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|  | International Student Checklist: Protecting your immigration status |
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| You must refer to the [Home Office (UKBA)](http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/) website for information on the conditions of your stay and changes that you need to report to the Home Office. Read the information carefully, especially as it changes frequently. For that reason, the Home Office overrides any information provided here.  This checklist considers what you need to do to adhere to Tier 4 Licence responsibilities, your Tier 4 responsibilities and other things to consider | |
| **How to adhere to Tier 4 Licence responsibilities** | |
|  | Enrol on your course within the course dates specified in your CAS.  If delayed, you must contact your College and academic Supervisor to determine if you can arrive after these dates. If agreed, the International Student Team will inform the Home Office of your delay. If it is not possible to delay arrival, your visa sponsorship may be withdrawn. |
|  | If your visa application is refused, inform the [International Student Team](http://www.admin.cam.ac.uk/global/cgi/stafflist.cgi?officeabbr=ist) immediately. Only this office can inform you of the options available to you. |
|  | Before starting your studies, present your passport and visa to your College and ensure your College holds your contact details.  Your College will not allow you to matriculate until you present these documents and we confirm these are the correct documents for studying. Take a copy of your passport and visa documents, and keep these safe. |
|  | Continually engage in your studies.  If you do not engage, your Tutor and academic Supervisor will want to understand why. If you fail to engage, the University might stop sponsoring you for a visa. |
|  | Re-register with College within seven days of the start of each [Full Term](http://www.cam.ac.uk/about-the-university/term-dates-and-calendars). Your College will email you the arrangements.  If you fail to re-register your student record will be marked as ‘absent without permission’. The International Student Team will investigate and if you have not made contact with your Tutor or academic Supervisor your visa sponsorship may be withdrawn. |
|  | Keep your contact details in CamSIS (and with your College) up-to-date. |
|  | Keep your College informed of your whereabouts, especially if you are away from Cambridge for a time.  Your College will advise you if this absence would affect your ability to meet the residence requirements and will refer you to the International Student Team to consider how this might affect your visa. |

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|  | Follow internal procedures to apply for changes to your personal information or changes to your study.  If you are seeking to change your study (e.g. switch to part-time, take a break in study) you must discuss this with your Tutor and academic Supervisor who will advise you (not only of the procedure) but ask you consider how this might affect your visa. The International Student Team can help you on the latter. |
|  | Complete your course on time, and certainly within the time limits imposed by your visa.  If your visa is expiring, you need more time to complete your studies, and the University has approved an extension, contact the International Student Team for a CAS to make a new Tier 4 visa application. |
|  | Inform your College if you are switching out of Tier 4 and present your new immigration documents (or permitted alternatives).  The College will notify the International Student Team who will report the change to the Home Office. Only when that report is made, do Tier 4 responsibilities cease. |
| **How to adhere to your Tier 4 conditions** | |
|  | If required, register with the police and notify them of any changes (e.g. change of address).  Keep a sae copy of your Police Registration Certificate. |
|  | Only work within the conditions set by the Home Office, and the greater restrictions set by the University. |
|  | Email [migrantreporting@ikba.gsi.gov.uk](mailto:migrantreporting@ikba.gsi.gov.uk) if the University allows you to move to a shorter course (meaning the course end date is sooner than the course end date in your CAS). |
|  | Do not attempt to apply for ‘public funds’ that includes welfare and local authority housing benefits. |
|  | Ensure that you continue to have funds available to you (as declared in your Tier 4 visa application). |
|  | Inform the Home Office (UKBA) of:   * Changes to your personal details * Criminal convictions not previously provided to the Home Office * Changes in your contact details * Changes in your family’s details. |
|  | If you hold a Biometric Residence Permit (BRP) apply and pay for a new BRP if your personal details change. Such changes include,   * Name * Nationality * Gender * Date of birth * Significant changes to your facial appearance. |
|  | Report to the police any stolen or lost passport and obtain replacement documents. |
|  | Make sure your visa does not expire.  You will be guilty of a criminal offence if you overstay (beyond the date your visa expires).  If you overstay, do not ignore this, contact the International Student Team immediately. |
| **Other things to consider** | |
|  | Keep copies of your personal documents, including passport, vignette or BRP and police registration certificate and any correspondence with the Home Office. |
|  | Choose to receive postal bank statements, especially if you will need to make further applications to remain in the UK, as you will need paper evidence in your application. |
|  | The implications on your visa status, if you change course with us or wish to change to another University or wish to move into employment. |
|  | Keep count of the time spent studying whilst holding a student visa. You should count the length of the course (and discount the additional time at the end of your visa, which the Home Office grants you). This will be useful if you consider moving on to a new course of study. |