

## STATEMENT OF TIER 4 IMMIGRATION RESPONSIBILITIES

This document explains the responsibilities of students sponsored by UAL on a 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 remain in the UK.
- Tell the University of any changes in your immigration status.
- Keep your contact details e.g. telephone number, address (in the UK and those in your home country) up to date via your student portal.
- Live within a reasonable travelling distance of the University. Travelling distance is not an acceptable reason for failing to engage with your studies.
- 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.
- Whilst you are studying in the UK, ensure that you attend all of your scheduled course related activities.
- Follow the University's procedures to monitor your attendance.
- Follow the University's procedures if you take time out from your studies or withdraw from your course.
- Leave the UK if you take time out from your studies, withdraw or are withdrawn from your course, or if your course is terminated.
- Comply with the conditions attached to your visa, e.g. working in the UK, registering with the police.
- 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 their application with the Home Office, at any point during the application process and whilst they are studying at the University, passing students contact details on to the UK Home Office if requested. (We will inform students if we intend to discuss their situation with the Home Office before contacting them).
- Ensure that we only enrol students with a visa/immigration status which is valid for study at UAL.
- Report to the Home Office those students who do not enrol by the latest joining date.
- Sponsor students for their expected period of study, this is set when admitted.
- Consider students for an extension of sponsorship if they:
  - a) transfer to another programme of study at UAL and need to obtain a visa to complete the new programme;
  - b) successfully repeat part of their course and need an extension to their visa to further complete their studies;

- c) are permitted to take time out from their course and need an extension to their visa to further complete their studies.
- Check and keep copies of students' passport(s) and visa(s)/BRP cards when they attend their enrolment appointment, throughout their studies and for the post-graduation period as required by the UK Home Office and the University retention policy.
  - Review copies of students' passport(s) and visa(s)/BRP cards throughout the year, recording if there are any changes, e.g. passport renewal.
  - Keep students UK and home contact details up to date and keep a record of any changes of address.
  - Monitor students' attendance, withdrawing and reporting to the Home Office as per UAL's attendance policy.
  - Monitor and report to the Home Office any changes in students' immigration status.
  - Notify the Home Office of any significant changes in students circumstances, such as time out, change in course length, withdrawal or exclusion
  - Notify the Home Office if we are aware that students are in breach of immigration conditions.
  - Any other duties required by the Home Office including supporting immigration control.