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## Introduction

The University of Cambridge is pleased to sponsor you as a student for a Tier 4 (General) Visa. This document describes your responsibilities whilst under Tier 4 sponsorship. Further details are contained within the [International Student](#) web pages<sup>1</sup>.

We need to work together to ensure both student and University remain compliant with the conditions of sponsorship. This is critical: failure to comply could result in revocation of your visa and/or our sponsor licence, preventing us from sponsoring students.

## Your responsibilities under Tier 4

To ensure we remain compliant, you must undertake the following. If you fail to comply, we may have to report you to the Home Office.

This document assumes you are affiliated to a College. If you are not affiliated to a College your host faculty or department undertakes the role of the College as described in this document.

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<sup>1</sup> [www.admin.cam.ac.uk/offices/internationalstudents/](http://www.admin.cam.ac.uk/offices/internationalstudents/)

## Prior to arrival – if you hold an existing student visa

1. If you **currently hold a Tier 4 visa** for a **different** Tier 4 sponsor, you cannot use that visa to study at Cambridge. A Tier 4 visa is attached to one Tier 4 Sponsor only. Please review the table below to determine the steps you must take before starting your course.
2. **If you arrive at Cambridge as a visitor or try to start your studies without the correct immigration status, the University cannot allow you to start your course.**

When did you apply for your Tier 4 visa?	Can you study on that visa?	Evidence required by Cambridge before you may start your course
On or after 5 October 2009	No – <b>unless</b> you have posted a new Tier 4 application using a CAS from Cambridge	(1) New Tier 4 visa showing our Tier 4 Sponsor Licence number; <b>or</b> (2) Proof that you have posted an application for a new Tier 4 visa using a CAS from Cambridge - you may then start your course <b>at your own risk</b> until you receive a decision on the application.
Before 5 October 2009	No – <b>unless</b> you have <b>either</b> submitted an application for/obtained 'Permission to Change Tier 4 Sponsor', <b>or</b> submitted a new Tier 4 application as above.  (If you are unsure whether to apply for Permission to Change Tier 4 Sponsor or a new Tier 4 visa, or your current Tier 4 visa does not cover the length of your new course, please consult the International Student Team.)	(1) New Tier 4 visa showing our Tier 4 Sponsor Licence number; <b>or</b> (2) Letter/e-mail from Home Office showing 'Permission to Change Tier 4 Sponsor' has been <b>granted</b> ; <b>or</b> (3) Proof that you have posted an application for a new Tier 4 visa using a CAS from Cambridge; <b>or</b> (4) Proof that you have posted an application for 'Permission to Change Tier 4 Sponsor'. <b>NB</b> for (3) and (4) you may start your course <b>at your own risk</b> until you receive a decision on the application.

## Prior to arrival

1. **Check your immigration document<sup>2</sup>** contains:
  - The correct start date and end date (you should receive the length of the course plus 4 months (for courses of more than 12 months) or length of course plus 2 months (for courses between 6 and 12 months));
  - Either the University's Sponsor Licence number (4NUV7KB58) or your CAS number.
2. If you believe the details are incorrect, urgently e-mail [visaadvice@admin.cam.ac.uk](mailto:visaadvice@admin.cam.ac.uk) requesting 'Error Correction Scheme' and detailing the errors.
3. **Keep your passport safe.** Take copies of all non-blank pages of your passport and other paperwork before travelling and keep secure in a different place to your passport.
4. **Arrive at Cambridge** by the date given as the '**Course start date**' in the CAS, and certainly by the 'latest arrival date'.
5. **Inform** your College if you are **delayed**, providing the new date of your arrival and the reason for the delay.

## On arrival

1. **Report to your College Tutorial Office within seven days** of your expected arrival date and
  - **sign** for your first registration;
  - **provide your passport and immigration documents** (for scanning into your student record<sup>3</sup>); and
  - **provide your contact details.**
2. **Register with the police**, if this is a condition of your entry to the UK. Your vignette or Biometric Residence Permit (BRP) informs you of this condition and timeframe for registering.

## Throughout your studies

1. **Attend your studies**; any poor or non-attendance will be discussed with you. If the situation is not resolved, which means you are not fulfilling the terms of your visa, i.e. studying full-time, the Home Office will be informed.
2. **Make termly registration** for the duration of your course. This means you must:
  - **report to your College Tutorial Office** within seven working days of the start of each Full Term (which falls on Tuesdays) unless, exceptionally, prior agreement has been given for an alternative registration date; and
  - **sign** against your name; and
  - check that your **contact details** remain current;
  - If you **fail to register**, and have not informed your College that you cannot make the registration date, we must report you to the Home Office.

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<sup>2</sup> This might be a vignette (i.e. sticker) in your passport or a Biometric Residence Permit (BRP).

<sup>3</sup> These pages are secure and limited to those staff accessing these pages as a requirement of their role.

If you are a **current student** with leave to remain, you must contact your College Tutorial Office for each remaining term sponsored and comply with the points above.

If you are a **visiting student**, you must register with your host institution within seven working days of the start of each Full Term for which you are present in Cambridge.

If the University allows you to **study overseas**, and such study contributes to your final qualification, the process for making contact will be discussed with you before you travel outside the UK.

- 3 **Ensure your contact details** are correct, updating via CamSIS self-service and by informing your College/host institution of any changes.
- 4 If your nationality requires you to **register with the police**, remember to **update the police and your Police Registration Certificate** within 7 days if you change address, extend your Tier 4 leave, renew your passport, get married, or if any other details on your certificate change.
- 5 You must **abide by all of the conditions of your visa**, as detailed on the Home Office website. **NB** the Home Office restricts hours of work but the University imposes much tighter restrictions on work and you are expected to abide by the University regulations, as explained on the [International Student](#) web page. (See bullet point 10. below)
- 6 If you intend to **discontinue** your studies **early**, you must also inform your College/host institution of the date when you will cease your studies. The IS Team must inform the Home Office once you have discontinued. The Home Office then **limits your permission to stay**, normally allowing you 60 days to vary your leave, change Sponsor or leave the UK. You may wish to contact us to verify the likely impact of discontinuing your studies or finishing early.
- 7 If you **defer your studies** after you have arrived in the UK and have to repeat your **studies** then the Home Office states that your permission is no longer valid because you are not actively studying. In these circumstances, the IS Team reports your deferral to the Home Office. The Home Office expects you to leave the UK and curtails your visa (see note above on limits). When you are ready to continue your studies, you must make a new visa application; for this you require a new CAS from the IS Team.

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When the University considers your application to defer (known as intermission for graduates) it may, in exceptional circumstances, grant you an 'authorised absence'<sup>4</sup> and allow you to remain a student. In these circumstances, you are not reported to the Home Office. However, you must continue to abide by your Tier 4 responsibilities. If you prefer, you can request us to cease sponsoring you for the absence, which invalidates your visa but may be of benefit when considering Home Office time limits on study. We would then sponsor you for a new visa when you are ready and approved to resume your studies.

You may wish to discuss any visa implications with the International Student Team before making your deferral application.

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<sup>4</sup> NB The University's use of discretion to grant 'authorised absence' is subject to Home Office policy allowing this.

- 8 **Monitor** the amount of time you spend studying on a student visa; this is limited by the Home Office. Whilst we hope this would not affect you, you should consider the detail and implications - see the [International Student](#) web pages.
- 9 If the University approves you to undertake a **different course** at Cambridge, we will report this change to the Home Office. If the **new course** is **shorter** than the original one, **you must** also inform the Home Office by e-mailing [MigrantReporting@Home Office.gsi.gov.uk](mailto:MigrantReporting@HomeOffice.gsi.gov.uk)

If your **new course ends after** your current visa expires, you must make a new Tier 4 application. You can apply immediately or wait until nearer your existing permission expires. However, **you must** make this new application before your current visa expires. **You must contact** the IS Team to request a new Confirmation of Acceptance for Studies (CAS).

If your new course requires an Academic Technology Approval Scheme (ATAS) from the Foreign and Commonwealth Office Transfer you must obtain new clearance. For further information, please e-mail [internationalstudents@admin.cam.ac.uk](mailto:internationalstudents@admin.cam.ac.uk)

- 10 If you undertake a **work placement** approved by the University, connected to your course, you must provide the following information to the IS Team in advance of the placement. We must pass this information to the Home Office.
- Name of organisation offering work placement;
  - Address of organisation;
  - Reason why this is a necessary part of your studies;
  - Dates of work placement (start and end)
- 11 The Home Office normally restricts you to working up to 20 hours per week in term time, full-time in vacation. The University imposes greater **working restrictions**. The University does not usually allow work outside of College and or University. However, doctoral students may (with permission) work 6 – 10 hours per week in work related to studies or career.
- 12 If you wish to **change to another education provider** you must receive a CAS from that institution and make a new Tier 4 application before starting your studies with them.
- 13 If you **no longer require sponsorship under Tier 4**, for example because you switch to another visa category, you must notify your College/host institution, within seven working days of the change. The University must report this change to the Home Office.
- 14 Any **new passport** or **new visa** should be taken to your College **upon receipt** for scanning into your student record.

## Visa expiry date

**Note the date your visa expires.** If you are in the UK the day after your visa expires, the Home Office classify you as an 'overstayer'. If you overstay and apply for further leave to remain, 28 days or more after your visa expired, your application is likely to be refused and you cannot appeal. You would then have to return home to make a new visa application there. If you overstay for 90 days or more, then you should expect that the Home Office will not allow you to return to the UK for 12 months.

If you are approved to have more time to complete your studies in the UK, you will require a new Tier 4 student visa. Contact the IS Team, preferably at least three months ahead of your visa expiring.

## Completing your studies

1. The Home Office expects you to leave the UK before your visa expires, unless you apply to extend your stay or to switch into another immigration category.
2. **If you complete your course on time** (i.e. according to the course end date in your CAS, and when you receive formal notification of the outcome of your degree) then you can remain in the UK until your visa expires. After approval for your degree, the Home Office allows you to work full-time within certain limits. You are not required to inform us of this work.
3. **However, if you complete your course early** (that is you complete earlier than the course end date stated in your CAS) **do not assume** you can remain to work in the UK until your visa expires. The Home Office requires us to inform every student who completes early. The Home Office limits your permission to stay, normally allowing you 60 days to vary your leave, change Sponsor or leave the UK. You may wish to contact us to verify your status before starting work, even if that work is within the University or college.
4. We cannot offer individual case-specific advice regarding working in the UK after studies. However, you may wish to review information available from the [UK Council for International Student Affairs](#).

## Home Office visits

The Home Office regularly visits the University to ensure compliance with immigration and Tier 4. The Home Office reviews policies and procedures, interviews staff associated with Tier 4 and also selects students to interview. These interviews are required by the Home Office so that they can establish that the University has sponsored you correctly and maintains responsibility for you. The University is not allowed to accompany you in these interviews.

Therefore, you may, at little notice, be asked to attend an interview with a Home Office Compliance Officer. The Home Office expects you to attend the interview.

## Who can I contact in the University?

The **International Student Team (IS Team)** for general information about your CAS, and your responsibilities whilst under Tier 4 of the UK immigration system .

E-mail:	<a href="mailto:internationalstudents@admin.cam.ac.uk">internationalstudents@admin.cam.ac.uk</a>
@	<a href="http://www.admin.cam.ac.uk/offices/internationalstudents/">www.admin.cam.ac.uk/offices/internationalstudents/</a>

The **Visa Advice Service** (a specialist service within the IS Team) for personal support and information, help with filling in your visa application, support if you lose your passport or Biometric Residence Permit, and help if your visa is not granted. Check our web pages as the answer to your problem may be there.

E-mail:	<a href="mailto:vissadvice@admin.cam.ac.uk">vissadvice@admin.cam.ac.uk</a>
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Your **College/host institution** to discuss any changes to your arrival date, termly registrations, contact details and any changes to your personal circumstances or studies and to present any new passport or immigration documents.

## Other Helpful Web Links

It is important that you keep yourself informed of changes in the immigration rules in case you will be affected.

### UK Home Office information:

@	<a href="#">Visa processing times</a> in your home country
@	<a href="#">Detail about Tier 4 visas</a>

### UK Council for International Student Affairs:

**UKCISA** provides detailed information on immigration and offer a telephone helpline.

@	<a href="#">Immigration</a>
@	<a href="#">Protecting your Tier 4 student immigration status</a>

### Twitter:

	Follow IS Team on Twitter: @cam_intlstudent, <a href="https://twitter.com/cam_intlstudent">twitter.com/cam_intlstudent</a>
	Follow UKCISA on Twitter: @ukcisa_students, <a href="https://twitter.com/ukcisa_students">twitter.com/ukcisa_students</a>