



Bournemouth
University



Essential Immigration Information

Everything you need to know about your student visa

Welcome to Bournemouth University

It is important that you understand the responsibilities that come with your Tier 4 (General) Student Visa. There are immigration rules set by the Home Office that you must follow.

Bournemouth University (BU) is a Highly Trusted Sponsor (HTS) and therefore there are also certain immigration rules that we must follow.

Please read this information leaflet very carefully, and keep it safe while you are a student with us.

Your responsibilities

Visa

You must show your Tier 4 student visa at enrolment. If you extend or change your visa whilst you are studying at BU, you must bring your new visa to askBU to show us.

Passport

You must show your original, valid passport at enrolment. You must have a valid passport while you are a BU student. If your passport expires before the end of your course, you must apply for a new one before its expiry date, and bring your new passport to askBU for us to take a copy as soon as it arrives.

Contact details

You must keep us updated with your local address and phone number – even if you only live somewhere for a short time. You can update this yourself: www.bournemouth.ac.uk/student/log-in or contact askbu@bournemouth.ac.uk if you have any problems.

Attend classes/exams/appointments and submit assignments

You must attend your classes and submit your assignments on time. If you are going to miss a deadline or a class, you must tell your Programme Administrator (PA) in advance. If you do not do this, you could be reported to the Home Office and withdrawn from your course. You can contact askBU@bournemouth.ac.uk to find out the name of your PA.

Leaving your course

Your Tier 4 student visa ties you to BU. If you withdraw, suspend or are withdrawn from your BU course, you must let us know what you decide to do.

If you decide to stay in the UK and study at a different University, your visa will not be valid for your new course and you will need to apply for a new visa. If you decide to leave the UK, you must send us evidence that you have left the UK.

Study on a full-time course

Your visa only allows you to study full time. You are not allowed to change to a part-time course.

BU's responsibilities

Enrolment

At enrolment, you will need to show either:

- Your Tier 4 visa tied to BU; this will either be a sticker in your passport or a Biometric Residence Permit

or

- Evidence that you posted your BU Tier 4 student visa application, before your most recent visa expired and also show us a copy of this visa.

If you do not show us these documents before the enrolment deadline, you will not be allowed to enrol this year and will be reported to the Home Office.

BU is not allowed to let you enrol on your course if your visa is tied to another institution. In this case you must apply for a new visa, using your BU Confirmation of Acceptance for Studies (CAS) before you come to enrol.

BU must report you to the Home Office if

- You do not enrol on your course
- You do not engage with your course. This means you have not been attending classes or submitting your work (this will lead to you being withdrawn from your course)
- You withdraw or are withdrawn from your course
- You complete your course earlier than expected. (This is based on the course end date noted on your CAS)
- You take a break from your studies (suspend)
- You have a gap of 60 days or more with no studies
- If you fail any units on your course:
 - There may be a gap between the date you get your results, and when you start the re-sits



- There may also be a gap between when you complete your re-sits, and when you can continue with the course

If either of these gaps are more than 60 days long, you will need to leave the UK until your course restarts.

Consequences from the Home Office

If we report you to the Home Office they will cancel your visa and you will need to apply for a new visa with a new CAS to return to the UK.

Police Registration Certificate (PRC)



Some nationalities need to register with the police once they arrive in the UK. If you need to register, it will clearly state on your visa "register with the police within seven days". You can find out all the information you need about where to register, what documents to take with you and how much it costs, from this website: www.dorset.police.uk/default.aspx?page=1036

It is very important that you update your PRC if:

- You extend your visa, or change to a different type of visa
- You move address
- You change your institution.

Entry Clearance Correction

If you think there is a mistake on your visa, for example a spelling mistake, wrong work conditions, or if you think the visa expiry date is wrong, you should contact askBU for advice.

Extending your Tier 4 (G) student visa

You may need to extend your Tier 4 student visa while you are at BU. We can help you with this, free of charge. Make sure you know when your visa expires, and make a note in your diary four months before the expiry date, so that you remember to contact us for advice. Go to the Student Portal for details of how we can help you:

www.bournemouth.ac.uk/student/immigration

If you have any questions about any of the information above, please contact askBU on askBU@bournemouth.ac.uk or **01202 969696**.

Working while you are at BU

Are you allowed to get a job? Please check your visa. Does it say “work prohibited”? If it does, you are not allowed to work in the UK.

If it does not say this, you are allowed to work, but there are restrictions.

Part-time work

If you do not have work prohibition on your visa, you will be allowed to work part-time during your BU course. The Home Office defines part-time as 20 hours per week; this is not an average. If you have more than 1 job, you must make sure that you do not work too many hours per week between both jobs. It is your responsibility to make sure you do not break this rule. If you do, the Home Office could cancel your visa and make you leave the UK.

Full-time work

If your visa allows you to work, you can work full-time during official university holidays. You will need to find out from your PA when your course holidays are. If you are a postgraduate student, you will probably not have a holiday in the summer. While you are writing your dissertation, you are not on holiday. If you are a PhD research student, you will need to get written permission from your Research Administrator (RA) to take a holiday from your studies.

BU official work placement

A work placement is only official if your BU course includes a placement year or unit. If you have the opportunity to do a work placement, your PA will give you details. While you are looking for a work placement, you will be allocated an Employability Co-ordinator (EC). Your EC must give you permission to do your chosen placement BEFORE you start working. If you do not get

this permission before you start work, you will be breaking the immigration regulations. We would need to report this to the Home Office and we would withdraw you from the course.

During your work placement, you will have to complete a work attendance form every two months. Your EC will explain how to do this. If you do not submit your work attendance form, you may be reported to the Home Office and be withdrawn from the course.

If you are doing an official BU work placement, you are allowed to work full-time during the dates you have received permission for. If your official work placement ends before the end of term and you want to work somewhere else during the holidays, you must only work 20 hours per week until the end of term date.

When you have completed your course

When your course officially ends (this is the end date as noted on your CAS statement), you are allowed to work full-time until the end date of your visa. If you choose to submit your last piece of work early, you must not start working full-time until after the official course end date as it is written in your CAS.

Contact us

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