

# Tier 4 PTL Form

## Permission to Leave UK during Term Time



TO BE COMPLETED BY ACADEMIC				
<b>Student ID:</b>		<b>Student Name:</b>		
<b>Programme of Study:</b>				
<b>Reason for Request:</b> <i>(Delete as appropriate)</i>	<input type="radio"/> Undertake Research Field Trip* <input type="radio"/> Emergency/Personal** <input type="radio"/> Complete Dissertation/Project from Home ***	<b>Notes Regarding Request:</b>		
<b>Date Leaving UK:</b>		<b>Date Due to Return to UK:</b>		
<b>Is length of period outside UK <u>greater</u> than 60 days?</b>		Yes / No – <i>[If YES, visa will likely require to be curtailed]</i>		
<b>For Research Field Trip:</b>	Is this part of the agreed Study Plan?	Yes / No	Have weekly points of contacts been agreed?	Yes / No
<b>For Other Reasons:</b>	Will Student be able to catch up with studies within Trimester or take time out?		<input type="radio"/> Catch up <input type="radio"/> Take Time Out	
TO BE COMPLETED BY STUDENT				
<b>Student Contact Details while out of UK:</b>			<b>Flight Details: (must be provided)</b>	
<b>Address:</b>				
<b>Line1</b>				
<b>Line2</b>				
<b>City</b>				
<b>Country</b>			<b>Telephone:</b>	
TO BE COMPLETED BY ACADEMIC				
<b>Approval given by:</b>		<b>Position:</b>		
<p>The above Permission to Leave form must be completed and authorised by your Programme Leader prior to your travel. Students must return to the UK and be present in the University by the authorised return date above. Failure to resume attendance on this date will be treated as an unauthorised absence and may impact on your Tier 4 visa and ability to continue on your programme of study.</p> <p><b>*Undertake Research Field Trip</b> – You are responsible to have structured contacts (usually weekly) with your supervisor whilst on leave giving updates on your progress. The method and frequency of the contacts should be agreed prior to you travels. Failure to meet the minimum contacts may impact on your tier 4 visa.</p> <p><b>**Emergency/Personal Leave</b> – If circumstances change and you cannot return by the authorised return date, it is vital to communicate with your Programme Leader as soon as you know this and continue to keep them updated with your situation. If you miss too much of a trimester, you may not be able rejoin the programme at the point you are able to return, so you may be required to take time out and rejoin your programme at a later date. Your Programme Leader will advise.</p> <p><b>***Complete Dissertation/Project from Home Country</b> - <u>Only in exceptional cases</u> will permission be given to a student to leave the UK to complete their dissertation/final project. In all cases a full justification must be provided and agreed by the Programme Leader. Once authorisation has been given, you will be required to provide your flight details as proof of return to your home country. In addition, you will be reported to the Home Office as returning home and your Tier 4 visa will be curtailed.</p> <p><b>Please note if you breach any of the conditions related to your authorised absence, this could lead to you being reported to the Home Office and your visa being curtailed.</b></p> <p><b>In addition, please read through the below information prior to travelling:</b></p> <ul style="list-style-type: none"> <li>It is strongly advised that you speak with <b>Visa Immigration Support &amp; Advice (VISA) Team</b> to receive appropriate advice and support, particularly in relation to you visa status, prior to your travels.</li> <li>We advise you to obtain a Confirmation of Student Status Letter from the Student Portal.</li> <li>You should carry this completed PTL Form and the Confirmation of Student Status Letter in your hand luggage when returning to the UK.</li> </ul> <p>I, the student, confirm that I have read, understood and will adhere to the conditions relating to my authorised absence:</p>				
<b>Student Signature</b>		<b>Date</b>		