

**How to prepare for your Tier 4 Visa Application to join Keele**

The information within this guide is designed to help you prepare for your Tier 4 visa application including:

- getting your CAS,
- applying for your Visa and,
- preparing for the interview which you have to attend.

This information is regularly updated. You can view the latest information and video guides online at [www.keele.ac.uk/visa](http://www.keele.ac.uk/visa)

The majority of students on courses that are over 6 months, that need a Visa to study in the UK, will need to have a **Tier 4 General Visa**. If you are coming to study for less than six months and your course requires you to complete a work placement (paid or unpaid), you will also need a Tier 4 General visa. If you need to extend your visa / studies in the UK, such as completing a Pre-Sessional Course with Keele and progressing on to a Degree course at Keele, then you will also need a Tier 4 general Visa

**Principle Statement**

The information provided in this guidance is for reference only and is based upon the University’s understanding of the UK Immigration rules, Tier 4 requirements and Sponsor Guidance at the time of publishing: 09/01/2019. For the avoidance of doubt any Tier 4 Visa application is made at the student’s own risk and the student is required to ensure that they have read, understood and meet the requirements outlined in the UK Home Office (UKVI) Tier 4 Policy Guidance ([available online here](#)) and that a decision on a Tier 4 Visa application is made by UKVI.

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## When can you apply for a Tier 4 (General) visa?

You should make your visa application as early as possible. However, you cannot apply more than three months before the start date of your course which is stated on your Confirmation of Acceptance for Studies (CAS). If you submit your application before that, it will be refused.

The 'date of application' outside of the UK is the date on which you either pay for your visa application in online process countries, or in countries where there is no online process, the date you attend the Visa Application Centre to hand in your application.

## Where can you make your application?

You must make your Tier 4 (General) application in your home country or country where you are officially resident. *Unless you are extending from within the UK. Visa applications from within the UK can only be made in a limited number of circumstances. To confirm if you are eligible to apply within the UK, you must contact International Student Support at the University.* Most students will apply for their visa at the British High Commission, Embassy, Visa Application Centre (VAC) or Consulate closest to their home. You can find the closest Embassy to you at the [GOV.UK website](https://www.gov.uk).

The FCO website will tell you where to apply for your visa using the [Visa4UK Service](https://www.gov.uk/visa4uk). Please note that in some countries you can only apply online. You will not usually be permitted to make a Tier 4 (General) application outside of your home country, or country where you are officially resident, unless you are extending in the UK. If you want to submit a Tier 4 (General) application outside of your home country, we advise you to contact the British Diplomatic Post where you want to submit your application to ensure that it will be accepted. You are advised to not book a visa appointment until you receive your CAS Statement.

## How long will the visa application take?

If you are applying from outside of the UK, you must ensure that you allow enough time to apply to receive your visa and book travel to the UK by the start date of your course as stated on your CAS statement. At the very latest you must arrive before the last date of enrolment stated on your CAS Statement. The UK Home Office Visas and Immigration (UKVI) publish their expected visa processing times for each application centre on their [web site](https://www.gov.uk/visas-immigration/processing-times).

If you are permitted and able to apply from inside the UK, you are able to apply online and have your documents scanned and biometrics at a UK Visa application centre. The processing times for online applications in the UK can vary dependent upon the time of year, the two busy times are during August to October and December to March. If you are applying in the UK, as long as you have evidence to provide to the University that you have made a valid in time visa application under the University's licence (for Visa's sponsored by Keele) we will in the majority of cases allow you to continue your studies unless there is a risk that your application would fail, or that by allowing you to study would be in breach of the immigration rules or that would be contrary to our duties and requirements as a sponsor.

## Where can you find the application form?

Depending on where you live, you will either submit an online application, or you will send a paper application. You can find out how to make an application in your country on the [UK Home Office](https://www.gov.uk) and [Visa4UK](https://www.gov.uk/visa4uk) website.

All applicants will have to provide their original documents, including their passport, to the British Embassy or Visa Application Centre when applying from outside the UK. If you are applying from within the UK you are able to have them scanned at a Visa Application Centre or post them to the UKVI if paying for a premium service.

All Tier 4 (General) applications that are not completed online will need to complete the VAF9 and Appendix 8 forms.

## What is the Immigration Health Surcharge (IHS)?

The Immigration Health Surcharge (IHS) is a fee that has been introduced by the UK Government requiring Visa nationals (those that need a Visa to be in the UK) to pay an upfront fee to have access to the Health Services in the UK. The IHS must be paid at the point of a visa application and the mandatory Health Surcharge is calculated for a student (and each dependant) as £300 each per year for the length of time on the student's Visa. For example, a 1 year Postgraduate Taught student would need to pay £450 (each); a Postgraduate Research student on a 4 year programme would need to pay £1350 (each) when they make their Visa application. This amount must not be deducted from the funds you have available as evidence of ability to pay your tuition fees and living (maintenance) costs.

## What is a CAS?

A CAS (Confirmation of Acceptance of Studies) is a reference number to an electronic document held by the UK Home Office. A CAS is issued by Keele University for all new students and those students continuing at Keele who need to extend their Visa.

A CAS is an agreement from Keele University to sponsor your visa to be in the UK for the sole purpose of study. Keele will only issue a CAS to a student who needs to be sponsored under Tier 4 of the immigration rules and who Keele believes will be able to make a successful application for a Tier 4 Visa. Under the University's regulations and the requirements placed upon the University by the UKVI; the issuance of a CAS is at the discretion of the University and any offer of a place of study or decision to continue a student's studies does not guarantee automatic Tier 4 sponsorship. This decision is made by Immigration Compliance on behalf of the University.

## Who needs a CAS?

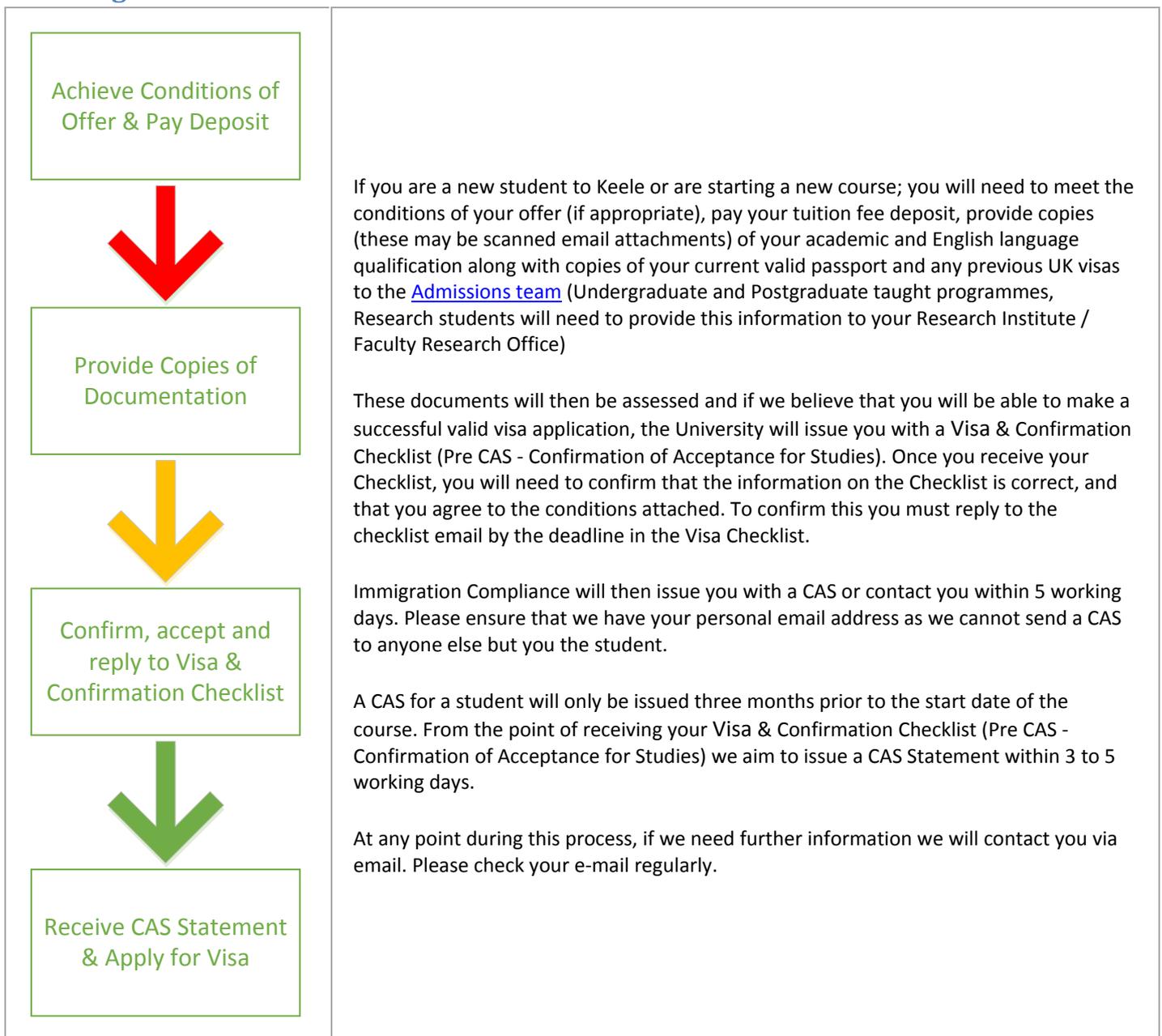
If you need a visa to study in the UK to undertake a course of study that is over 6 months, or is under 6 months and a requirement of the course is that you need to be able to work (Work includes volunteering) you will need to apply for a Tier 4 Visa using a CAS.

## What is on a CAS?

The CAS is an electronic record held on the UK Home Office system. The CAS has information about you and the course you will be studying, including:

- Full Name (as on your passport)
- Academic qualifications
- English Language Qualifications
- The cost of your course
- Your living costs (as defined by the UK Home Office)
- Fees Paid to the University
- Details of any scholarship from the University
- Details of any previous UK Study and Visas
- If ATAS (Academic Technology Approval Scheme) is required
- Details of any work placements
- Your expected Start date of your studies at Keele
- Your expected End date of your studies at Keele

## How to get a CAS



When you are completing your Visa application, make sure that you have all the details of your Confirmation of Acceptance for Studies (CAS) available. You will only be able to make a Visa application with a CAS statement.

Your CAS statement will have all the answers you need about your course, your previous qualifications and your financial details. Before you start to fill in your application form, you should read the [Tier 4 Policy Guidance](#) carefully as well as the VAF9 guidance notes. You must ensure that you fully complete each question which is relevant to you. This is available online here: [www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student](http://www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student)

## Tier 4 General

The first place to find information on applying for a Tier 4 General student visa is the UK Home Office Tier 4 [online guidance](#). The guidance is constantly updated and gives full details of the requirements of the Tier 4 General visa, including the required documents you need to apply.

It is essential that your application is in accordance with the official guidance. It is your responsibility to ensure that any documents, including certified English translations that you submit with your application are in accordance with the criteria detailed in the UK Home Office Tier 4 online guidance.

**To successfully apply for a Tier 4 General visa, you must score 40 out of 40 points**

Points	What you get points for	Evidence required
30	Confirmation of Acceptance for Studies (CAS)	A <b>CAS number</b> issued by Keele University. This will be emailed to you once you have achieved the conditions of your offer and have paid your deposit.
	Academic Qualifications	<p>This is the academic qualification that the University uses to assess your suitability for the course. The qualification will be noted on your CAS.</p> <p><b>You must include your ORIGINAL certificate and / or transcripts as detailed in the CAS with your visa application.</b></p> <p>If you are a low risk national you may not be requested to provide original documents but you must have them available on your arrival in case they are requested.</p> <p><b>Higher Education Achievement Report (HEAR)</b> Please note that the HEAR is an online document which the UKVI has not included in the UK Immigration Rules as an original certificate, transcript or document and could refuse your Visa application. To make your Visa application we strongly recommend that you use an original certificate and official transcript from your University. If you are a Keele student please contact Student Records and Exams (<a href="mailto:studentrecords@keele.ac.uk">studentrecords@keele.ac.uk</a>) to arrange this.</p>
	English Language	<p>Your CAS will state how the University assessed that your English language ability is to the required standard.</p> <p><b>You must submit the ORIGINAL certificate for your qualification, as detailed in the CAS with your visa application.</b></p> <p>Some students will not need to submit evidence of their English language ability. If you do not need to submit evidence, your CAS will state that you:</p> <ul style="list-style-type: none"> <li>• are from a UKVI defined majority English speaking country; or</li> <li>• have completed a degree from a UKVI defined majority English speaking country; or</li> <li>• have been assessed as suitable by the University's own criteria and methods.</li> </ul>
	Academic Progression	<p>If you have studied in the UK previously, your CAS must confirm how the new course represents academic progression from the previous one. For example, an undergraduate degree to a postgraduate degree.</p> <p>If the previous study in the UK is not listed on a CAS, the Visa will automatically be refused with no right of appeal.</p>
	ATAS certification	If your course requires ATAS (Academic Technology Approval Scheme) clearance, you must provide a printed copy of this certificate.
	Work Placement	If your course has a mandatory work placement that is part of the assessed part of the programme, the percentage (%) of the work placement in relation to the course start and end date on the CAS must be given. This information will be present on your CAS, if it is not please contact Immigration Compliance by emailing <a href="mailto:cas@keele.ac.uk">cas@keele.ac.uk</a>
	10	Maintenance (funds)

		<p>Keele University are defined as £1015 per month (up to a maximum of nine months; £9135) If you are in Keele University accommodation, and have made payments to the University, a maximum of £1265 of this payment can be deducted from your living costs.</p> <p>The total amount (tuition fee plus living costs) must have been available to you for 28 days. The balance in your bank account must never fall below the required amount during the whole 28 day period. If it is below the required amount, your application will be refused. The last transaction date (on the bank statement) of that 28 day period must not be more than one month before the date of your application. For more information, please see below.</p> <p>All documents you provide to demonstrate your maintenance funds must be <b>ORIGINAL</b>. Electronic bank statements for all types of Bank Accounts will be considered by the UK Home Office. You are advised to get these stamped as a true copy by your bank and that the statements would need to meet the prescribed format (<b>details below</b>).</p>
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### Maintenance (funds) continued

Students that are Self-funding; Self-funding means that you have provided the money yourself, or a member of your family (parent) has provided it. If you are self-funded the money must be held in either your account, your parent's account or your legal guardians. It cannot be held in anyone else's name, be they either a spouse, relative (brother, sister, cousin) or a friend. You must ensure that your funds are in an institution that the UK Home Office is able to verify, a list of [financial institutions accepted and not accepted from specific countries can be found online here](#). The bank statement that you provide must show the following:

- Your name or your parent's name(s) - If you are using your parents account you must provide a copy of your birth certificate with your visa application along with a signed letter agreeing to allow you to use these funds.
- The account number
- The date of the statement
- The financial institution's name and logo and
- The amount of money available for 28 days in the transaction list

If you wish to use a bank statement printed from an online bank account, the statement must meet the requirements above **AND** be stamped by the bank to confirm it is genuine. Electronic bank statements for all types of Bank Accounts will be considered by the UK Home Office, however we advise you to get these stamped as a true copy by your bank and that the statements would need to meet the prescribed format. You must ensure that the date of the closing balance on the statement is no more than one month before you submit your application. If the money is being held outside the UK, you must ensure it never drops below the required amount due to the exchange rates. Please use the [UKVI approved exchange rate converter Oanda](#) to confirm this. This can be found online here: [www.oanda.com/currency/converter/](http://www.oanda.com/currency/converter/)

*Please note that there have been changes since 2015 and that the UKVI removed the allowance known as established presence for the lower maintenance amount (this was done on 12 November 2015).*

### Dependants

If you would like to bring your family with you to the UK, the requirements for 'Dependants' (the UKVI's term for family members) are different to students (the main Tier 4 applicant). Your partner and your child can be your Tier 4 dependant. Your parent, brother, sister or other relative cannot

Only some courses and those sponsored to be in the UK by an accepted financial sponsor can bring their dependants with them. Each dependant must have a certain amount of money, held in a bank or building society account, or an account with an officially regulated financial institution. All dependants will need to have evidence of this, and in most cases, your dependant must produce this evidence with their immigration application.

The money can be held by the dependant or by you. If the dependant is your child, the funds can be held by the child's other parent, but only if the other parent will come to the UK too.

The money must have been in the account for a minimum period of 28 consecutive days up to the date of the closing balance. The account must not have dropped below the amount required at any time during the 28 day period. Also, the final date of this 28 day period must not be more than 31 days before the immigration application is made. There is an exception to this requirement if a government, the British Council, an international organisation, an international company or a university is giving you money to cover your course fees or living costs. In that case, ask if they are prepared to give you a letter stating that they will cover the full maintenance costs of your dependant. If they will, then that letter on its own will mean that your dependant has met the financial requirements. There will be no requirement for them to show that they have any money at all in a bank or building society account, or in an account with an officially regulated financial institution. There are precise instructions about the format the letter must take in the ['Points Based System \(Dependant\) Policy Guidance'](#).

Make sure the letter complies with every one of those instructions. If they are not prepared to say in their letter that they will cover the full maintenance costs of your dependant, but they are prepared to promise them a certain amount, they should say in their letter how much they will provide for your dependant. That amount will then be deducted from the total amount of money that your dependant is expected to show in bank or building society accounts or accounts with officially regulated financial institutions.

Each dependant must declare in their application that the money for living costs will remain available to them, unless used for living costs in the UK.

When studying at Keele (considered outside of London), each dependant must show £680 for each month of immigration permission you have been granted (if your dependants are applying after you have received your permission) or will be granted (if your dependants are applying at the same time as you). This is up to a maximum of 9 months (therefore, a maximum figure of £6,120).

The evidence of your dependant's funds would have to meet the same requirements as a Tier 4 student. This includes being in an acceptable bank account and remember that your dependants can not sponsor you to study in the UK and that you must be able to support yourselves in the UK, you should not include money you expect to be paid to you even if your dependant has a job offer in the UK. For students who are planning on making a Tier 4 Visa application with family members we strongly recommend that you contact [International Student Support](#) for assistance in making a Visa application.

## Finance Calculator

To assist you in working out how much money (the minimum amount) you need to show in your bank account for a 28 day period (with the closing statement no more than 28 days prior to the date of Visa application) we have created the table below and there is an online (shared) Calculator available on [www.keele.ac.uk/visa](http://www.keele.ac.uk/visa) and <http://tinyurl.com/hzhx23q>

<b>Part A</b>	
Tuition / Course Fee Payable	£
+	
Maintenance Costs (UKVI Defined with a Visa application)	£9135
<b>Total A</b>	<b>£</b>

<b>Part B</b>	
Tuition Fee Paid (Shown on CAS)	£
+	
University Accommodation Fee Paid (Only a maximum of £1265 can be used in making a Visa Application)	£
<b>Total B</b>	<b>£</b>

<b>Total A - Total B =</b>	<b>£</b>
<b>Amount Required in UKVI acceptable bank account (28 day minimum period)</b>	

Please note that this is only used for guidance and that you should contact International Student Support by emailing [student.services@keele.ac.uk](mailto:student.services@keele.ac.uk) for assistance in making a Visa application.

## Students with a Government Financial Sponsor

Students that are sponsored both for tuition fees and / or living expenses by an official financial sponsor, you will not need to show the amount in your bank account. An official financial sponsor can be; Her Majesty's Government, the student's home government, the British Council or any international organisation, international company (a company which is registered in at least 2 or more countries), University or UK independent school. **An official financial sponsor is not a Spouse, friend or family member.** Instead, you will need to obtain a letter from your financial sponsor confirming how they are supporting you. The letter must be recently dated (a copy of which must be sent to [Admissions](#) prior to your CAS), on official letter-headed paper and must contain:

- Your name
- The name of your official financial sponsor
- The contact details of your official financial sponsor
- The length of financial sponsorship
- A statement that your financial sponsor will cover all fees and / or living costs.
- A statement confirming that the sponsorship is for Keele University and for your course of study.

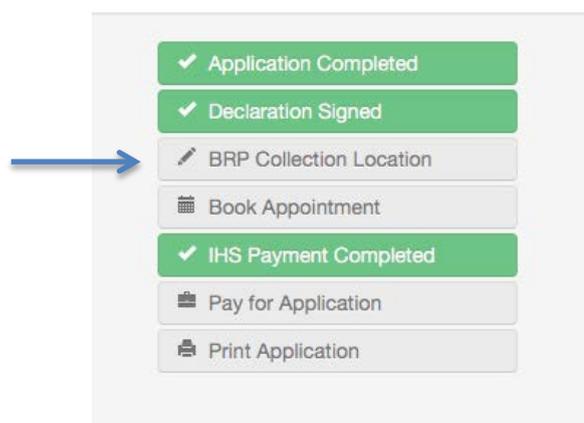
## Entry to the UK (BRPs for Entry Clearance)

When you apply for a visa from outside of the UK for a course that is over six months you will be issued with two VisaS. The first will be a 30-day entry Visa vignette (entry clearance 'sticker') your passport. The second is a biometric residence permit (BRP) which you will then need to collect within **10 days of arriving in the UK** from the University or a specified Post Office. You will

need to select the University as your BRP pick up location when you complete your online visa application submit your visa application. If you are applying from inside the UK this section does not apply to you.

To collect your (and your dependents') BRP you will need to bring your original passport with the 30-day vignette and also your visa application decision letter from the UK Home Office. BRP's for dependents will only be issued with the student's BRP. To collect the dependents BRP's the student must bring the decision letter and their passport as well as the decision letter and passports for all dependents. Without both the decision letter and the passport containing the entry clearance sticker 'vignette', you will not be issued with your BRP.

Keele University has a special arrangement with UKVI to distribute BRPs to students and you will be given your BRP at the time of enrolment on to your course. The University will provide you with a specific code to use on the 'Visa4UK' website as an 'alternative collection location', which will allow the UKVI to send your BRP to Keele for you to collect. This specific BRP collection code is on your CAS statement. When selecting the BRP collection location you must choose an 'alternative location' and use the code **2HE542** as shown below:



### Biometric Residence Permit (BRP) Collection

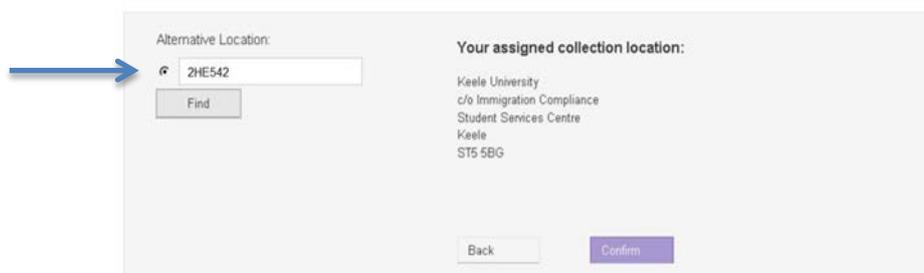
If you are granted leave to enter the UK for over six months, you will be given a BRP as proof of your leave and conditions of stay. You can read more about the BRP here <https://www.gov.uk/biometric-residence-permits>

If you enter a UK postcode you will be assigned to a Post Office. If neither your Sponsor Address Postcode nor Residential Address Postcode gives you a suitable Post Office branch, you may enter another UK postcode in the "Alternative Location" field.

You can find details of the location and opening hours of any Post Office branch here: <http://www.postoffice.co.uk>

If your sponsor offers collection from their own site, rather than the Post Office, they will have told you to use an **ACL code**. Please enter that code in the "Alternative Location" field. Your sponsor will tell you about the opening hours of their collection point.

If you are applying to enter a Crown Dependency (Jersey, Guernsey or the Isle of Man) you will not be given a BRP and will not need to visit a Post Office branch. If this applies to you, please enter SW1H BAX in the "Alternative Location" field.



Alternatively the nearest pick up location to the University is the Post Office in Newcastle-under-Lyme (approximately 4 miles away), to select this location you will need to use the University's post code ST5 5BG on the 'Visa4UK' website, however you will need to arrange your own transport to this Post Office and you will not be able enrol, partake in teaching or start your studies without providing your BRP to the Immigration Compliance Team.

When you receive your decision letter and 30-day vignette following your visa application, you must email a scanned copy of the letter and the Visa these to [visa@keele.ac.uk](mailto:visa@keele.ac.uk)

## UK based application (Scanning Documents & Biometric Enrolment)

When you apply for your Visa from within the UK (known as further leave to remain) you will need to have your original documents scanned and fingerprints (Biometrics) taken at a UK Visa application centre. After you complete the online application form, you will need to book an appointment at a UK Visa Application Centre. Details at <https://www.ukvcas.co.uk/home-internal>

Print your 'Biometric Enrolment Letter' along with the copies of the application form to take to the UK Visa application centre.

You will need to make sure that you complete this process within 15 working days from the date of your completed visa application. You will need to arrange this outside of your Classes, lectures and learning & teaching events, using the weekend opening hours if needed.

If you need any assistance with Biometric Enrolment please contact [International Student Support](#).

## Medical Screening

You may be required to get a certificate to show that you do not have infectious tuberculosis (TB). The list of countries where a TB screening certificate must be presented with a visa application has recently expanded. There is a cost for this screening and it is your responsibility to meet this cost. Please check the UK Home Office website [www.gov.uk/tb-test-visa](http://www.gov.uk/tb-test-visa)

Please note that if you are bringing any dependents with you, they will also be required to produce a TB certificate.

## Credibility Interviews

The UK Home Office routinely conducts credibility interviews to confirm that they are issuing Tier 4 Student visas only to genuine students. We know you are a genuine student - we wouldn't have made an offer to you otherwise – but you may still be asked to attend an interview with an Entry Clearance Officer (ECO) to discuss your reasons for studying in the UK along with your plans afterwards.

## Preparing for your interview

First of all, you should review your **personal statement** submitted with your application to study at Keele along with the Course information document provided with your offer of admission. (If you did not receive this information, please contact the [admissions team by email](#)). You will find that you will have answered most of the questions you are likely to be asked. Here are the key things you should be able to tell the Entry Clearance Officer (ECO):

- Why you chose to study in the UK?
- Why you chose Keele University?
- Why you chose the particular course you are going to study, including your interest in the modules which you will be taking for the course?
- How the course will benefit your career, or future plans?
- What your plans are after you finish your studies?
- How you will be paying for your studies (more detailed guidance below)?

You will also need to be very clear on how you are planning to fund your studies. This is particularly important if your family or employer is sponsoring your studies. The ECO will need to understand why AND how they are able to fund your studies. Please remember that working rights with a Tier 4 visa are limited to a maximum of 20 hours per week during term time so you should not be planning to work in the UK to fund your studies.

## The interview

In many ways, your credibility interview is similar to a job interview. These suggestions would be helpful in both cases:

- Make sure you know where you are going, and don't be late!
- Pause before answering; think about what you want to say before you speak.
- Be aware of your body language: try to stay relaxed.
- Listen carefully to the questions so you do not misunderstand what is being asked.

- Ask for clarification if you need it.
- Don't talk too much - you can always pause and ask if they require further details.
- Don't simply answer yes or no.
- Give yourself time to think before answering; you don't need to answer immediately.

### Three points to remember for an interview

#### ***Be Confident***

Be confident in your choices - you are investing a lot of time and money into your education in the UK so it is important that you are sure of the choices you have made. If you seem uncertain in your responses, this may make the ECO think that you are uncertain about your studies.

#### ***Be Comprehensive***

Be comprehensive – answer questions fully and give all of the information requested. You have already been through a considered decision process in choosing the UK, our University and your course, so be ready to explain this process in full.

#### ***Be Consistent***

Be consistent – even if the ECO asks you the same question twice, or in a different way, remain straightforward and consistent in your answers. You know why you want to study in the UK.

The UKVI Entry Clearance Officer (ECO) knows that English is not your first language so it is okay to take your time while you think through your responses and process how to answer them in English. You do not need to rush through your interview. It is more important that you provide complete and accurate responses.

If you are a "low risk" student you may not be invited to an interview, to see if you are a low risk national please [click here](#).

## Decision on your Visa

Once you have a decision on your Visa application you must send a scanned copy of your Entry Clearance Visa (ECV) and the decision letter from the UKVI to the University's Immigration Compliance team by emailing [visa@keele.ac.uk](mailto:visa@keele.ac.uk). The University will send you an automated email based upon the UK Home Office's data base when we notice a change in the status of your CAS / visa application.

## Refusals

If you meet the point's requirements and send the required evidence, you should expect that your Tier 4 visa will be granted. However, if you have not provided Keele with accurate information and details of any previous study in the UK your visa may be refused, therefore it is very important to make sure that you get your application right first time.

**If you do not send in all the original documents required, the UK Home Office will not contact you to ask for missing documents.** Incomplete or incorrect applications will be **refused**. If your application is refused you must send a copy of your refusal letter to [visa@keele.ac.uk](mailto:visa@keele.ac.uk).

## Academic Technology Approval Scheme (ATAS)

If you are entering the UK to study at postgraduate level, certain subject areas may require an ATAS clearance certificate. At Keele University, this will mainly occur if you are undertaking a Research degree. If you require an ATAS certificate, your Research area will inform you during the admissions process.

## Immigration Compliance Student and Academic Services



ATAS is based on the Common Aggregation Hierarchy code (CAH3). You will need the full CAH3 code to apply for your ATAS certificate. At the University, the CAH3 code you will be assigned will relate to your specific research area you propose to undertake rather than just your course title.

An ATAS clearance certificate plus payment of your tuition fee deposit / providing financial documentation and any other outstanding conditions of your offer must be provided to the University before you will receive a Visa & Confirmation Checklist (Pre CAS - Confirmation of Acceptance for Studies).

If your course requires ATAS this will be stated on your Visa & Confirmation Checklist (Pre CAS - Confirmation of Acceptance for Studies) and CAS Statement. Furthermore if you already have a Visa to be in the UK, such as Tier 2, Dependant or Spouse Visa; or you are planning to switch to one of these Visa types, you will also need ATAS clearance before you can study on one of these Visas. (Please note that this is not an exhaustive list of Visa types).

For more information about ATAS, please visit the [Foreign and Commonwealth Office website](#).

## 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 to the University are:

- Provide the University with your passport and visa / biometric ID card (BRP) when you register. You will also be required to present these documents at the checkpoints and any other time requested by Keele.
- Ensure that your visa is valid for study at Keele University, updating Immigration Compliance if there are any changes to your Visa and/or passport.
- Keep your contact details in the UK and those in your home country up to date via e:Vision (KLE portal).
- Register for your course on time for 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(s) of study / Research Institute / Faculty Research Office for any absences.
- Following the University's procedures if you need to take a leave of absence or withdraw from your course at Keele.
- Leave the UK if you take a leave of absence, withdraw or are withdrawn from your course, or if your course is terminated.
- Comply with the conditions attached to your visa regarding working in the UK and registering with the Police.
- Seek immigration advice from International Student Support before you consider changing your course of study, adding a work placement / year abroad, repeating a year or university.
- Check your Keele University email account regularly, undertaking any instruction given to you by the University.

Keele students are required to keep their own copies (paper or electronic) of their Visa, Passport and correspondence from the UK Home Office. In addition students are required to keep their own personal copy (paper or electronic) of any documentation they submit to the UK Home Office, for example; when you apply for a new Visa or an extension to their current Visa. Original versions or copies of these documents will be requested by the University at any point during a student's time at Keele.

All students are reminded that it is their responsibility to ensure that they adhere to the conditions of their Visa (Leave to enter / remain) in the United Kingdom, and that Keele University is required to report on a student's status and activity to external agencies including the UK Home Office, this included monitoring your attendance at your academic studies. For example if you are withdrawn by the University for non payment of fees, this will be reported to the UK Home Office resulting in your Visa being cancelled. Please note that if you are sponsored for a visa by Keele University (for example under Tier 4); we reserve the right to cancel this sponsorship if you do not adhere to the conditions of your visa (Leave to enter / remain) and / or the University.

## Checkpoints

Keele University requires students to attend mandatory checkpoint events for which you will be given notice by email to your University email account. These checkpoints are run centrally for international students and are separate to your attendance on your course of study. At a checkpoint you will be required to present your original Visa and Passport for inspection, you may also be required to present copies of your Academic and English language qualifications. Failure to attend a checkpoint will be deemed as failure to comply with the University's Tier 4 responsibilities and students who do not attend, or fail to present the required information (as above) will be withdrawn.

## Withdrawn students

Students who are withdrawn by the University (for example Academic failure or non-payment of fees) will have the sponsorship of their Visa by Keele cancelled. We will inform the UK Home Office (Visas and Immigration) of this within 10 working days from the date of your withdrawal, this is known as curtailment of your Visa. Students in this situation will be served a curtailment notice from the UK Home Office (Visas and Immigration) stating that they will have a set period of time to either leave the UK or find a new Tier 4 sponsor or a new Immigration category that they can apply to move into. This period of time is typically between 30 to 60 days from the notice of your visa being cancelled or the end of your current leave to be in the UK, whichever is the sooner.

Students are reminded that anyone that is in breach of the UK Immigration rules (for example those that are an overstayer) will not be allowed to undertake or continue studying at Keele University.

## Immigration advice

Immigration advice in the UK is regulated by the Office of the Immigration Services Commissioner (OISC) and only registered immigration advisers or solicitors registered with the Law Society can give immigration advice.

Keele University, like other UK University's has Ministerial dispensation to be able to provide Immigration Advice, however the University is bound to the OISC codes of practice. Immigration advice at the University is provided by [Immigration Compliance](#) and [International Student Support](#).

## Immigration advice (External to the University)

The [UK Council for International Student Affairs](#) (UKCISA) provide independent advice for all international students on a range of topics, including immigration advice.

If you seek immigration advice outside of the University, please ensure that the adviser is regulated by the [Office of the Immigration Services Commissioner](#) (OISC) or registered by the [Law Society](#).

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Larger print available upon request.

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