



UNIVERSITY OF  
CAMBRIDGE

Education Services  
International Student Office

# Your responsibilities on a Student visa



### Application of responsibilities

1. The University of Cambridge is licensed by UK Visas and Immigration (UKVI) to act as a visa sponsor for students. The University is considered by UKVI to be a Higher Education Provider with a track record of compliance.
2. If you use the University's Confirmation of Acceptance for Studies (CAS) to apply for your Student visa, you agree to the responsibilities outlined in this document. Not knowing or forgetting these requirements or their consequences is not a justification for not following them. A breach could mean the University is required to inform UKVI and withdraw visa sponsorship, which would have serious implications for your studies and for your continued stay in the UK.
3. If you are a visiting student not affiliated to a College, your host Faculty or Department undertakes the role of the College as described in this document.

### Enter the UK on or after your Student visa start date

4. You must enter the UK on or after the 'valid from' date of your Student visa. You cannot arrive earlier as a Visitor (tourist) and then switch to your Student visa from inside the UK once it becomes valid. If you enter as a Visitor, you will need to leave the Common Travel Area (UK and Ireland) and return to activate your Student visa. You will not be permitted to start your course if you are in the UK with a Visitor status.
5. If you already hold a UK visa and apply for your Student visa for Cambridge from overseas, you must enter the UK after the new visa becomes valid. You cannot return earlier on your previous visa and switch to the new visa from inside the UK once it becomes valid.

### Complete your visa check before you start or resume your studies

6. You should plan to arrive in Cambridge ready to start your studies by the course start date. If you arrive after the 'latest start date' as stated in your CAS, you will not normally be able to start your course and your visa sponsorship will be withdrawn.
7. UKVI requires the University to check your Student visa before you can begin your studies. You must provide evidence of your visa to your College, who will verify it and take copies for your student record. They will send you instructions on the arrangements for the visa check and the evidence you must provide. Paragraphs 8 and 9 outline the evidence needed, depending on whether you applied for your visa from outside or inside the UK.
8. If you applied for your Student visa from outside the UK, you must provide the following for your visa check:
  - your passport;
  - a share code for your College to be able to verify your eVisa online;
  - proof of your UK arrival date showing you entered after your visa became valid.

For proof of arrival, show the date stamp in your passport from UK immigration or, if you do not have a stamp (for example because you were able to use the eGates), other evidence of your entry date (such as your flight ticket).

9. If you were eligible to apply for your Student visa from within the UK, you must provide the following for your visa check:
  - your passport;
  - either
    - a share code to enable your College to check your new eVisa for Cambridge and evidence you have applied from within the UK (normally your 'decision email' from UKVI);
    - evidence of submitting an in-time application for a new Student visa for Cambridge. You must keep your College up to date and send them a new share code to check your eVisa as soon as you receive the outcome of your visa application.
10. You cannot start your course on a pending Student visa application made in the UK if you are switching from a Graduate visa or a High Potential Individual visa – the study restrictions of these visas mean you must obtain your new Student visa before starting your course.
11. If you have completed one course at Cambridge and are continuing to a further degree here, you must apply for a new Student visa no later than six weeks after the new official course start date or before your current permission expires, whichever is earlier. You must provide evidence that you have submitted your new visa application, or received your new visa, within this time frame.
12. If, while registered as a student, you are eligible for renewed or extended visa sponsorship, you must provide evidence of your visa in accordance with the requirements outlined above.
13. It is a UKVI requirement for the University to report any errors identified with your visa, and it is your responsibility to have the error corrected. The International Student Office will contact you if an error is identified following your visa check and can support you with the correction.

## Keep your UK contact details up to date on your record

14. You are required to keep your UK contact details up to date on your student record throughout your studies. This includes both your full residential address and UK telephone number if you have one. You can update your details via CamSIS self-service or by informing your College of any changes.

## Engage fully with your studies throughout your course

15. The University is a residential institution, and full-time students are required to be in Cambridge for the duration of their studies, except when formally approved to be away for course-related activities or during holiday periods. Note that term dates vary depending on the level of study.

16. A Student visa is granted for the purpose of study at a specific institution in the UK and requires you to be academically engaging in person in Cambridge.
17. You must pursue your studies diligently and engage fully with your course. Visa policy defines this as 'actively and consistently' following the course of study for which you are sponsored. This includes attending lectures, classes, seminars, supervisions and other academic activities in person as is expected by your course. If you experience difficulties that affect your ability to attend, you should seek advice promptly through your Faculty and Department, your College or the Accessibility and Disability Resource Centre so that appropriate academic or pastoral support can be considered. Lecture capture and other digital learning resources may be provided to support your learning but they are intended to complement, not replace attendance at in-person teaching.
18. The University is required by UKVI to keep a record of your academic engagement as part of its visa sponsorship duties. This will be monitored as follows:
  - For undergraduate and MAST students, your College will monitor and record your engagement with your studies.
  - For students on taught Masters and Advanced Diplomas, your Department/Faculty will monitor and record your engagement with your studies.
  - For postgraduate research students, the termly reports submitted by your supervisor through the Postgraduate Feedback and Reporting System (PFRS) will be used.
  - For visiting students hosted by a Faculty/Department, your supervisor will monitor your engagement and provide termly confirmation, supported by a written report you must provide.
19. In addition, the academic engagement for students on a Student visa will be monitored and checked by the International Student Office on a termly basis.
20. If a student's academic engagement is deemed unsatisfactory, the College and/or Faculty/Department will investigate the concerns and notify the International Student Office. The student may be provided with support to re-engage fully with their studies within an appropriate timeframe. If this is not possible, or a student's engagement does not improve after concerns have been raised, a formal University procedure - such as intermission, capability to study or student discipline - may be initiated depending on the circumstances. A temporary or permanent break in study would then lead to a withdrawal of visa sponsorship.

## Ensure any employment does not breach your visa work conditions

21. A Student visa for full-time study sets conditions on both the number of hours you may work and the types of work permitted. If you plan to work in the UK while on your Student visa, you should read the guidance provided at [www.internationalstudents.cam.ac.uk/working-uk](http://www.internationalstudents.cam.ac.uk/working-uk). The University's own restrictions on students working during studies are also explained on this webpage.
22. A Student visa for part-time study does not permit any work to be undertaken in the UK.
23. If you are unsure of the work conditions, you should check with the International Student Office prior to commencing any work, paid or unpaid.

24. The University is required to report to UKVI if it becomes aware a student is breaching the conditions of their visa and to withdraw visa sponsorship.

### Report changes in circumstances to UKVI

25. If your circumstances change during your studies, UKVI may need to be informed and there could be implications for your Student visa.

26. Some changes, such as a break in studies or course changes, may need to be reported to UKVI 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 the implications is outlined on our webpages at [www.internationalstudents.cam.ac.uk/changes-circumstances](http://www.internationalstudents.cam.ac.uk/changes-circumstances). If you encounter a change in circumstances during your studies, or think this might be likely, check if there are any implications for your Student visa by contacting the International Student Office.

27. Update the following changes yourself in your UKVI account used to access your eVisa:

- address and telephone number
- new passport
- nationality
- name
- facial appearance
- gender.

28. Report the following changes by completing a change of circumstances form and sending this to UKVI:

- dependent family member details if these change
- if you separate from your partner
- if you get a criminal conviction
- if any children stop living permanently with you.

### Apply for new ATAS clearance if required

29. You may have needed an ATAS (Academic Technology Approval Scheme) clearance certificate for your course. This is required for most postgraduate science and technology courses, although some nationalities are exempt. You would have been informed if this was a requirement prior to applying for your visa. Your ATAS certificate is only valid for the research and course details you submitted in your ATAS application, and you must contact the International Student Office if these details change so that you can be supported in obtaining a new ATAS certificate.

30. 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 are a research student and your Supervisor changes;
- if you wish to change to a new course that requires ATAS clearance.

### Provide any new immigration documentation during studies

31. If you obtain a new passport, you are required to take this to your College promptly for checking so that the evidence can be updated on your record.
32. If you change your UK immigration status during your studies, or if you change your citizenship and intend to reside in the UK with this new citizenship, you must inform the International Student Office. The University is required to report a change in immigration status to UKVI and cease visa sponsorship. You will need to provide a share code as evidence of a new immigration status.

### Adhere to your visa expiry date

33. You must leave the UK by the expiry date of your visa unless you have submitted an application to extend your permission from within the UK. There is no 'grace period' once your visa has expired. You will be considered an 'overstayer' if you remain in the UK beyond the expiry date without having submitted a valid application for further permission or obtained other valid immigration status. You cannot switch from your Student visa to visitor status automatically from within the UK.
34. The University cannot allow you to continue your studies as an 'overstayer' as you no longer have a lawful status in the UK.
35. If you complete your course on or after the expected end date stated on your CAS, your visa expiry date does not change. If you complete your course earlier than the end date on your CAS, the University must report this to UKVI, and you will be informed if this applies to you. UKVI will then curtail your immigration permission to the standard post-completion period. If your visa is curtailed to the shorter period and you leave the UK, or you are overseas at the point the visa is curtailed, you cannot re-enter the UK on your Student visa.

### General

36. Visa policy and associated guidance is subject to change. The most up-to-date version of this guide is available online at [www.internationalstudents.cam.ac.uk/student-visa-responsibilities](http://www.internationalstudents.cam.ac.uk/student-visa-responsibilities).
37. The International Student Office has responsibility at Cambridge for ensuring institutional student immigration compliance, and provides a visa advice service for applicants and students. For any queries related to the information in this document, email [international.students@admin.cam.ac.uk](mailto:international.students@admin.cam.ac.uk).