

Student visa responsibilities as a part-time student

Introduction	1
Your BRP.....	2
Checking your visa	3
On arrival.....	4
Contact Details.....	4
Monitoring Academic Engagement	4
No work allowed	5
Changes in circumstances	5
Changes to research for ATAS clearance	6
Changes to immigration documentation during studies	6
Completing your studies	6
Protecting your immigration status: Checklist.....	7

Introduction

This document explains the responsibilities of part-time students sponsored by the University of Cambridge for a student visa and provides guidance on protecting your immigration status in the UK. The only part-time courses sponsored by the University under a student visa are postgraduate research degrees (in specific circumstances) and a limited number of part-time courses in the Faculty of Education with regular attendance requirements.

It is important that you understand and comply with the responsibilities of your student visa and cooperate with the University in fulfilling our shared sponsorship duties. Any breach could have serious implications on your studies and continued stay in the UK. In using the University's CAS to apply for your student visa, you agree to the requirements outlined in this document.

Please note that the immigration rules and guidance are liable to change. The most up to date version of this guide is available online at <https://www.internationalstudents.cam.ac.uk/immigration/studying-part-time>

These responsibilities apply to students who hold a Tier 4 visa, applied for prior to 5 October 2020, or a student visa issued after this date. The responsibilities attached to these visas are the same and therefore references to 'student visa' in this document cover both.

International Student Office

The International Student Office provides a visa advice service to applicants and students and has a responsibility for ensuring institutional student immigration compliance. They 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. Email international.students@admin.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. EEA and Swiss nationals, and certain nationalities when eligible to apply for a student visa inside the UK, are not issued with a BRP as outlined in the relevant section below.

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

When you receive a successful decision on your visa application, you will be issued a time-limited entry vignette in your passport. You must ensure that you enter the UK within the validity of the vignette. You cannot enter on your student visa before the 'valid from' date on your vignette. In addition, you cannot enter the UK earlier as a standard visitor (tourist) and then 'switch' inside the UK to your student immigration even if the entry vignette is in your passport. If you enter the UK as a visitor, you will need to leave the Common Travel Area (UK and Ireland) and re-enter to activate your immigration permission as a student. If the vignette expires before you are able to travel, contact the International Student Office for further guidance.

You will need to collect your BRP after arriving in the UK and normally prior to commencing your course. The collection point will normally either be your College, if you have used the relevant code in your application, or the Post Office. This will be confirmed in the decision letter you receive after your visa

application has been processed. Further information on collecting your BRP is available at www.internationalstudents.cam.ac.uk/collecting-your-visa-brp.

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

If you are eligible to apply for further permission to stay in the UK, and use the phone app to verify your identity as part of the process, you will be issued a digital status which can be verified online. When asked to provide evidence of your status, for example by your College, you can obtain a 'share code' at www.gov.uk/view-prove-immigration-status and provide this to enable verification. In addition, students of [certain nationalities](#) will also be issued a Biometric Residence Permit (BRP). This 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.

If you do not use the app, and instead attend a biometric appointment, you would only be issued with a Biometric Residence Permit (BRP). This will be sent to the address you used in the application form.

EEA and Swiss nationals

If you apply for your student immigration permission as an EEA or Swiss national and use the phone app to verify your identity as part of the process, you will not be issued an entry vignette or a BRP. You will be granted a digital status which can be verified online. You will be able to enter the UK with your passport having been granted your student immigration permission. When asked to provide evidence of your status, for example by your College, you can obtain a 'share code' at www.gov.uk/view-prove-immigration-status and provide this to enable verification.

Checking your visa

It is a Home Office requirement to have any errors on your visa corrected.

The duration of immigration permission granted depends on the course. You should check your CAS course end date and ensure you have been granted the correct length of leave:

- the length of the course plus two months for courses of 12 months or less;
- the length of the course plus four months for courses lasting 12 months or more;

Your BRP should contain the following information:

- *Type of Permit:* T4 GENERAL STUDENT or STUDENT
- NO WORK EXCEPT PLACEMENT
- 4NUV7KB58 (*University of Cambridge sponsor licence number*)

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 International Student Office who will be able to advise you on getting it corrected.

On arrival

If you applied for your student visa from outside the UK

You will need to provide evidence of your immigration status to your College after you arrive in the UK and before you start your studies. You will also need to provide evidence of when you entered the UK, which for many will be the entry stamp marked on the entry vignette in your passport by immigration control. Evidence of your flight (e.g. flight ticket) will be required in the absence of this stamp. Instructions will be sent to you by your College prior to you starting your studies.

If you applied for your student visa in the UK

If you wish to make your new student visa application for Cambridge inside the UK, you can only start your course after you have presented either a new BRP showing the University of Cambridge sponsor licence number or, in most cases, having provided evidence of submitting an in-time application for a new student visa for Cambridge.

You can start your studies at your own risk based on evidence of having applied for a new student visa but you will need to keep your College up to date with the progress of your visa application and take your new BRP for copying when received. If your visa application is unsuccessful, you must notify the International Student Office immediately.

Please note that if you are switching from a Graduate visa or HPI visa, you would only be able to begin studying once the new student visa has been granted.

If you have completed one course at the University of Cambridge and are continuing to a further degree here, in line with Home Office policy you must apply for a new student visa within six weeks after the new official course start date or before your current permission expires, whichever is earlier. You must provide evidence to your College which confirms you have submitted your new visa application.

Contact Details

You are required to keep your UK contact details up-to-date on your student record for the periods you will be based in the UK. This includes both your residential address and telephone number, if you have a UK number. You can update your details via CamSIS self-service or by informing your College of any changes.

Monitoring Academic Engagement

A student visa is granted for the purpose of study at a specific institution in the UK and requires you to be engaging with your studies in person in Cambridge.

The University is required by the Home Office to keep a record of your continued engagement with studies as part of its visa sponsorship duties. This is to ensure that, in accordance with student visa

policy, you are actively and consistently following your course of study. Mechanisms that monitor the academic engagement of all students are used as a record of engagement for visa purposes:

- For students on taught Masters, your Department/Faculty will monitor and record your engagement with studies. The specific points of recorded engagement points will vary for each course.
- For postgraduate research students, the termly reports submitted by your Supervisor as part of the Postgraduate Feedback and Reporting System (PFRS) will be used.

Please note that students will not be disadvantaged where an internal process to monitor engagement does not happen as expected.

Where a student's academic engagement is not satisfactory, this will be investigated by the College and/or Faculty or Department. Depending on the circumstances, support may be provided to assist a student in reengaging with their studies as required or it might be appropriate for a wider University procedure to be followed such as intermission or temporary withdrawal. For those on a student visa, this may have implications for continued visa sponsorship. Information is outlined on the 'change of circumstances' webpages at www.internationalstudents.cam.ac.uk/changes-circumstances.

No work allowed

A student visa issued for part-time study does not permit any work to be undertaken in the UK. This includes paid and unpaid work.

Changes in circumstances

If your circumstances change during your studies, the Home Office may need to be informed and there could be implications for your student visa.

You must report some changes. You are required to inform the Home Office of the following changes using the change of circumstances form: www.gov.uk/change-circumstances-visa-brp

- your contact details
- criminal convictions
- passport number

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

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

Other changes, such as intermission or course changes, may need to be reported by the University as your visa sponsor and could have implications for your student visa and/or continued studies. Detailed information on these changes in circumstance and their implications is outlined on our webpages at www.internationalstudents.cam.ac.uk/changes-circumstances.

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 student visa by contacting the International Student Office.

Changes to research for ATAS clearance

Students undertaking a PhD-level research degree or a Masters course in certain science and technology subjects require an ATAS (Academic Technology Approval Scheme) clearance certificate. You would have been informed if you had to apply for an ATAS certificate for your course prior to applying for your visa. You are required to apply for a new certificate:

- if there are any changes to the course content or research proposal. Changes are those other than minor changes to the areas of research or the use of any new research technique;
- if your course end date is postponed by more than 3 calendar months;
- if you wish to change to a new course that requires ATAS clearance.

If any of these apply to you, you should contact the International Student Office to request updated guidance to be able to apply to the Foreign, Commonwealth and Development Office for a new ATAS certificate.

Changes to immigration documentation during studies

If you obtain a new passport or BRP during your studies, you are required to take this to your College 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 as a Tier 4 student. The International Student Office can be contacted for further guidance in these circumstances.

If you switch to another visa category during your studies or change citizenship and wish to reside in the UK on the basis of the new citizenship, you must notify your College within 7 working days of the change and provide your updated visa documentation or passport/national identity card. The University may be required to report this change to the Home Office and cease 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 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. If you leave the UK after your visa has been curtailed, or you are overseas during curtailment action, you may not be permitted re-entry to the UK on your student visa.

Visa expiry and 'overstaying'

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; there is no 'grace period' following the expiry date of your visa. You will become an 'overstayer' if you are in the UK the day after your visa expires without having submitted a valid application for further leave or having obtained other valid immigration permission. This is the case even if you are able to enter the UK as a visitor without a visa. You cannot switch from your student immigration permission to visitor status automatically from within the UK. You would need to leave the UK and re-enter as a visitor. Entry to the UK is at the discretion of Border Force officials.

The University will not allow you to continue your studies as an 'overstayer'. You would also need to declare any periods of overstay on future visa applications to the UK and many other countries.

Graduate visa

The Graduate route is an unsponsored visa enabling international students to work or look for work after their studies for 2 years, or 3 years for PhD students, after successful completion of their course. Detailed guidance, including the eligibility requirements, are outlined at www.internationalstudents.cam.ac.uk/graduate-visa.

Protecting your immigration status: Checklist

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

Visa sponsorship responsibilities

- Enrol by the course dates specified in your CAS.
- Before starting your studies, present your passport and immigration documentation to your College.
- Check your BRP and contact the International Student Office if there are any errors as they will need to be corrected.
- Keep your UK contact details on your student record up to date. This includes residential address, telephone number and email address.
- Continue to engage with your studies.

- Check with the International Student Office how changes to your studies may have implications for your visa.
- Complete your course on time, and within the time limits imposed by your visa. If your visa is expiring and you need more time to complete your studies, and the University has approved an extension, contact the [International Student Office](#) to discuss your options.
- If you obtain a new passport or BRP during your studies, present this to your College.
- Inform your College if you switch to another immigration category.

Adhere to your student visa conditions

- You cannot undertake any work in the UK.
- Do not attempt to apply for 'public funds', including welfare and local authority housing benefits.
- Report any relevant changes of circumstance to the Home Office.
- Apply for a new BRP if your personal details change. Such changes include name and nationality.
- Apply for a replacement if your BRP, or visa in your passport, is lost or stolen.
- Make sure you leave the UK prior to your visa expiring unless you obtain further valid leave or have submitted a valid visa application to extend your permission in the UK.