

Your Student Visa responsibilities

Introduction

This document explains the responsibilities of a student sponsored by the Cambridge Theological Federation for a Student visa (previously Tier 4) and provides guidance on protecting your immigration status in the UK. It is important that you understand and comply with the responsibilities of your student visa and co-operate with the Federation in fulfilling our shared duties. Any breach could have serious implications on your studies and continued stay in the UK. In using the Federation's confirmation of acceptance to study (CAS) to apply for your visa, you agree to the requirements outlined in this document.

Please note that the immigration rules and guidance are liable to change. The current Student Visa guidance can be accessed via www.gov.uk/student-visa. In cases of conflict, information on gov.uk has priority over information in this document.

Federation office

The Bounds House team provides a visa advice service to applicants and students and has a responsibility for ensuring institutional visa compliance. We can advise on queries relating to the conditions of a student visa and should be contacted for information on how a change in your circumstances may have implications for your immigration status in the UK. Contact us on enquiries@theofed.cam.ac.uk.

Your BRP

The Biometric Residence Permit (BRP) is the documentary evidence of your immigration permission in the UK. It is a credit-card sized document and contains your personal and biometric information. It is very important you keep it secure. You must take it with you if you travel overseas as you will require it to re-enter the UK, and may need it for flights within the UK. Note that there is no requirement to carry ID in the UK so it is advisable not to carry your passport/BRP inside the UK other than where necessary for formal identification purposes.

Collecting your BRP if you apply for your visa outside the UK

When you receive a successful decision on your visa application you will be issued a 30 day entry vignette in your passport. You must ensure that you enter the UK during this 30 day period. If the 30 days expire, you will need to apply for a new permit from overseas at an additional cost.

You will need to collect your BRP within 10 days of arriving in the UK and prior to commencing your course. The collection point will be confirmed in the decision letter you receive after your visa application has been processed.

Receiving your BRP if you apply for your visa inside the UK

If you apply for further leave to remain inside the UK, your Biometric Residence Permit (BRP) will be sent to the address you use in the application form. You should check your eligibility to apply in the UK before doing so.

Checking your visa

It is a Home Office requirement to have any errors on your visa corrected. Your BRP should contain the following information:

Type of Permit: STUDENT

Sponsor licence number: WRC5NK8C4

If this information is missing or there are any other errors on your BRP with your name, personal details or the length of permission granted, please contact the Bounds House team using enquiries@thefed.cam.ac.uk who will be able to advise you on getting it corrected.

The length of leave granted on a student visa depends on the course. You should check your CAS course end date and ensure you have been granted the correct length of leave.

On arrival

Copies of documents

Staff in the Federation office are required to see your passport and BRP before you start your studies. You will also need to provide evidence of when you entered the UK, which for most will be the entry stamp marked on the 30 day vignette in your passport by immigration control. Evidence of your flight (e.g. flight ticket) will be required in the absence of this stamp. We will keep a scan of your documents on your file.

Police Registration

Check here to see if you need to register with the police: www.gov.uk/register-with-the-police

Contact Details

You are required to keep your UK contact details up-to-date on your student record throughout your studies. This includes both your residential address and telephone number. Please notify the Bounds House team of any changes using enquiries@thefed.cam.ac.uk.

Academic Engagement

You must comply with our Academic Engagement policy which is available here: www.thefed.cam.ac.uk/policies-and-procedures

Failure to comply will ultimately lead to our sponsorship of your visa being withdrawn.

Working

Please check with us for the rules that apply to students working.

Changes in Circumstances

The Home Office may need to be informed if your circumstances change during your studies and there could be implications for your visa. Some changes must be reported by you. You are required to inform the Home Office of the following changes:

- your contact details
- criminal convictions
- passport number
- dependants' details, for example if the relationship breaks down
- if any children stop living permanently with you

You are required to apply for a new BRP if any of the following change:

- name, e.g. if you have got married
- facial appearance
- nationality
- date of birth
- gender

Other changes, such as intermission or course changes, may need to be reported by the Federation as your sponsor and could have implications for your visa and/or continued studies.

If you encounter a change in circumstances during your studies, or think this might be likely, you should check if there are any implications for your visa by contacting the Bounds House team using enquiries@thefed.cam.ac.uk.

Changes to immigration documentation during studies

If you obtain a new passport or BRP during your studies, you are required to bring this to us for scanning and uploading onto your record.

If you lose your visa/BRP, or it is stolen, you are required by the Home Office to apply for a replacement at an additional cost if it is valid for 3 months or more, or if it is valid for less than 3 months and you plan to travel overseas and re-enter the UK on a Student Visa.

If you switch to another visa category during your studies or acquire British citizenship and wish to reside in the UK with this status, you must notify us within 7 working days of the change and provide your updated passport. The Federation is required to report this change to the Home Office and cease visa sponsorship.

Completing your studies

If you complete your course on or after the expected date as stated on your CAS, then your visa expiry date does not change. Completion means unconditional approval of your degree.

Completing early

If you complete your course earlier than the date stated on your CAS, the Federation 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. If you leave the UK after your visa has been curtailed, or you are overseas at the point of curtailment action, you may not be permitted re-entry to the UK on your student visa.

Visa expiry

You must leave the UK by the expiry date of your visa unless you have submitted a visa application to extend your permission in the UK. Please let the Bounds House team know if this applies to you using enquiries@thefed.cam.ac.uk.

Protecting your immigration status: Checklist

This section provides a summary of what you need to do to adhere to the Federation's sponsor licence responsibilities, your conditions and other considerations.

Before starting

- Enrol by the course dates specified in your CAS.
- Before starting your studies, present your passport and immigration documentation to the Federation office so we can scan them.
- Check your BRP and contact the Bounds House team if there are any errors as they will need to be corrected.
- If required, register with the police, keep your police registration certificate safe and update the police with any changes (e.g. change of address).

During studies

- Keep your UK contact details on your student record up to date throughout your studies. This includes residential address, telephone number and email address.
- Continue to engage with your studies.
- Let the Bounds House team know if you obtain a new passport or BRP during your studies.
- Only work within the conditions set by the Home Office for your visa.
- Do not attempt to apply for 'public funds', including welfare benefits.
- Report any relevant changes of circumstance to the Home Office.
- Apply for a new BRP if your personal details change.
- Apply for a replacement if your BRP, or visa in your passport, is lost or stolen.

Finishing

- Complete your course on time, and within the time limits imposed by your visa. Contact the Bounds House team to discuss your options if you need more time to complete your studies.
- Make sure you leave the UK prior to your visa expiring unless you obtain further leave or have submitted a valid visa application to extend your permission in the UK.

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