

Visa Curtailment

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

This is when:

- Course withdrawal: you have been withdrawn from your course; or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.

Helpful Guides

The team have a series of leaflets and publications available for download and in our VISA Area. Please visit www.gcu.ac.uk/visaguides



www.twitter.com/gcuvisa



www.facebook.com/gcuvisa



gcuvisa.eventbrite.co.uk



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.

Visa Immigration Support and Advice (VISA)

Level 1 George Moore Building
Glasgow Caledonian University
70 Cowcaddens Road
Glasgow G4 0BA

T: +44(0) 141 273 1244

E: visa@gcu.ac.uk



University for the Common Good



University for the Common Good



Your Student Visa

Protecting your student visa status

Advice from the VISA Team

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

T4 Student Visa Conditions

Working conditions

It will be clearly stated 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 a maximum of 20/10 hours a week for paid work (as stated on your visa).
- During University vacation time you are permitted to work full time hours for paid work. Please check with your School or refer to the Academic Calendar for clarity on vacation period.
- You must obtain a National Insurance Number to work in the UK.

Updating Contact Details

Please check your student email on a regular basis and respond promptly. It is your responsibility to ensure that the relevant visa related information the University has 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 on the web 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**

Tier 4 Attendance Checkpoint

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.

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 the National Health Service (NHS)
- Send your child to a state school
- Council Tax exemption

Police Registration

It will be clearly stated on your visa if you are required to register with the Police. You must do this within **7 days** of arriving in the UK and receiving your biometric resident permit. 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 tutor or programme administrator 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 the 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 not to carry your Biometric Residence Permit (BRP) 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 University is here to support you and check your application, which prevents potential complications and errors with regards to your visa application process.

Please follow these **mandatory** steps to renew your student 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 online visa application guide.
- You will need to apply for your CAS from the Registry if extending your visa or Admissions for new courses – you will need to provide your visa documents when making your request. Please allow 20 working days to receive Registry CASs.
- It is imperative that you submit your completed visa application via VISA 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

Visa Refusals

If your visa is refused for any reason, it is your obligation to notify VISA immediately. Where applicable, VISA can help you with any Administrative Reviews, should your application be refused.

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 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.