

Your Student Visa

**Guidance from De Montfort University for students joining or already enrolled
at the university**

This booklet contains information to help you protect your immigration status and enjoy a
safe and successful time studying in the UK

De Montfort University (DMU) is committed to ensuring our international students have a successful and enjoyable time studying with us.

To ensure that you can focus on your studies and your time in the UK, DMU has developed guidelines for our International students that set out the university's and your immigration responsibilities.

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Your responsibilities as an International student at DMU

During your time here

- Provide your contact details and keep the university up to date with any changes.
- You should produce your visa and passport documentation to the university at the beginning of your studies and at any other time during your stay, as requested by the university
- If your visa is due to expire before you complete your studies, you will have to apply for an extension to your visa. You should start preparing to apply for your extension at least 2 months before your visa expires. Once you have your new visa you must present it to the university so that your records can be updated. The Home Office has introduced changes that limit the circumstances in which you can apply for a tier 4 visa from within the UK. If you wish to study a further course at the same level or below your current/previous course, you will generally no longer be able to make this application in the UK. If you have further questions about whether you can or cannot apply within the UK, please contact the Immigration Compliance team on studentvisaqueries@dmu.ac.uk.
- If you have to renew your visa or passport during your stay, it is important that your new visa/passport is presented to the university as soon as possible. You can take it to the Immigration Compliance team in The Student Gateway on the ground floor of Gateway House. They will take copies and update your records.
- You should notify the university of any changes to your immigration status as soon as possible – for example if you change from a study visa to a different type of visa during your stay
- It is important that you attend your lectures and tutorials. If you need to be absent from the University, you should notify your faculty as soon as possible. If your attendance is unsatisfactory and your absence is not authorised, you may no longer be able to study the course and the Home Office will cancel your visa.
- Be familiar with and conform to the conditions of your visa – for example, on a study visa, you must not work for more than 20 hours each week during term time. If you are a Masters student, the period where you are writing your dissertation is considered term time and the 20 hour per week limit on working applies.
- You will need to report the following changes to the Home Office via the Migrant Change of Circumstances form on the Home Office [website](#) (or if you have a Biometric Residence Permit you should use the BRP form):
 - Changes in your personal details and contact details
 - Criminal convictions that you have not told the Home Office about
 - Changes in your representatives details
 - Changes in the details of any of your family members who are in the UK as a dependant on you
 - Any other information you think the Home Office should know
- If your visa instructs you to, register with the Police and keep them up to date with your details

When your studies have finished

Leave the UK at the end of your studies before the expiry of your visa (if you have not applied to switch into another visa or extend your tier 4 visa for further study). You should be aware that staying in the UK after your visa has expired (or after you have left or been terminated from your course of study) is illegal. You may be removed from the UK by the Home Office and be given a re-entry ban. This may prevent you from coming back to the UK in the future.

At points throughout your studies, the university may contact you regarding your visa. This does not mean there is anything wrong. It is usually a routine exercise to ensure our records are up to date. However, it is **very important that you check your University email account regularly and respond to emails from the University** regarding your studies and your visa. It is important that the university has up to date information regarding your immigration status. This is necessary for the university to meet its responsibilities as your sponsor and for you, also.

Curtailment

If for any reason you end your studies before the date your course was expected to end, the university is required to report this to the Home Office. We will tell them that you are no longer sponsored by the University. This applies whether you are leaving the course permanently or have an authorised absence from the course (if you have agreed with your faculty to take an authorised break from your course).

What this means for you

Once the university reports that you are no longer being sponsored to study at DMU, the Home Office will begin processing the curtailment of your visa. This means that they will cut short the length of time your visa is valid to 60 days after the date they notify you of this curtailment. Your original visa will not be valid after this point, even though the details of your original visa end dates will remain in your passport or on your Biometric Residence Permit card. **You should not attempt to use this visa to re-enter the UK.**

Your visa being curtailed does not mean you will not be allowed to resume your course in the future. You will need a new visa to do so as the university cannot sponsor you while you are not studying at the university.

Please note that if you leave your course early without completing it, you will not be permitted to work during the period between you leaving DMU and your visa ending (either on the original date or on the new date curtailed to 60 days)

If your leave is curtailed, you will be required to leave the country before your revised visa expiry date. If you do not, you run the risk of becoming an over stayer and you may be banned on entering the UK in future. If you have had an application for an extension to your visa and have no further right of appeal or you are unable to make an application, you should also leave the UK to avoid an unfavourable immigration record.

If you have been approved by your faculty to return to your course, you will need to obtain a new visa from your home country. In order to do this you will need a new Confirmation of Acceptance for Studies (CAS). You will not be able to make your application for a new visa until three months before the date you will resume your course.

The university's responsibilities as a Tier 4 Sponsor

The university is your sponsor while in the UK as a student (under Tier 4); as such we have a set of responsibilities to ensure that we remain a Tier 4 Sponsor. We are committed to ensure that our students are able to study with confidence that their sponsor is fully compliant with Home Office policy. The university's responsibilities are:

- During the admissions process we must make sure that offers and CAS are only issued to students who will be successful in applying for their tier 4 visa and completing their course
- To ensure that all of our International students have valid leave to study in the UK, for the duration of their time at the university
- To hold copies of all documents relating to a student's admission (such as certificates, English qualifications and ATAS, if required) and immigration status
- Ensure that all contact details and copies of immigration documentation held are up-to-date
- To report to the Home Office any student that does not enrol on the programme they are sponsored to study or that stop attending their course
- To notify the Home Office of any significant changes in the circumstances of our students

Biometric Residence Permit Collection

If you have made your Tier 4 visa application outside the UK: when your tier 4 visa application is approved you will first be provided with a sticker in your passport that will allow you to travel to the UK. This will only be valid for 30 days. Once you arrive in the UK you will need to collect your Biometric Residence Permit (BRP) card that will be valid for the full length of your stay in the UK. You must collect this within 10 days of arriving in the UK. The university will not normally allow you to enrol until you have collected your BRP.

When making your application you will have been given the option to collect your BRP at the local Post Office or to collect from the university.

The closest Post Office to the University is based in based in the Highcross Shopping Centre in Leicester city centre.

If you have chosen to collect from the University, you can do so from the *Student Finance & Welfare Desk* located on the ground floor of Gateway House. You can collect between the hours of 10am to 12pm and 2pm to 4pm - Monday to Friday.

When you collect your BRP from the university you will need to bring your passport and letter from UK Visa and Immigration confirming delivery of your BRP. The university will need to take a copy of your BRP and passport documents for our records. You may not be able to enrol on your course if the university has not got a copy of your BRP and passport.

If you have any queries or problems please contact studentvisaqueries@dmu.ac.uk

A campus map is available on our website

<http://www.dmu.ac.uk/documents/study-documents/undergraduate-study-documents/visit-us/campus-map.pdf>

Registering with the Police

Nationals of countries listed below are required to register with the police where their visa allows them to be in the UK for more than 6 months.

Afghanistan	Colombia	Kuwait	Russia	Uzbekistan
Algeria	Cuba	Lebanon	Saudi Arabia	Yemen
Argentina	Egypt	Libya	Sudan	
Armenia	Georgia	Moldova	Syria	
Azerbaijan	Iran	Morocco	Tajikistan	
Bahrain	Iraq	North Korea	Tunisia	
Belarus	Israel	Oman	Turkey	
Bolivia	Jordan	Palestine	Turkmenistan	
Brazil	Kazakhstan	Peru	UAE	
China	Kyrgyzstan	Qatar	Ukraine	

Your visa sticker in your passport or Biometric Residence Permit card will state if you need to register with the Police. It is important that you do this if you are required to. If you forget to register with the police it could impact on your future applications to enter the UK or to extend your stay.

The university may be able to help you make arrangements to register with the Police at the start of your studies. Visa registration sessions are usually run on campus to coincide with the main student arrival dates in the summer and autumn. However, if you are unable to attend any of the registration sessions, it is important that you go to the Police station as soon as possible to register yourself. Your visa sticker will usually state that you need to register within 7 days.

In Leicester the police station is located at:

Nationality office
Hinckley Road Police Station
95 Hinckley Road
Leicester
LE3 0TD

If you are registering for the first time, you will need to bring with you -

- Two recent, identical passport photographs
- A fee of £34 which should be in cash (please bring the exact amount of money if you can)
- Your passport
- A letter confirming you are a student at De Montfort University (your CAS letter will be suitable)
- Proof of your address in Leicester – either your contract/tenancy agreement, a bank statement or some other letter that shows your name and current address in Leicester

After you have registered, the Nationality Department will send you your Police Registration Certificate by post. If they send your Certificate to the University, we will email you to let you know when we receive it, so that you can collect it from us.

Healthcare

Paying for UK healthcare as part of your student visa application

Students that want to apply for a Tier 4 visa to study in the UK will need to pay a fee to use the National Health Service (NHS) – this is called a ‘migrant health surcharge’.

The NHS is the UK’s state health service, which provides treatment through a wide range of healthcare services, including doctors’ consultations; and paying the surcharge gives you access to these services – **you cannot obtain a tier 4 visa without making this payment.**

You’ll still need to pay for certain types of services, such as prescriptions, dental treatment and eye tests when you use them.

How much you must pay

As a student visa applicant you will need to pay £150 per year in the UK on a tier 4 visa. If your application includes part of a year that is less than 6 months, then you will pay £75. If the part of the year is more than 6 months you will pay the full yearly fee. For example:

Length of time in the UK as a student	Fee
1 year and 5 months	£225
1 year and 7 months	£300

If you have any family members that are applying to come with you as dependants, they will normally be required to pay the same fee as you. You can [calculate how much you’ll have to pay](#) before you apply. Students applying inside the UK for a student visa will need to pay if they are applying for any length of time. Those applying from outside the UK will need to pay to come to the UK for more than 6 months. Students applying for student visitor visas do not need to pay the fee.

When and how to pay

You must make the payment before you submit or send your visa or immigration application (or book an appointment at a premium service centre). When you pay your fee you will be given a reference number that you will need to put on your visa application form to show the person making the decision on your visa application that you have paid the fee.

If you do not pay the fee or do not include your reference number your visa application may be refused. You need to make your payment [online](#) (the system will guide you through the process)

Refunds

Your fee will be refunded if you make an application for a student visa that is refused and you are not eligible to challenge the decision through appeal or administrative review, or you withdraw your application. Please see the [UK Visas and Immigration website](#) for more information on refunds.

Useful links

The UK Visas and Immigration web page on the healthcare surcharge <https://www.gov.uk/healthcare-immigration-application>. The UK Council for International Student Affairs <http://www.ukcisa.org.uk/>

Changes during your stay and Extending your Tier 4 Visa

If your circumstances change while we are considering your Tier 4 application or while you are studying in the UK as a Tier 4 student, you should tell the Home Office using the change of circumstances form. You can find out the appropriate way to do this by visiting www.HomeOffice.homeoffice.gov.uk/visas-immigration/studying/adult-students/changes

Changes you should tell the Home Office about using this form are detailed on page 3 of this guide.

The form should not be used to report other changes, such as a change in your education provider or course of study. Where you are changing your education provider, you will need to make a new Tier 4 application. Your new education provider will assist you with this.

If you want to do a different course with DMU and your new course will end before your old course, you do not need to notify the Home Office or get their permission (providing the course change is approved by DMU). We will notify the Home Office of the changes to your course and the expected end date of your studies. The length of your permitted stay will then reflect your new, shorter course and not the leave you were originally given.

- If your new course ends after your current visa expires, you will need to make a new Tier 4 application to extend your current stay. You can make this new application at any time before your current permission to stay expires, but we recommend that you do this as soon as possible. You will need a new CAS from DMU to make a new visa application. You should speak to the International Admissions Office regarding a new CAS. The IAO will only be able to issue you with a new CAS where the course change is approved by the University. There must not be any other factors which would be likely to lead to your new visa application being unsuccessful. Due to rule changes regarding academic progression, you will be required to return to your home country in order to apply for a new visa.
- If you have further questions about whether you can or cannot apply within the UK, please contact the Immigration Compliance team on studentvisaqueries@dmu.ac.uk.

Should your circumstances change during your time here, or you need to make a new visa application, we strongly advise you to speak to the DSU Advice team for advice and assistance with sending your new application.

The DSU Advice team work closely with the University. Once a decision has been made on your application, copies of the documents will be sent to the DSU Advice team directly, and given them to you. They provide a safe, speedy and secure way for you to make your visa application. There is no charge for their service; you will still need to pay any fees set by the Home Office.

You can make an appointment by phoning 0116 257 6307, or by visiting the team on the first floor of the Campus Centre.

Working During your Studies

Many students choose to take on part-time work during their studies. As an international student, you may be permitted to undertake work. However, you must ensure that the work you do does not breach the terms of your visa.

Students who are in the UK on a Tier 4 General visa studying at degree level or above are permitted to work a maximum of 20 hours a week during term time and full-time outside term-time and on work placements – for those studying below degree level this limit is 10 hours. Your visa or biometric residence permit should show whether you are permitted to work or not. You can show this to any employer who asks for proof of your eligibility to work. Please note: migrants holding a student visitor visa are **not** permitted to work at all in the UK.

It is extremely important that you ensure that you do not exceed the permitted hours per week in term-time, whether you have lectures or not. You should check the term dates with your faculty before committing to work in excess of 20 hours (or 10 hours for those studying below degree level). You must also not undertake certain types of work. You must not:

- be self-employed
- be employed as a professional sportsperson or sports coach
- be employed as an entertainer
- take a permanent full-time job

Should you breach the terms of your visa through work, you are putting your place on your course and your immigration status in the UK at risk. The University is obliged to report any students that may be breaching the terms of their visa. You will not be able to increase the amount of time your visa permits you to work.

For more information on working during your studies, visit www.ukcisa.org.uk/student/working_during.php

If you would like advice and assistance on looking for work and applying for part-time jobs, the Employability and Careers team can help, including Unitemps (an on-campus recruitment agency). Find out more by visiting the team in on the first floor of the Campus Centre or online at www.dmu.ac.uk/careers.

Academic Technology Approval Scheme (ATAS)

International students studying certain Postgraduate or Research courses in the UK must get ATAS clearance before applying for a visa to study the course. ATAS clearance is a scheme operated by the Foreign and Commonwealth Office (FCO) to help stop the spread of knowledge and skills that could be used in the production of weapons of mass destruction (WMD) and their means of delivery. Applications for ATAS clearance usually take around 20 working days to be processed. This can be longer during busy periods and you are encouraged to apply as soon as you have been issued your offer from DMU.

Students studying Masters Degrees will need ATAS clearance if the first two letters of your JACS code as stated on your offer letter begins with any of the following two characters:

- F2 – Materials Science
- F3 – Physics (including Nuclear Physics)
- H3 – Mechanical Engineering
- H4 – Aerospace Engineering
- H8 – Chemical, Process and Energy Engineering
- J5 – Materials Technology not otherwise specified

Students studying PhD/doctoral level will need ATAS clearance if the first two letters of your JACS code as stated on your offer letter begins with any of the following two characters:

- | | |
|---|--|
| B1 – Anatomy, Physiology and Pathology | C5 – Microbiology |
| B2 – Pharmacology, Toxicology and Pharmacy | C7 – Molecular Biology, Biophysics and Biochemistry |
| B9 – Others in Subjects allied to Medicine | C9 – Others in Biological Sciences |
| C1 – Biology | D3 – Animal Science |
| C2 – Botany | D9 – Others in Veterinary Sciences, Agriculture and related subjects |
| C4 – Genetics | F1 – Chemistry |
| F2 – Materials Science | G1 – Mathematics |
| F3 – Physics | G2 – Operational Research |
| F5 – Astronomy | G4 – Computer Science |
| F8 – Physical Geographical Sciences | G7 – Artificial Intelligence |
| F9 – Others in Physical Sciences | G9 – Others in Mathematical and Computing Sciences |
| G0 –Mathematical and Computer Sciences | H1 – General Engineering |
| H2 – Civil Engineering | J4 – Polymers and Textiles |
| H3 – Mechanical Engineering | J5 – Materials Technology not otherwise specified |
| H4 – Aerospace Engineering | J7 – Industrial Biotechnology |
| H5 – Naval Architecture | J9 – Others in Technology |
| H6 – Electronic and Electrical Engineering | H8 – Chemical, Process and Energy Engineering |
| H7 – Production and Manufacturing Engineering | H9 – Others in Engineering |
| I1 – Computer Science | |
| I4 – Artificial Intelligence | |
| I9 – Others in computer Sciences | |
| J2 – Metallurgy | |

How to apply for ATAS clearance

You should apply for ATAS clearance online at www.fco.gov.uk

Before you start the application process, ensure you have the following information to hand:

- your official letter from your Higher Education Institution should include your programme of study and its JACS code
- if you are doing a Masters course which involves research, then a research proposal is required
- if you are doing a Masters course which does not involve research and is taught, then the official letter will also need details of the optional modules you anticipate taking
- full details of any previous and current employment
- full details of published papers
- previous ATAS applications
- full names and contact details of 2 referees (first name(s) and family name). You must have known both of your referees for at least three years. At least one of these must be an academic from your country of origin
- how you will be funding your studies.

Please ensure that the information you enter on your application form is exactly the same as the information provided in your offer letter. If these two documents do not match, you may have difficulties when applying for your visa or extension of stay.

If you have any queries about your visa please contact the Immigration Compliance Team on studentvisaqueries@dmu.ac.uk

Useful Information

Opening a bank account – You may need to open a UK bank account during your time here. There are plenty of banks in Leicester City Centre which you can choose from eg Barclays, Lloyds, TSB, Natwest. The bank will ask you for proof that you are a student. You can get this from reception in the Student Gateway (ground floor in Gateway House).

Council Tax Exemption - as a full time student you will not have to pay council tax for where you live. The local council will need a Council Tax Exemption Certificate from you to prove that you are a full time student. You can also get this from reception in the Student Gateway.

Budgeting advice – If you need help with your finances the university have a welfare team to give you advice on budgeting. You can book an appointment with a member of the team at reception in the Student Gateway.

Glossary

Biometric Residence Permit (BRP) – a card issued to students who have made their visa application in the UK (which is acceptable in place of the vignette in the passport)

CAS – Confirmation of Acceptance for Studies, issued by the University to allow a student to apply for a Tier 4 visa.

Curtailed leave – where the Home Office agency shorten the length of a visa

Dependant – a family member or partner of the main visa holder

Entry Clearance – applying for and being awarded a visa from outside the UK

Leave to remain – applying for and being awarded a visa from inside the UK (extending visa)

Migrant – the individual from outside the EU in the UK through an approved immigration route

Vignette - the sticker in a passport showing the visa details, also referred to as the visa

Useful Contacts

DMU Immigration Compliance Team

studentvisaqueries@dmu.ac.uk

ATAS

<http://www.fco.gov.uk/en/about-us/what-we-do/services-we-deliver/atas/atas-contact-us> (online contact form)

DMU International Admissions Office, Portland Building 0.22

iao@dmu.ac.uk

+44 (0)116 257 7713

DMU central switchboard

+44 (0)116 255 1551

DMU International Student Support, Student Gateway

internationalsupport@dmu.ac.uk

+44 (0)116 250 6388

DSU Advice, Campus Centre Building, first floor

dsuadvice@dmu.ac.uk

+44 (0)116 257 6307

Leicester Police Station, 95 Hinckley Road

(0116) 222 2222 (For Nationality Office, use extension number 6885 or 6886)

Student Health Centre (De Montfort Surgery)

+44 (0)116 222 7272

UK Council for International Student Affairs (UKCISA)

<http://www.ukcisa.org.uk/>

+44 (0)20 3131 3576

Student Finance & Welfare

+44 (0)116 257 7595 (option 3)

sas@dmu.ac.uk