

Tier 4 Students: Your obligations

Student Visas: Important information, please read carefully.

If you are a student from outside the EU/EEA and hold a student visa please read this sheet.

Your obligations as the holder of a Tier 4 student visa

It is extremely important that you always comply with the conditions of your student visa. If you do not comply with your visa conditions, you may have to stop studying and return to your home country, the Academy may have to cancel your visa sponsorship, you could get a criminal record, or you could be denied entry to the UK for a number of years.

Please help us by telling us of any **changes in your circumstances** (for example, your UK address, mobile phone, personal email...).

If in doubt, please ask the Admissions staff in the Registry: admissions@ram.ac.uk.

UK VISAS AND IMMIGRATION:

UKVI, part of the UK Government Home Office

<https://www.gov.uk/visas-immigration>

Your responsibilities to the Academy and to UKVI, and what to do if your circumstances change:

BRP: When you arrive in the UK on a temporary travel vignette, you must collect your Biometric Residence Permit (BRP) from the nominated Post Office within 10 days of arrival, or before the expiry date of the vignette, and bring it to be checked and copied by the Registry staff.

Police Registration: Some students are required to register with the police (this instruction will be on your visa vignette or biometric residence permit, or in the letter you receive from the UK Home Office confirming your new visa). You must register **within 7 days of arrival in the UK** and then **report any subsequent changes [e.g. change of address, visa extension]** to your local police station within 7 days. If you fail to do this, it is a criminal offence and you may get fined or reported to UKVI by the police.

www.met.police.uk/advice/advice-and-information/ov/registering-overseas-visitor/

Your personal details: You must always keep your **contact and personal details up-to-date** with the Academy by completing a **Change of Details** form, available on 'Air' [Registry: Fileshare], to tell us where you are living in the UK, and to update us if you change your UK address, private email address or mobile telephone number.

Immigration details: If you **receive a new passport or student visa extension, or change to a different visa** during your studies you must take these immediately to the Registry, with photocopies, so the Registry can update your file as required by UKVI.

Tell UKVI! You **must additionally** notify UKVI yourself if you change any **contact or personal details**, **especially** your email. The Academy cannot do this for you.

<https://www.gov.uk/change-circumstances-visa-brp> is the website which tells you how to do this. Also see this page:

www.gov.uk/government/publications/notification-of-change-of-circumstances-form-mcc

It is your responsibility to abide by the conditions of your student visa (including the restrictions on the type and duration of work you can do in the UK) and to make sure you do not stay beyond the expiry date as stated on your visa, unless you have made a renewal application. If you break your conditions, you could be prosecuted or made to leave the UK. This could make it more difficult for you to get another visa in the future.

Visit the UKVI website (<https://www.gov.uk/visas-immigration>) for more information about this.

Enrolling and studying

When you enrol at the Academy, Registry staff will check your **passport and visa/BRP**, and will put copies on your file.

If you are **going to be away from the Academy** for an extended period of time, you must inform your Programme Tutor and get Leave of Absence. If you are unexpectedly missing and we can't contact you, we have to tell UKVI. If we already know that you will be away for an extended period of time, then we will not need to contact you to check this.

If you **change immigration status** from a Tier 4 student visa to another visa type [for example, a Dependant visa or a Tier 1 visa] or if you get Indefinite Leave to Remain in the UK, please take your new documents, with photocopies, to the Registry immediately so your details can be updated.

You are expected to live within reasonable travelling distance of the Academy, and when your study programme has finished you are expected to leave the UK before the expiry of your visa, or apply for a further leave to remain – that means getting another valid visa for staying in the UK.

Working in the UK

You must read the advice in the UKVI Migrant Guidance if you wish to **work in the UK** (paid or unpaid), so you do not break your work restrictions. This includes **musical performances!** You must ensure that the work is permitted according to the restrictions on your visa. If you are offered performance work outside the Academy, it must be booked through the Academy. The Academy's External Bookings office will be pleased to advise you about the proper process, we have published advice about this on www.ram.ac.uk/international-students.

UKVI Tier 4 Migrant Policy Guidance is available to download from <https://www.gov.uk/tier-4-general-visa> through the link 'Read the full guidance'.

The Academy's responsibilities as your visa sponsor

- We are required to inform UKVI if you **suspend your studies, transfer course, withdraw from a course, or complete your studies significantly early.**
- If you **fail to enrol** at the start of your course or in a subsequent year, we have to inform UKVI.
- We have to inform UKVI if you are **absent for an extended period** and we have been unable to contact you or find out the reason.

- We are required by UKVI to **check your student visa and passport ID page** when you first arrive, to keep copies on file, and to update these details during your studies if you obtain a new passport or a new visa, or if you get additional UK immigration stamps.
- We have to inform UKVI if we learn that you are **not abiding by the conditions of your visa**.

If you change your student status during your study programme

*Please note that any change in your student visa status, particularly if you stop studying, may affect your **working entitlement**. If you are working you should seek advice and notify your employer of the change of circumstance immediately.*

i. Suspension of studies

If you suspend your studies for personal or academic reasons (e.g. illness, pregnancy, financial reasons) then UKVI expects you to return to your home country unless you are not medically able to do so, and you must give the Academy photocopies of your travel documents to prove that you are leaving the UK. If you hold a Tier 4 visa (issued via a Confirmation of Acceptance for Studies (CAS) number) the Academy is obliged to report your suspension to UKVI who may cancel your visa. [However, UKVI realises you may not be able to return home immediately if you are very ill or in the late stages of pregnancy.] You may need to get independent legal advice about an alternative immigration status if you need to remain in the UK for an extended period because of illness.

You will need to apply for a new CAS number and student visa from your home country before you return to the UK to resume your studies.

ii. Transfer of course within the Academy

If you hold a Tier 4 visa (issued with a CAS number) then the Academy must inform UKVI that you have changed course. If your new course is shorter (for example, switching to a 1-year MA from a 2-year MA) your visa length will be reduced and you must also contact UKVI about your new study dates: the email address you should use is migrantreporting@ukba.gsi.gov.uk. Also see <https://www.gov.uk/change-circumstances-visa-brp>

If your new course is longer than the original course, you will need to make an application to extend your visa before your current one expires and you will probably have to return to your home country to do this.

iii. Examination failure

If you fail an exam in the summer and can retake it again before the beginning of December you can remain in the UK to take the resit examination, and if necessary can extend your visa. If you fail an exam in the summer and cannot retake the exam (to continue your studies) until the next Spring or Summer term, your studies are considered to be suspended and you will need to return home. If you hold a Tier 4 visa (issued via a CAS number), the Academy will inform UKVI who will normally curtail your visa. You will then require a new CAS and student visa to return to the UK to recommence your studies.

iv. Withdrawal from study programme

If you hold a Tier 4 visa (issued via a CAS number) the Academy must inform UKVI if you withdraw from your study programme. If you have more than six months remaining on your current student visa then UKVI will curtail that visa; you will be expected to leave the UK with 60 days of withdrawal and you immediately lose your right to work in the UK. You must give the Academy photocopies of your travel documents to prove that you are leaving the UK [or, if you are changing to another institution or another visa status, copies of the relevant documentary proof].