry out voluntary work. Any voluntary hours worked should be included when calculating the hours permitted under your Tier 4 visa.

- Volunteering: students who are volunteering do not have a contract, are not a substitute for an employee and must not be doing unpaid work or receiving payment in kind. Students who are volunteering are sometimes reimbursed reasonable travel and subsistence expenses and usually help a charity, voluntary or public sector organisation. Volunteering is usually considered an additional beneficial extra to support work done by employees and if there were no volunteers, the work would still be carried out.

Volunteering is not considered unpaid employment therefore students on Short-term Study visa holders are permitted to volunteer.

If you wish to find a volunteering opportunity please get in touch with The Union at Manchester Met here:

www.theunionmmu.org/your-opportunities/volunteering



► Your Tier 4 Student Journey with an Employer

Employment During Your Studies

If you have Tier 4 immigration permission to study at Manchester Met your visa should have been granted with the following work permissions:

Level of course	Hours per week during term time	Hours per week during vacations
A course at or above UK degree level <i>Example BA or BSc (Hons)</i>	The maximum amount of part-time work you can do during term time is 20 hours per week, if you are studying and remain enrolled at Manchester Met.	You can work full-time during vacations.
A course that is below UK degree level <i>Example HND or BTEC Foundation</i>	You are limited to 10 hours per week if you are studying and remain enrolled at Manchester Met.	You can work full-time during vacations.
Postgraduate taught courses	You are limited to working 20 hours per week until the end date of your course. You can find this date on your CAS. You are not permitted to work full-time during the time you would normally be expected to complete a dissertation. For example during the summer and autumn term while you are collecting data and writing up your dissertation you are considered to be studying full-time.	If you are completing a postgraduate taught course (MA or MSc) the University's term dates do not apply to you as your course is full-time.
Postgraduate research courses	All full-time research students are limited to no more than 20 hours paid employment per week throughout the duration of their research degree. This rule is set by the University. This is to ensure that students do not compromise their ability to successfully complete their research degree programme.	The University's term dates do not apply to you as your course is full-time.

All students with work permission also have the following restrictions:

- you cannot fill a full-time permanent vacancy
- no self-employment (this means no freelance or consultancy work and you cannot set up your own business)
- no work as a professional sports person or entertainer

The permitted term-time hours does not mean an average of 10/20 hours, it means you cannot work more than 10/20 hours in any rolling seven-day period. You can work for several different employers, but the total hours over all your jobs should not exceed the maximum permitted.

It is your responsibility to ensure you do not breach the conditions of your visa. You should keep a log of the hours you have worked in case you ever need this for future reference, for example write the time and hours worked in a diary or keep a log on the calendar of your mobile phone.

There is a free app available for android phones called 'Tier Four Work Hours Calculator' which may help you manage your working hours.

The Home Office can and do make unannounced visits to employers to check on illegal working and by obtaining information from the tax department, HMRC. The UK immigration authorities take working too many hours very seriously and you could be removed from the UK and refused future visa applications if you have been in breach of your work conditions.

For more information, please see the UK Council for International Student Affairs: www.ukcisa.org.uk/Information--Advice/Working/Can-you-work and the Tier 4 policy guidance: www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student

If you have immigration permission (a visa) for the UK that is not a Tier 4 visa, for example **Short-Term study or PBS dependant** please check your visa for your work permissions.

Undergraduate Programmes

If you are employed by the University, students on full-time undergraduate programmes may not be employed by the University for more than 16 hours per week in term-time. The University's standard term dates will apply, except where specific term dates are approved for individual programmes. Outside of the relevant term dates, there is no restriction on the number of hours per week for which a full-time undergraduate student can be employed by the University.

Postgraduate Taught Programmes

Students on full-time postgraduate taught programmes are required to spend the Summer vacation (i.e. from the end of the Summer Term to the beginning of the Autumn Term) working on a 60-credit project/dissertation. This period is therefore, treated as being equivalent to term-time for these students. Even if you finish your dissertation early, you must wait until the end of term before you may work full-time. Therefore, if you are employed by the University you may only be employed

► Your Tier 4 Student Journey with an Employer

for 16 hours per week, except during the Christmas vacation and the Easter vacations, when there is no restriction on the number of hours per week for which a full-time taught postgraduate student can be employed by the University.

Research Degree Programmes

There are no term dates for students on full-time postgraduate research programmes. These students have 30 days of annual leave, the timing of which is approved by their supervisor. For wellbeing reasons, the University takes the view that annual leave should be regarded as a break and not as an opportunity to engage in employment within the University. Therefore, full-time postgraduate research students cannot be employed by the University for more than 16 hours per week at any time of the year. There are no University restrictions on working hours for part-time postgraduate research degree students.

Employment After Your Studies

After your course has finished and you have graduated, you may want to stay in the UK and work. If you have a Tier 4 visa you are permitted to work full-time in a temporary position until your Tier 4 visa expires. If you wish to fulfil a permanent position in the UK, you would be required to apply for a Tier 2 work visa and this requires a prospective employer to hold a Tier 2 licence, similar to Manchester Met supporting your Tier 4 visa.

Finding a permanent position in the UK after your studies can be challenging. However, Manchester Met's Careers and Employability Service offers various support services such as career guidance and job hunting, writing a CV and interview techniques, amongst others.

When looking for post-study work you should check that a prospective employer holds a Tier 2 licence, this can be checked on the UK government website: www.gov.uk/government/publications/register-of-licensed-sponsors-workers There are a variety of visas which permit staying in the UK after you have finished your studies, these are:

• Doctorate Extension Scheme

If you wish to seek employment in the UK during the first year after completing your PhD you can apply for a 1 year visa sponsored by MMU. The visa must be applied for after your viva but within the 60 days leading to the conferment of your PhD, for more information please see here: www.ukcisa.org.uk/Information--Advice/Working/Working-after-studies#layer-3780

• Remaining in the UK after study

There a number of routes that may enable to you to remain in the UK to seek work after study. Many are within the skilled worker route but there are also routes for entrepreneurs and people under the age of 30. For further information please visit UKCISA: ukcisa.org.uk/Information--Advice/Working/Working-after-studies



Useful Information and Contacts

My enquiry is about	Who should I email?	Useful websites
Extending immigration permission to enter/remain in the UK	immigration@mmu.ac.uk	www.mmu.ac.uk/immigration
Repeating/re-sitting	immigration@mmu.ac.uk	www.mmu.ac.uk/students/assessments
BRP collection or corrections	immigration@mmu.ac.uk	www.mmu.ac.uk/international/arrival
Pre-enrolment	VisaCompliance@mmu.ac.uk	
Re-registration		
CAS Request Form		
Change of Study Address Form		
Attendance Self-registration Application	Tier4Attendance@mmu.ac.uk	www2.mmu.ac.uk/attendancefaq

You can call the International Office on +44 (0)161 247 1022 (option 3).

► Glossary

- **Visa or Biometric Residence Permit (BRP):** is a document issued by the Home Office as evidence of your immigration permission (also known as leave to enter or remain).
- **Tier 4 sponsor:** Your Tier 4 Sponsor is the education provider providing you with a CAS to support a Tier 4 application. Your visa will detail your sponsor's sponsor license number on it.
- **Non-EEA:** You are a national of a country outside of the European Economic Area.
- **Tier 4 (General) Student Visa:** If you are studying on a full-time degree programme for six months or more, you must apply for a Tier 4 Student visa. You need a CAS from a Tier 4 sponsor (www.gov.uk/tier-4-general-visa).
- **Short-Term Study Visa:** If you are studying on a degree programme that is less than six months in duration you can apply for a short term study visa. You cannot extend your immigration permission in the UK. You are only able to spend a maximum of six months in the UK as a visitor in any 12 month period. You cannot work paid or unpaid. You cannot use the National Health Service, so you will need to have medical health insurance. You cannot bring dependants. You cannot study on a part-time course that lasts longer than six months. You are also required to leave the UK within 30 days of the completion of your course or the end date of your visa, whichever is the earlier date of the two (www.gov.uk/study-visit-visa/overview).
- **Permanent address:** This is the address of residence in your home country. A permanent address cannot be a UK address if you are a Tier 4 student.
- **Temporary address:** This is your actual and current address (house, apartment) where you live whilst studying in the UK.
- **Withdraw:** You wish to drop out and leave from your course.
- **Suspend:** You wish to take a break from your course after you enrolled. You intend to rejoin it again at the next available opportunity.
- **Intercalate:** You wish to take time out from your course before you enrol, with the intention of rejoining it again the next academic year.
- **Continued Participation:** The Home Office has defined continued participation as attending classes or having required academic engagements with the University. If you do not have classes or required academic engagements with the University for more than 60 days (except for recognised vacation periods) and you have ongoing permission to stay in the UK, the University must tell the Home Office and you will be advised to leave the UK. If your permission is due to expire, the University can only assign a CAS when you are ready to return to the UK.



Disclaimer

This document has been prepared to provide Manchester Met students with an overview of the University and a student's responsibilities and is a guide for general information only. It does not represent a full statement of legal requirements and is not intended to be relied upon in any specific student's case.

Individual students should ensure that they understand immigration guidelines and keep up to date with changes to legislation or rules during their stay in the UK in order to protect their immigration status. Students should be aware that the Home Office may revise its policies at any time and the law is subject to change. Manchester Met has used reasonable endeavours to ensure that the guide is accurate at the time of preparation.

Manchester Met shall be entitled to revise its policies or procedures relating to compliance with its Home Office sponsor duties at any time within an academic year.

For full terms and conditions of study at Manchester Metropolitan University, please visit: www2.mmu.ac.uk/legal/terms-and-conditions.

This information contained in this publication was written in **July 2018**.



**Manchester
Metropolitan**
University