

ISC Transferring Students into 2018/9 Academic Year

The information within this guidance is designed to help you prepare for the transition from Keele ISC to Keele University and getting your new visa for your Degree Course. This information is regularly updated with the latest information, example videos and visa application guides available online here www.keele.ac.uk/visa

Students currently studying at the Keele International Study Centre will either have a Tier 4 Visa sponsored by Keele International Study Centre or possibly an alternative Visa which allows study in the UK.

This Tier 4 Sponsor Licence is different to the Keele University Licence and is managed separately by Keele International Study Centre. Every CAS and Tier 4 Visa is linked to a specific course and institution; therefore you are not able to study the Keele degree when you move to Keele on your previous/ current Visa.

When you successfully complete the Keele ISC programme at the required level to transfer to Keele University, you will need to apply for a new Visa to study in the UK at Keele. You will need to have a new **Tier 4 General Visa**, specifically sponsored by Keele University in order to continue your studies. This visa will be different to your previous ISC visa.

Please note that the issuance of a CAS for a Tier 4 Visa is at the decision of Immigration Compliance at the University.

Principle Statement

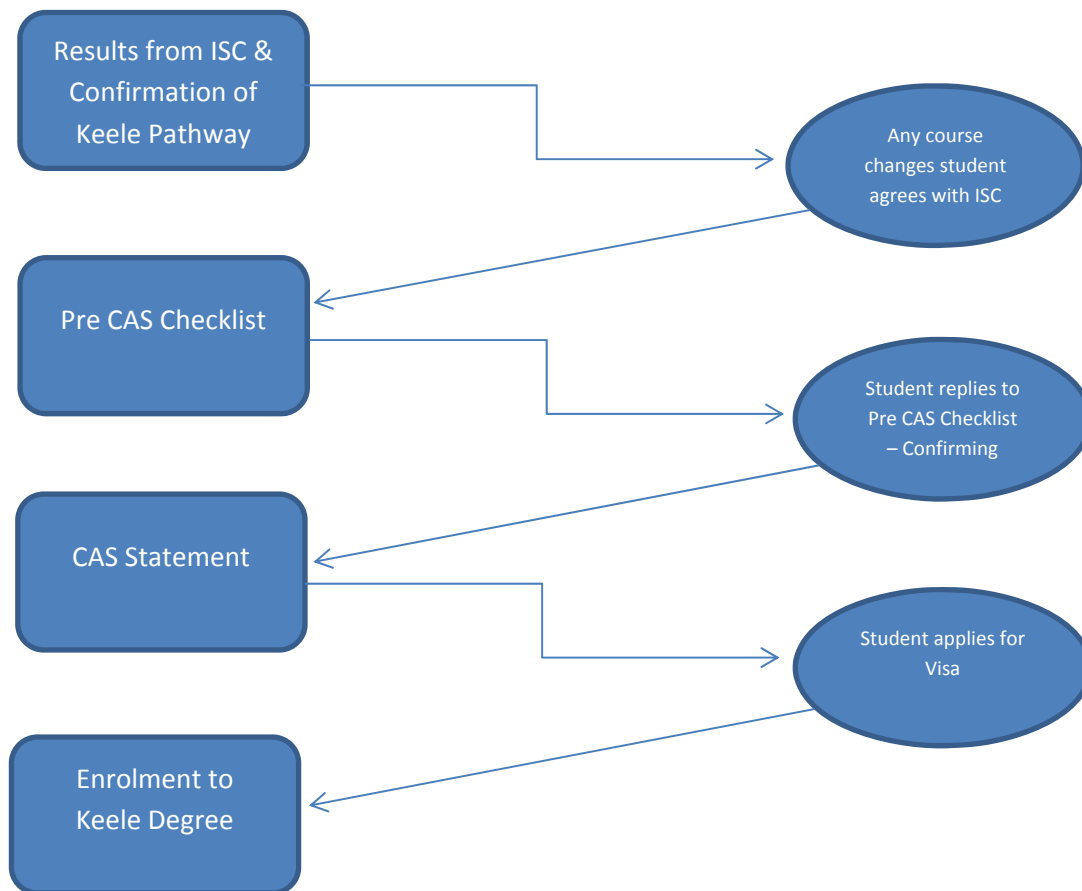
The information provided in this guidance is for reference only and is based upon the University's understanding of the UK Immigration rules, Tier 4 requirements and Sponsor Guidance at the time of publishing: 11/05/2018. For the avoidance of doubt any Tier 4 Visa application is made at the students own risk and; that a 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 the UKVI.

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Process Overview#

An overview of the transfer process:



Visa Checklist & CAS Statement#

When the results and course pathways are confirmed by the ISC to Keele a new 2018/9 academic record will be created. A Visa Checklist (Pre-CAS) will then be sent to both the student and personal email addresses. Please ensure that all personal contact details (email, home & contact addresses) are updated using eVision. The Visa Checklist (Pre-CAS) will contain all of the details we currently hold, which you will need to check all of the information carefully and taking the time to read all of the supporting guidance to make a valid Tier 4 Visa Application.

The Visa Checklist (Pre-CAS) will confirm if the University believes that you can apply in the UK or not. If you are able to apply from within the UK you will need to see International Student Support or ASK in the Students' Union Advice Service before a CAS number (CAS Statement) is issued to avoid a visa refusal.

When the Visa Checklist (Pre-CAS) has been sent back by the student by email to cas@keele.ac.uk the University will be able to consider issuing you with a CAS allowing you to be able to apply for the Tier 4 Visa to continue your course of study. To make the new Visa application you must contact International Student Support or ASK in the Students' Union Advice Service. Please go to www.keele.ac.uk/visa for information on applying for a new Tier 4 Visa.

Tuition & Accommodation Fee Payments#

We recommend to all transferring students that they make an initial payment towards their tuition fees, referred to as a tuition fee deposit of £2000 which can be shown on your CAS when applying for your new Tier 4 Visa to study at the University.

If you make any payments for the 2018/9 academic year, which are not included on the CAS, you will need to email cas@keele.ac.uk to inform the Immigration Compliance Team. Please put make the subject & title your email 'Additional Payment' and include your Keele student number.

If you make a payment towards your tuition fees and want this to show on your CAS statement you will need to make this payment online with the University, rather than paying by bank transfer. Online payments can be added to a CAS Statement (before you submit your visa application) within 24 hours; however bank transfers can take longer than 10 working days. To make an online payment please go to the online payment web page.

Please note that once you have submitted your Visa application, the University cannot update your CAS with any additional payments.

Where to apply for your Tier 4 Visa#

For students transferring in the 2018/9 academic year;

- a. If your current Tier 4 Visa expires on or before the **24 August 2018** you will be required to apply for the Tier 4 Visa outside of the UK.
- b. If your current Tier 4 Visa expires after the **24 August 2018** but before **12 October 2018** you should be able to apply for the Tier 4 Visa from within the UK. To make an application in the UK you must contact International Student Support or the ASK Students' Union Advice Service for assistance.
- c. If your current Tier 4 Visa expires after the **24 August 2018** and you decide to apply outside of the UK, it will be your responsibility to ensure that you have enough time to make a successful application and arrive back in the UK on or before the date of enrolment at Keele University. If you cannot arrive on or before the enrolment date we will not be able to accept you onto your course.

Enrolment & Documents Required

You are required to attend the enrolment event at Keele University on **Thursday 20 September 2018** before being allowed to begin your studies on your Degree course. In order to enrol at Keele University you will be expected to bring with you all of your immigration documents.

You will need to bring with you your Passport(s) and current Tier 4 Visa with Keele University's Licence number of **CY3B57GX4** on the visa. You will not be able to enrol at the University if your visa does not state the correct Licence number.

Visa application made outside of the UK

If you make your visa application from outside of the UK you will not be able to enrol until you have your BRP (Biometric Residence Permit) Card detailing the full length of your Visa. Students who have a successful visa application will only be issued with a short 30 day Visa in their passport to enter the UK and will then need to pick up their BRP Card within 10 days of arriving. When applying for your Visa you will need to select a 'pick up location'. The code you will need to input '**2HE542**' on the online application as shown below, all students at the University are required to select this location. To pick up your BRP you must bring your UK Home Office decision letter with you as well as your passport. To complete enrolment at the University to commence / continue your studies you must have your BRP (Biometric Residence Permit) Card which the University will need to verify.

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.

Alternative Location:

Your assigned collection location:
Keele University
c/o Immigration Compliance
Student Services Centre
Keele
ST5 5BG

Visa application made in the UK

If you make a valid visa application from within the UK, you will be able to enrol and continue your studies. If you have your new Visa, please bring this to enrolment however if you are currently pending the outcome of a Tier 4 Visa application made in the UK, using a CAS Number provided by Keele University, you will need to bring the following documents:

1. A copy of your full Tier 4 Visa application
2. A print out of the applicant summary screen/ payment screen
3. The original postal receipt or proof of a Public Records Office (PEO) appointment
4. Any correspondence (letters or print out of e-mails) from the UK Home Office

If you do not require a Tier 4 visa to study in the UK you will still be required to bring all of your Immigration Documents to be checked and verified before being allowed to enrol and start your Keele Degree course.

Police Registration

If your visa or other UKVI letters state the condition 'Police Registration required within 7 Days of entry' please ensure that this is up to date before making the visa application.

Course Changes

All course changes must be approved by the Head of Centre at the ISC and Immigration Compliance at the University before they can be carried out.

If you want to change course before a CAS Checklist has been sent please contact the Head of Centre at the ISC and Immigration Compliance at the University. If a CAS has been issued and you want to change course you will not be allowed to do so.

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 Compliance Student and Academic Services



External advice

Keele University Students Union does provide advice for students on a range of issues from their [Advice and Support at Keele](#) (ask) service. Please note that Keele University and Keele University Students Union are separate legal bodies and as such cannot share personal information about students without a student's prior written consent.

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](#).

Larger print available upon request.

Last Update: 11/05/2018