

## Reporting to the Home Office

As a Tier 4 sponsor, we are required to inform the Home Office of certain changes relating to your studies or visa:

- Course withdrawal: you have been withdrawn from your course; or
- Temporary withdrawal: if you are taking a break from your studies; or
- Early completion: if you are leaving your course early or changing institutions; or
- Breaking visa conditions: if you are suspected of breaking the conditions of your visa; or
- New visa: you have been granted a new visa in a new visa immigration category that goes beyond your course end date.

We are also required to report the following, but this will not result in the curtailment of your Tier 4 visa:

- Change of course
- Change of study location
- New placement locations
- Delayed arrivals.

If you receive a curtailment email from the Home Office and you think this is incorrect, please see the VISA Team immediately.

## Advice from the VISA Team

Your **Biometric Residence Permit (BRP)** is an important document that is absolutely vital to your stay in the UK and when you are travelling.

The VISA Team would like to advise:

- ✓ Keep your BRP in a safe place at home. Do not keep your BRP in your wallet or handbag.
- ✓ Avoid taking your BRP with you except when travelling. You will need to present your BRP and passport when you re-enter the UK.
- ✓ Avoid using your BRP as identification.
- ✓ If your BRP and/or your passport are lost or stolen, please contact the VISA Team immediately.

-  [www.twitter.com/gcuvisa](https://www.twitter.com/gcuvisa)
-  [www.facebook.com/gcuvisa](https://www.facebook.com/gcuvisa)
-  [gcuvisa.eventbrite.co.uk](https://gcuvisa.eventbrite.co.uk)

### GCU London VISA Team

Student Office, 40 - 48 Fashion Street,  
Spitalfields, London E1 6PX

T: +44 (0)141 273 1829

E: [visa@gculondon.ac.uk](mailto:visa@gculondon.ac.uk)



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University for the Common Good



# Your Student Visa Protecting Your Student Visa Status

## Advice from the VISA Team



University for the Common Good

### Visa Immigration Support and Advice (VISA) Team

Level 1 George Moore Building, GCU  
Cowcaddens Road, Glasgow G4 0BA

T: +44 (0)141 273 1244

E: [visa@gcu.ac.uk](mailto:visa@gcu.ac.uk)

[www.gcu.ac.uk/internationalstudent](http://www.gcu.ac.uk/internationalstudent)

**The VISA Team specialise in visa and immigration advice. All visa advice should only be given by professional staff within the VISA Team.**

## T4 Student Visa Conditions

### Working conditions

It will clearly state on your student visa if you are permitted to work and the hours you are allowed. Please contact the VISA Team if you require clarification on this.

- For the purposes of work, UKVI define a week as 'a period of 7 days starting on a Monday and ending on a Sunday'.
- During term-time you are permitted to work a maximum of 20/10 hours a week for paid /unpaid work (as stated on your visa).
- During university vacation time you are permitted to work full-time hours for paid /unpaid work. Please refer to the Academic Calendar or check with your school for clarity on your vacation period.
- You must obtain a National Insurance Number (NINo) to work in the UK.

### Updating Contact Details

#### Please check your university email on a regular basis and respond promptly.

It is your responsibility to ensure that the relevant visa information on your student record is up-to-date. You can do this at the Campus Life Desk on Level 1 of the George Moore Building or online through the GCU Student Portal. This includes:

- **Your contact details** Current address in the UK, address in your home country, personal email address and your phone numbers
- **Your current visa** We must see your original visa and passport
- **Emergency contact details**
- **Police Registration Certificate** A copy of this must be on your student record if you are required to register with the Police

### Tier 4 Checkpoint and Qualifications Checks

You will be required to attend checkpoint events as part of your studies at GCU. During these periods, you must follow GCU process to avoid being possibly suspended from your studies. These checkpoints are set throughout the year and are mandatory as per your Student Terms and Conditions. You will be requested

to bring your Police Registration Certificate as well as your passport and visa to complete T4 Checkpoint. All Tier 4 students are required to bring the original certificates and transcripts to be verified by the university. These will be the same qualifications documents that you submitted as part of your application process.

### No Public Funds

You are not permitted to access public funds under your student visa. You are entitled to the following as they are not public funds:

- Use of the National Health Service (NHS)
- Your child to attend a state school
- Council Tax exemption

### Police Registration

It will clearly state on your visa or Home Office decision letter if you are required to register with the Police. If you are from a specific country, you may require to register with the Police. If your visa does not state this but you are from a country listed, contact the VISA Team immediately as you may require to amend your visa. You must do this within **7 days** of arriving in the UK and receiving your Biometric Residence Permit (BRP). The VISA Team can help you prepare for this. Your Police Registration Certificate must be up-to-date with your address, place of study, course of study and your visa and passport details. You must go to the Police Station to do this - it is a requirement of your student visa.

### Attendance

Ensure that you attend all your classes and let your programme co-ordinator know if you are absent for any reason. It is very important to keep in contact with your School about your attendance as the university has responsibility to report any unauthorised absences to the Home Office.

### Your Personal Record

It is good practice to keep a paper and electronic copy of all your visa and student documents. **We strongly advise you not to carry your Biometric Residence Permit (BRP) or your passport on your person but to retain it in a safe place.**

## How to Renew Your T4 Student Visa in the UK

As part of Student Terms and Conditions you must **not** submit your visa application to the Home Office by yourself. The VISA Team is here to support you - we check your application, prevent potential complications and errors with regards to your visa application process.

### Please follow these mandatory steps to renew/extend your student visa:

- Ensure your passport has more than 6 months until it expires before applying for your visa.
- Open a UK bank account that sends you monthly bank statements by post and also set-up online access. This will ensure you have bank evidence in the correct format. Keep all of your bank statements and ensure they meet Home Office guidelines.
- The visa renewal process is to commence **90 days before your visa expires.**
- You will be required to attend a drop-in session with a VISA Advisor where you will be given a personalised checklist and our online visa application guide.
- You will need to apply for your CAS online if extending your visa or Admissions CAS for new courses. Please allow 20 working days to receive Registry CASs.
- It is imperative that you submit your completed visa application via VISA Team at **least 3 weeks before your visa expires.** Please note that VISA may not be able to process your visa application if you do not do so.
- VISA will check and post your visa application to UKVI. The Team will be your point of contact for enquiries regarding your visa.
- If you are unable to submit your visa application to VISA within the specified timeframe, please contact the Team immediately.

For more visa information visit: [www.gcu.ac.uk/student/international/visainformation](http://www.gcu.ac.uk/student/international/visainformation)

## Visa Refusals

If your visa is refused for any reason, it is your obligation to notify VISA Team immediately. We can help you with an Administrative Review, should your application be refused and you have grounds to challenge the decision.

## No Travel While Visa in Progress

Home Office guidelines state that you should not make any travel arrangements whilst your visa application is in progress. If you have to make any urgent travel arrangements for personal reasons, please contact the VISA Team immediately.

## Home Office Visit

It is usual practice for the Home Office to occasionally visit the university to ensure Tier 4 Sponsor duties and responsibilities are being upheld by both the university and student. There is no reason for any student who is complying with the terms of their student visa to be concerned about the Home Office visiting the university. If you have any enquiries about this routine procedure, please contact the VISA Team.

## Entering the UK with Entry Clearance Visa

**If you have obtained your visa in your home country you must ensure the Entry Clearance visa is stamped upon entry to the UK.** If your visa is not stamped on entry you must present yourself to an Immigration Official at the airport and explain that you have not had your visa stamped. If an immigration official did not stamp your passport, please contact the VISA Team.

## Leaving and Re-entering the UK

If you are required to return home during your studies, you must obtain permission from your School and complete a Permission To Leave request form. Pick up our *Leaving and Re-Entering the UK Leaflet* for more advice and information.