Your responsibilities under Tier 4 as a part-time student

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Introduction

This document explains the responsibilities of a part-time research student sponsored by the University of Cambridge for a Tier 4 visa 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 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.

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**

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 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.
- make contact by email in each term you are not in the UK.

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

Changing your course during your studies
Your Tier 4 visa is issued to study on a named course. If you change course, this is likely to have implications for your Tier 4 visa. You are advised to contact the International Student Office to discuss this prior to making an application to change course. Email international.students@admin.cam.ac.uk.

Deferring your studies (intermission)
A deferral of studies or a period of intermission is likely to have significant implications for a Tier 4 visa.

The implications of intermission, medical or non-medical, on a Tier 4 visa will depend on the length of time the intermission has been approved for:

- If an intermission is granted for more than sixty days, the University is required to cease Tier 4 sponsorship and report the change of circumstances to the Home Office. The Home Office will subsequently curtail the visa to sixty days within which time you would need to leave the UK. The University will be able to re-sponsor and issue a new CAS to support a visa application to return to studies at the end of the intermission period, subject to approval of return if required.
- For a period of intermission of up to sixty days, the University is able to continue sponsorship for a Tier 4 visa providing you would still be able to complete your course within the validity of your existing visa. If you do not return to studies after this intermission, the University is required to cease sponsorship in line with the above.
- In exceptional circumstances, such as serious illness or injury, or maternity/paternity leave, Tier 4 sponsorship can be continued for an intermission providing you would still be able to complete your course within the validity of your existing visa. The maximum period of continued sponsorship would be four months.
- Any previous intermission must be taken into account when considering whether Tier 4 sponsorship can be continued.

Where a short period of intermission is approved and it is agreed that Tier 4 sponsorship will continue, you must continue to undertake termly contact with your College.

Discontinuing studies
If you cease to be a student because your studies at Cambridge are discontinued temporarily or permanently, the University is required to report this change in circumstances to the Home Office. The Home Office will subsequently curtail your visa to 60 days within which time you will be required to leave the UK or apply for a new visa. Examples include:

- a student who withdraws from their studies;
- a student who is withdrawn by the University;
- a research graduate student who does not submit their thesis for examination by the deadline;
- a research graduate student who exits with a lower level award.
**Change of sponsor**
If you wish to change to another education provider you must receive a CAS from that institution and make a new Tier 4 application before starting your studies with them. Depending on the circumstances, you may need to make the application from overseas, in your country of nationality or where you have permission to live. The University must report this change to the Home Office.

**ATAS**
Students undertaking postgraduate degrees 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 start a new course that requires ATAS clearance.

**Reporting changes of circumstance to the Home Office**
You are required to apply for a new BRP if any of the following change:
- name
- nationality
- gender
- date of birth
- facial appearance

You are required to notify the Home Office of the following changes using the change of circumstances form:
- your contact details
- criminal convictions
- passport number
- dependants’ details, for example if the relationship breaks down
- if any children stop living permanently with you

For further information, see [www.gov.uk/change-circumstances-visa-brp](http://www.gov.uk/change-circumstances-visa-brp)

**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. Please note that 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, you must notify your College within 7 working days of the change and provide your updated visa documentation. The University is required to report this change to the Home Office.

**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.