

Your responsibilities under Tier 4 as a part-time student

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Introduction

This document explains the responsibilities of part-time students sponsored by the University of Cambridge for a Tier 4 visa and provides guidance on protecting your immigration status in the UK. The only part-time courses sponsored by the University under Tier 4 are research degrees and most routes on the Master of Education (MEd).

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 serious

implications on your studies and stay in the UK. In using the University's CAS to apply for your Tier 4 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 www.internationalstudents.cam.ac.uk/immigration/tier-4-part-time. The current Tier 4 Policy Guidance can be accessed via www.gov.uk/tier-4-general-visa.

International Student Office

The International Student Office provides a visa advice service to applicants and students and has a responsibility for ensuring institutional Tier 4 compliance. They can advise on queries relating to the conditions of a Tier 4 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.

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

When you have received 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 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 either be the University, if you have used the relevant code in your application, or from 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 leave to remain inside the UK, your Biometric Residence Permit (BRP) will be sent to the address you used in the application form.

Checking your visa

It is a Home Office requirement to have any errors on your visa corrected. If there are any errors on your BRP with your name, personal details, length of permission granted, or the work conditions, the International Student Office will advise you on getting it corrected.

On arrival

You will need to report to your College Tutorial Office and present your original 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.

If you currently hold a Tier 4 visa for a different Tier 4 sponsor, you cannot use that visa to study at Cambridge. If you hold a Tier 4 visa for another institution and you are eligible to make your new Tier 4 application for Cambridge inside the UK, you may be able to start your studies after you have presented either a new Tier 4 BRP showing the University of Cambridge Tier 4 sponsor licence number or provided evidence that you have submitted an in-time application for a new Tier 4 visa for Cambridge. You should contact the International Student Office to check if you are eligible to make a new Tier 4 visa inside the UK before applying.

Police Registration

Nationals from the following countries are required to register with the police after arrival in the UK: Afghanistan, Algeria, Argentina, Armenia, Azerbaijan, Bahrain, Belarus, Bolivia, Brazil, China, Colombia, Cuba, Egypt, Georgia, Hong Kong, Iran, Iraq, Israel, Jordan, Kazakhstan, Kuwait, Kyrgyzstan, Lebanon, Libya, Moldova, Morocco, North Korea, Oman, Palestine, Peru, Qatar, Russia, Saudi Arabia, Sudan, Syria, Tajikistan, Tunisia, Turkey, Turkmenistan, United Arab Emirates, Ukraine, Uzbekistan, Yemen, Stateless or travelling on a non-national document (i.e. Travel Document).

You will need to book an appointment with the Parkside Police Station in Cambridge. You must book an appointment in advance by emailing OVRD@cambs.pnn.police.uk.

To register you will need your passport, Biometric Residence Permit (BRP), the decision letter notifying you of your successful visa application and two passport size photographs. There is a charge of £34 which must be paid in cash. You will also need to complete the [Registration Form](#) which you should try and complete before registering on the day.

Reporting changes of circumstances to the police

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

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.

Termly Registration

You will need to undertake termly registration at your College for the duration of your course.

This means you must report in person to your College Tutorial Office in each term you are expected to be in the UK. You will be required to sign against your name, confirming that you are engaged with study and are abiding by the terms of your Tier 4 visa. You should check your contact details on your record remain current and inform your College of any changes to your immigration status.

Students undertaking a part-time research degree can make contact by email if, in accordance with arrangements agreed with their Department or Faculty, they are not required to be in the UK for a term. If you are required to be in the UK later in the term but are not in the UK at the start of term, you will need to explain your plans to your College at the start of term so that they can defer your contact to an appropriate date.

If you fail to register as required, and have not been permitted to defer your contact, 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.

No work allowed

A Tier 4 visa issued for part-time study does not permit any work to be undertaken in the UK at any time. This includes paid or unpaid work and internships / work placements.

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 Tier 4 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
- 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
- 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 Tier 4 sponsor and could have implications for your Tier 4 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 Tier 4 visa by contacting the International Student Office.

Changes to research for ATAS clearance

Students undertaking a PhD-level research degree, Masters course or four year undergraduate degree 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 and Commonwealth 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. 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.

If you switch to another visa category during your studies or acquire EEA or Swiss citizenship and wish to reside in the UK with this status, 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 is required to report this change to the Home Office and cease Tier 4 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 Tier 4 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 Tier 4 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.

Protecting your immigration status: Checklist

This section provides a summary of what you need to do to adhere to the University's Tier 4 sponsor licence responsibilities, your Tier 4 conditions and other considerations.

Tier 4 sponsor responsibilities

- Enrol by the course dates specified in your CAS.
- Before starting your studies, present your passport and BRP 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.
- Undertake Tier 4 termly registration with your College.
- Check with the International Student Office how changes to your studies may have implications for your visa.
- If you obtain a new passport or BRP during your studies, present this to your College.
- Inform your College if you switch out of Tier 4.

Adhere to your Tier 4 conditions

- If required, register with the police and notify them of any changes (e.g. change of address).
- 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.