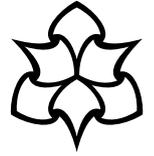


Manchester Metropolitan
University



Your Visa, Your Responsibility



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► 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 ten working 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: [mmu.ac.uk/visas](https://www.mmu.ac.uk/visas)



► 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 a Parent or Guardian
7. Copies of evidence used to assess your eligibility to join a Manchester Met course

► The University's Responsibility

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.

► 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.

► Record Keeping Duties

► 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 up to date 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 our immigration permission to be in the UK and study.

If you cannot provide up-to-date immigration documents 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 and study, can 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 the Home Office 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 could 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: 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: 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 CAH code that has been assigned to your course of study, the FCO outline which CAHs codes require ATAS clearance on their website:

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	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	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	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 must report a student's failure to enrol on their 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: www2.mmu.ac.uk/student-life/study-success/</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: mmu.ac.uk/visas</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: 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 needs 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 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/casqf/regulations/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 visa, go to: mmu.ac.uk/visas</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 30.</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 ten working 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 how you are progressing.</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 visa, go to: mmu.ac.uk/visas</p> <p>Don't forget the Home Office has introduced time limits under the Tier 4 (General) student visa route. Please see page 30 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>✗ 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: 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: mmu.ac.uk/students/assessments

You should **NOT** 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: 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 ten working 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, the length of your course becoming shorter or undertaking 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	<p>You must complete a work placement in the UK as part of your course.</p> <p>The work placement may be optional or already part of your course.</p>	<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	<p>You must complete a work placement as part of your course. The placement provider is based abroad and not in the UK.</p>	<p>The University will continue to sponsor your Immigration permission. 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: mmu.ac.uk/visas</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 want to transfer courses within the University	<p>You decide to transfer courses, for example you move from a Business Management to a Financial Management course.</p> <p>We may ask you to provide a new personal statement before confirming the change to UKVI. This is so we can assess if your previous course and new course are in related subject areas and that the new course meets your overall career objectives.</p>	<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: mmu.ac.uk/CAS</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: ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Protecting-your-Tier-4-status

► Monitoring Your Attendance

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

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 the Student Hub • Attending Re-registration at the start of each term • Attending timetabled classes and/or events • Attending exams • Submitting coursework • Accessing Moodle 	<p>Students with Tier 4 visas studying on taught programmes (e.g. Undergraduate and Masters) are required to register their attendance at each session on their timetable by tapping their card on an in-classroom card reader. If a card reader is unavailable or you receive an error message, you are able to self-register your attendance by visiting attendance.mmu.ac.uk</p> <p>Self-Registration</p> <ul style="list-style-type: none"> • Self-Registration is available via the University's Wi-Fi system (Eduroam) and network only • Connect to the University's WiFi (Eduroam) on your smart device or laptop or use one of the University PCs in an IT drop-in zone • If you are unable to use the in class room card readers, 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 • You can also register an absence via the portal <p>Further information regarding attendance and your Tier 4 visa can be found by visiting: mmu.ac.uk/attendancefaq/#t4-intstudents.</p> <p>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 The 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: mmu.ac.uk/student-life/study-success/. 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: mmu.ac.uk/graduate-school/regulations-cop-supporting-material

For Manchester Metropolitan University term dates please refer to: mmu.ac.uk/about/. 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 completing 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: [gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student](https://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
- Time spent studying on these courses are not exempt from the time limit once you have completed or abandoned (i.e. withdrawn from) the course

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: [ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Tier-4-eligibility-and-requirements](https://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 ten working 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.

If you have had a visa refusal on the basis that The Home Office do not believe you to be a genuine student, please contact us immediately. The Home Office should have provided you with a refusal notice and a copy of your interview transcript. You should provide both of these to us when you contact us. immediately. The Home Office should have provided you with a refusal notice and a copy of your interview transcript. You should provide both of these to us when you contact us.



► 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.

To discuss any overstay with an adviser e-mail immigration@mmu.ac.uk

► 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: [gov.uk/register-with-the-police/who-needs-to-register](https://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: 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: 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.

Be cautious of anyone approaching you with the promise of cash in exchange for the use of your bank account. It could be a criminal offence and if found being involved in such criminal activity, it can have a negative impact on your financial records and affect future applications for a mortgage, credit card, mobile phones and any other credit related services. It may also impact any future immigration applications.

If you feel that your account may have been misused, we encourage you to speak to your bank or to the police.

The British Councils 'Creating Confidence' guidance and the UKCISA website both contain helpful information for students in relation to banking in the UK

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

Medical Care and the National Health Service

Doctors, dentists and hospital services are provided by the National Health Service (NHS), partially funded by the Immigration Health Surcharge. Walk In Centres can help with minor injuries, same day service with no appointment required. Emergency and Urgent Care is for very serious accidents or acute illness which require hospital treatment and aftercare. Dentists are also partially funded by the NHS, though some charges apply for appointments and treatments even for students who have paid the Immigration Health Surcharge.

Registering with a Doctor

Primary care is through a General Practitioner, (GP) a Doctor who provides assessment and treatment by appointment or refers to specialist services as required, free of charge. To find a GP near you check www.nhs.uk/service-search or register with The Arch Medical Practice near to University thearchmedicalpractice.co.uk/

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 purpose of study. If there are issues preventing you from engaging in your studies then you should seek support in the University, starting with the Student Hub. If you are not able to actively engage in your programme of study the University cannot continue to sponsor your Tier 4 visa. If you need to remain in the UK for reasons other than study you will need to apply for a different immigration permission, and should consult a registered immigration adviser or immigration solicitor outside the University. To discuss this with an immigration adviser in the University please e-mail immigration@mmu.ac.uk

To resume your studies you would need to show the University that you have valid Leave that permits you to study in the UK.

A full list of OISC regulated immigration 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:

mmu.ac.uk/counselling

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

Volunteering and Voluntary work

Volunteering or voluntary work alongside your studies helps develop skills and provides engaging enrichment opportunities. 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 weekly 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 visas holders are permitted to volunteer.

For more volunteering opportunities, visit the Opportunities team in The Union or:

theunionmmu.org/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 one week Monday to Friday. 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 record the hours you work for reference, write the hours worked in a diary or keep a record in your phone's calendar.

The Home Office visit employers to check employees' right to work. The 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:

ukcisa.org.uk/Information--Advice/Working/Can-you-work

gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student

gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student

PBS Dependents are not restricted in the same way, but all students are asked to consider their study/work/life balance. Short-term study visa holders are visitors and not allowed to work in the UK.

Undergraduate Programmes

Students on full-time undergraduate programmes can be employed by the University for up to 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 through Jobs4Students.

► Your Tier 4 Student Journey with an Employer

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 considered equivalent to term-time for these students and the 20 hours maximum working hours applies.

If you submit your final assessment early, you must still wait until the official course end date before you may work full-time. You could only work 16 hours per week through Jobs4Students until the official course end date, 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

Term dates do not apply to 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. For that reason 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.

Work After Studies

You may be interested to stay in the UK and work after your studies and with a Tier 4 visa you are permitted to work unlimited hours in the wrap up period at the end of your course. If you are looking for a permanent position in the UK your job would need to meet the Tier 2 salary requirements and your employer would become your immigration sponsor.

The University's specialist Careers & Employability Advisers can help you prepare for the challenges of looking for suitable opportunities, completing successful applications and preparing for interviews.

For further information please visit UKCISA: ukcisa.org.uk/Information--Advice/Working/Working-after-studies

To see how many organisations already have employees with Tier 2 visas you can check the Sponsor Register:

gov.uk/government/publications/register-of-licensed-sponsors-workers

Doctorate Extension Scheme

The University is able to continue sponsoring PhD candidates for an additional 12 months under Tier 4 (DES), in the first year after completing the PhD in which time you can progress your research and pursue your academic aims. The DES 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:

ukcisa.org.uk/Information--Advice/Working/Working-after-studies#layer-3780

To meet with an immigration adviser and discuss different immigration categories please e-mail immigration@mmu.ac.uk



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	mmu.ac.uk/immigration
Repeating/re-sitting	immigration@mmu.ac.uk	mmu.ac.uk/students/assessments
BRP collection or corrections	immigration@mmu.ac.uk	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	mmu.ac.uk/attendancefaq

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

Quick Guide to Tables and Questions

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

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▶ I am withdrawn from the course by the University	19	▶ I will complete a work placement abroad	26
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► 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/.
- **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 2019**.



**Manchester
Metropolitan**
University