

## **STATEMENT OF NON-TIER 4 IMMIGRATION RESPONSIBILITIES**

This document explains the responsibilities of students studying at UAL under a non-Tier 4 visa.

### **Your responsibilities are:**

- Provide the University with your current passport and visa/BRP (biometric residence permit) card at your enrolment appointment and any other time requested by UAL.
- Ensure that you have valid permission to enter or stay in the UK.
- Tell the University of any changes in your immigration status.
- Attend an enrolment appointment for your course on time for each academic year. If this is not possible you must inform us so that we can assist you where possible.
- Check your College email account regularly, undertaking any instruction given to you by the University in regards to your immigration status.

UAL has a duty of care to all its students, and must comply by law to the immigration rules and the requirements of the Home Office.

### **UAL's responsibilities are:**

- Querying a students' immigration status or the progress of an application with the Home Office, at any point during the application process and whilst they are studying at the University.
- Ensure that we only enrol students with a visa/immigration status which is valid for study at UAL.
- Check and keep copies of your passport and visa/BRP card when you attend your enrolment appointment, throughout your studies and for the period of graduation as required by the Home Office and the University retention policy. Reviewing these documents throughout the year, recording if there are any changes, e.g. passport renewal.
- Monitor and report to the Home Office any changes in students' immigration status.
- Any other duties required by the Home Office including supporting immigration control.