The University’s Immigration Responsibilities

Keele University has a duty of care to all its students, and must comply by law to the immigration rules. Our responsibilities are:

- Take and keep copies of your passport and visa / biometric ID card when you register, at three contact points throughout the year and if any of your details change (e.g. passport renewal).
- Keep your UK and your home contact details up to date and keep a record of any changes of address.
- Ensure that we only register students with a visa valid for study at Keele University.
- Report to the UKBA on those students who do not register on time.
- Monitor students’ attendance and report on unauthorised absences to the UKBA.
- Monitor and report to the UKBA any change of status such as a leave of absence, change in course length, withdrawal or exclusion / expulsion.
- Notify the UKBA of any significant changes in your circumstances, such as a change of course or completion of your studies where this is earlier than expected.
- Notify the UKBA if we are aware that you are in breach of immigration conditions.
- Keep a copy of your ATAS certificate if your programme of studies requires one.
- Notify you if information about you is reported to the UKBA.

www.keele.ac.uk/international
email: visa@keele.ac.uk
Your Immigration Responsibilities

If you need a visa to be in the UK, you must comply with the immigration conditions attached to your visa. Your responsibilities are:

- Provide the University your passport and visa/biometric ID card when you register, at three contact points throughout the year and if any of your details change (e.g., passport renewal).
- Ensure that your visa is valid for study at Keele University.
- Keep your contact details in the UK and those in your home country up to date via e:vision.
- Register for your course on time each academic year. If this isn’t possible, inform us so that we can assist you where possible.
- Study whilst you are in the UK, ensure that you attend all of your classes, tutorials or lectures, and that you seek prior permission from your School of study for any absences.
- Follow the University’s procedures if you need to take a leave of absence or withdraw from your course.
- Leave the UK if you take a leave of absence, withdraw from your course or if your course is terminated.
- Comply with the conditions attached to your visa regarding working in the UK.
- Seek immigration advice from International Student Support before you consider changing university.
- Check your University email account regularly for immigration information and updates.