

Your responsibilities whilst sponsored for a Tier 4 visa by the University of Cambridge**Contents**

Introduction	1
Prior to arrival	2
Prior to arrival – if you hold an existing student visa.....	2
On arrival	2
Police Registration.....	3
Termly Registration & Attendance	3
During your studies.....	4
Changes to your circumstances	4
Visa expiry date	6
Completing your studies	6
Key Contacts (including visa advice service)	7
Other helpful sources of information	7

Introduction

This document explains your responsibilities as a student sponsored by the University of Cambridge for a Tier 4 visa. It is important that you understand and comply with the responsibilities of your student visa and co-operate with the University in fulfilling our shared Tier 4 duties. Any breach could have a serious impact on your studies and continued stay in the UK. In using the University's CAS to apply for your Tier 4 student visa, you agree to the requirements outlined in this document.

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.

Please note that the accuracy of the information in this document is subject to changes in Home Office Policy. To ensure that you are reading the most recent version, you can view it online at www.internationalstudents.cam.ac.uk/arriving/your-uk-immigration/your-responsibilities-under-tier-4

Prior to arrival

1. Check your **Tier 4 student visa**¹ shows:

- The correct start date and end date. You should receive:
 - the length of the course plus four months for courses of twelve months or more;
 - the length of course plus two months for courses between six and twelve months long.
- Either the University's Sponsor Licence number (4NUV7KB58) or your CAS number.

If you believe the details on your visa are incorrect, e-mail international.students@admin.cam.ac.uk detailing the errors as soon as possible.

2. 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.

Arrive at Cambridge by the start date of your course, informing your Faculty or Department and College if you are going to be late. Your College and Department will advise as to whether you can arrive late.

Prior to arrival – if you hold an existing student visa

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 allows you to study at one Tier 4 Sponsor only. If you hold a Tier 4 visa for another sponsor and intend to make a new Tier 4 application for Cambridge inside the UK, you can only start your course after you have presented the following evidence to your College:

- a new Tier 4 visa showing our Tier 4 Sponsor Licence number; or
- proof that you have submitted an in-time application for a new Tier 4 visa using a CAS from Cambridge – you may start your course at your own risk until you receive a decision on the application.

If you arrive at Cambridge on a visitor visa or try to start your studies without the correct immigration status, the University cannot allow you to start your course.

On arrival

Report to your College Tutorial Office before you start your studies and

- provide your original passport and immigration documents (for scanning into your student record²);
- sign for your first registration, providing [Full Term](#) has started. You will need to return to make your first termly contact in the first week of term if you arrive earlier than this;
- provide your UK contact details – telephone number and residential address.

¹ This might be a vignette (i.e. sticker) in your passport or a Biometric Residence Permit (BRP).

² These pages are secure and limited to those staff accessing these pages as a requirement of their role.

Police Registration

International students from certain countries are required to register with the police within seven days of arrival in the UK. Your vignette or Biometric Residence Permit (BRP) informs you of this condition. To check whether you need to register, visit: www.gov.uk/register-with-the-police

Registration is at the local police station: Parkside Police Station, Parkside, Cambridge, CB1 1JG.

- If you are new to the UK, you must book an appointment by emailing OVRD@cambs.pnn.police.uk. To register you will need to take your passport; two passport sized photos; your unconditional offer letter to study at Cambridge; and the registration fee.
- If you have previously studied in the UK but not at Cambridge, you will need to attend Parkside Police Station to update your details. You will need to take your passport, Certificate of Registration and biometric card. An appointment is not necessary.

The University organises on-site police registration at particular times of year, please consult www.internationalstudents.cam.ac.uk/arriving/police-registration for further information and available sessions for booking.

You must also ensure that you update the police within seven days if you change address during your studies; extend your Tier 4 leave; renew your passport; get married; or if any of the other details on your Police Registration Certificate change.

Termly Registration & Attendance

You will need to make termly registration at College 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, owing to exceptional circumstances, prior agreement has been given for an alternative registration date; and
- sign against your name, confirming that you are engaged with study and are abiding by the terms of your Tier 4 visa; and
- check that your contact details remain current and that you have informed your College of any changes to your immigration status;

If you fail to register as required, and you have not informed your College that you cannot make the registration date, the University must cease Tier 4 sponsorship and report this to the Home Office; this is in line with the University's Tier 4 compliance responsibilities.

If the University allows you to study overseas during your course, this contact remains a requirement and the process for making contact each term will be discussed before you travel outside the UK.

If you are granted permission to study outside of Cambridge but within the UK during your course, you will be required to return in person to Cambridge for termly registration.

If you are a **visiting student**, you must register with your host Faculty or Department within seven working days of the start of each Full Term for which you are present in Cambridge. Your Faculty or Department will inform you if they have additional requirements or alternative dates.

During your studies

You must ensure that you:

1. Abide by the conditions of your Tier 4 visa.
2. Update your UK contact details as required, both your residential address and telephone number, and check the details are correct on CamSIS. You can update your details via CamSIS self-service or by informing your College of any changes.
3. Adhere to University and Home Office restrictions regarding work. The Home Office restricts the number of hours you can work in the UK. The University imposes tighter restrictions on work and you are expected to abide by the University regulations. Undergraduate students and graduate students taking a course of 12 months or less are not expected to work during term-time. Term dates can be found at www.cam.ac.uk/about-the-university/term-dates-and-calendars
4. Graduate research students (PhD and Master's level) on courses of more than 12 months may, with permission, work ten hours per week in work related to studies or career. The University does not usually allow work outside of College or University. Graduate students are expected to devote around 40 hours per week to study for the full duration of the course – including outside of published term dates – with appropriate short breaks for holiday. The vacation dates used by undergraduates do not apply to graduate research students. Master's students should consult their Faculty or Department for further details regarding breaks.
5. Take any new passport or new visa to your College within seven days of receipt for verifying and scanning onto your student record.
6. Do not attempt to draw certain welfare and local authority housing benefits (known as 'public funds').
7. Leave the UK before your visa expires, in line with Home Office requirements, unless you obtain further valid leave.

Changes to your circumstances

Changing your course

If the University approves you to undertake a different course at Cambridge, this change will be reported 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 for the additional period. You can apply immediately or wait until nearer to the expiry of your existing permission. However, you must make this new application before your current visa expires. You will

need to contact the International Student 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 you must obtain a clearance certificate. This is the case even if you had obtained clearance previously for another course or area of research. For further information, e-mail internationalstudents@admin.cam.ac.uk

Deferring your studies

If you defer your studies after you have arrived in the UK your Tier 4 visa is no longer considered valid because you are not actively studying. The University is required to report this change in circumstances to the Home Office who will take action to curtail your visa to a period of sixty days. When you are ready to resume your studies, you must make a new visa application and for this you will require a new CAS.

Undergraduate and taught graduate students

An undergraduate student who makes a successful application to the Applications Committee for a deferral in study is normally given leave for a complete academic year. On approval of this deferral (disregarding of terms) the University is required to cease sponsorship for the student's Tier 4 visa and the student will need to leave the UK. Once return to study has been approved by the Applications Committee, the University is able to sponsor the student with a new CAS for a new visa application to cover the remainder of the course.

Graduate research students

If an intermission - medical or non-medical - is granted for more than sixty days, the University is required to cease Tier 4 sponsorship and report the change of circumstances to the Home Office. The Home Office act on this change by curtailing the Tier 4 visa to sixty days and the student is advised to leave the UK.

For a period of intermission up to a maximum of sixty days, the University is able to continue sponsorship for a Tier 4 visa providing the student can still complete their course within their existing visa expiry. If the sponsored student does not return to studies after this intermission, the University is required to cease sponsorship in line with the above.

In exceptional circumstances, such as serious illness or injury, Tier 4 sponsorship can be continued for an intermission providing the student can still complete their course within their existing visa expiry. The maximum period of continued sponsorship would be four months. This must be justified and occurrences are rare. Any previous intermission will be taken into account when considering whether Tier 4 sponsorship can be continued. We would advise you to discuss any visa implications with the International Student Team before making any application for a break in studies.

Discontinuing studies

If you intend to discontinue your studies, you must also inform your College/Department of the date when you will cease your studies. The University is required to report this change in circumstances to the Home Office. The Home Office then limits your permission to stay, normally allowing you 60 days to vary your leave, change sponsor or leave the UK.

Change of immigration status

If you switch to another visa category, you must notify your College within seven working days of the change. The University must report this change to the Home Office.

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.

Visa expiry date

Note the date your visa expires. The Home Office classifies you as an 'overstayer' if you are in the UK the day after your visa expires without other valid immigration permission. The University will not allow you to continue your studies as an 'overstayer' as you would not have valid immigration leave in the UK.

The University expects you to complete your course according to the date provided in your CAS. If you are approved to have more time to complete your studies and are therefore unable to complete within the validity of your visa, you will be required to make a new Tier 4 student visa application prior to your current visa expiring. Contact the International Student Team at least three months ahead of your visa expiring.

You will need to provide evidence you have submitted your new visa application to your College and keep them updated with its progress. You will then need to provide your new visa, once received, for verifying and scanning to your student record.

Completing your studies

If you complete your course at the expected date then you can remain in the UK until your visa expires. You will be allowed to work full-time after the end date on your CAS providing you have completed your course.

If you complete your course earlier than stated on your CAS, the University is required to report this to the Home Office. The Home Office will curtail your leave to remain in the UK to the normal entitlement period following a course end date, i.e. four months for courses twelve months or longer and two months for courses less than twelve months. You will not be able to re-enter on your Tier 4 visa if you leave the UK.

Continuing to a further degree at Cambridge

Cambridge students continuing to another course with the University having completed a course, for example a PhD after Master's degree, must make a fresh Tier 4 visa application before starting their new course. This includes those students who already have a visa which does not expire until later in the academic year.

In order to start studies on your next course at Cambridge you are required to provide evidence which confirms you have submitted your new visa application. This should be presented to your College and would include your visa application cover sheet (showing fee paid) in the first instance. Please contact the International Student Team if this affects you and you require further advice.

Key Contacts (including visa advice service)

The **International Student Team (IST)**, based in Student Operations, is responsible for overseeing Tier 4 compliance for the collegiate University. Contact IST for general information about your CAS or any queries in relation to your Tier 4 status and the related compliance requirements. IST also provides specialist student visa advice to applicants and students and can assist with queries in relation to applying for your Tier 4 student visa, help if your visa is not granted or if you lose your passport or Biometric Residence Permit.

E-mail:	internationalstudents@admin.cam.ac.uk
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You should liaise with your College for the following:

- to discuss any changes to your arrival date;
- to undertake your termly registrations;
- to update your contact details including UK residential address and telephone number;
- to provide details of any future change to immigration status and present any new passport or immigration documents.

Other helpful sources of information

It is important that you keep yourself informed of changes to Tier 4 policy in case you will be affected.

UK Home Office information:

w	Visa processing times in your home country
w	Tier 4 student visa

UK Council for International Student Affairs:

UKCISA provides detailed information on immigration and offers a telephone helpline.

w	Immigration
w	Protecting your Tier 4 immigration status