



University of
Chester

PROTECT YOUR VISA



A Guide for
International Students

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University of Chester

Protect Your Visa: A Guide for International Students



Authors: Lauren Edwards: UKVI Compliance Co-ordinator

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For queries or comments please contact either the author or:

Legal and Compliance Services
University of Chester
Parkgate Road
Chester
Cheshire
CH1 4BJ

Phone: 01244 51 3585

Email: StudyVisa@chester.ac.uk

A digital version of this document is kept updated at

<https://www1.chester.ac.uk/file/protect-your-visa>

This document is available in alternative formats upon request. Please allow a minimum of 3 working days notice for the completion of your request.

You are responsible for checking the accuracy of your BRP. Errors and corrections should be reported to <https://www.gov.uk/biometric-residence-permits/report-problem>



Foreword – What Happens Next

Scan these QR Codes for lots of useful Information about what happens once you collect your BRP card.

Info after Collecting your BRP from the University

Your enrolment will be complete 24 hours after you have provided your ID documents and collected your BRP card.

<https://pass.chester.ac.uk/international/Pages/international-visa.aspx>



Need somewhere to Live

Accommodation options in the Chester area

<https://pass.chester.ac.uk/international/Pages/international-accommodation-options.aspx>



Letter of Introduction to Open a UK Bank Account

The University can only issue a letter for your site of study. We cannot issue a letter for other areas, you will need to talk to the bank about alternative documents.

<https://pass.chester.ac.uk/international/Pages/how-to-open-a-uk-bank-account.aspx>



Register with a GP

You will need to register with a practice close to your accommodation before you can make an appointment to see a doctor. It is important not to neglect your health and wellbeing at this important and busy time of your life.

<https://pass.chester.ac.uk/international/Pages/international-online-pre-induction.aspx>



Get Job Ready

Follow this code for information to get 'Job Ready' including getting a National Insurance number, enrolment letter, permitted working hours and official vacation dates.

<https://pass.chester.ac.uk/international/Pages/international-self-isolating-in-the-UK.aspx>



Wellbeing and Mental Health Support

The Wellbeing and Mental Health Team offers practical information about issues that may be affecting your university experience, including support for international students.

<https://portal1.chester.ac.uk/studentsupport/Pages/wb-mh-international.aspx>



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Welcome

Congratulations on your acceptance for study at the University of Chester. If you have chosen to travel to the UK as an international student, there is some important information that you need to know.

There are several rules and requirements you need to follow to protect your visa. This document provides a summary of the rules and requirements that you will need to follow to keep your permission to remain in the UK. For the full details please read the relevant policy guidance available from:

<https://www.gov.uk/government/publications/points-based-system-student-route>

Whilst this guide is aimed at those students who require a UKVI Student Route visa, there is a section for non-Student visa holders towards the end of this document. The information contained in this guide was accurate at the time of printing, but immigration rules are subject to change so for the most up-to-date version of this document, please go to the version held on the University website:

<https://www1.chester.ac.uk/protect-your-visa>.









There are some Quick Matters at the beginning of this document and then we consider each part of your student journey: Enrolment, During your Studies, and Completing your Studies. There is also an Immigration Matters and FAQs with a list of useful Web Links provided at the end of the guide.






#UoCStudyFirst

Quick Matters








Money Matters

-  If you apply for your visa for permission to enter the UK you may be required to provide evidence of enough money to cover both your programme fees and maintenance funds to cover living expenses to the UKVI (UK government).
-  **Only travel to the UK if you genuinely have access to enough funds to pay for all your tuition fees and your living costs.**
-  If you arrive in the UK and claim that you no longer have the money, this may be interpreted as having been dishonest on your visa application and could lead to visa cancellation and a re-entry ban.
-  You should be aware that there are not always suitable part-time jobs available in the UK. You cannot rely on part-time work to support yourself upon arrival.
-  The University **cannot** financially support you or give you money to cover your living costs or your tuition fee payments if you start your studies knowing that you do not have enough funds.
-  Further information on fees may be found at *Tuition Fee Payments and Home/Overseas Fee Status*.





Study Matters

-  **Once you arrive in the UK you are required to attend ALL your classes..**
-  Your studies must remain your number one priority. See *Attendance and Engagement Monitoring*.
-  Make sure that you submit all assignments in line with the *Academic Integrity* policy.
-  Keep in touch with your Personal Academic Tutor, Programme Leader and module tutors and or *Academic Skills and English for Academic Purposes*.
-  <https://www.prepareforsuccess.org.uk/> is an interactive web learning tool for international students in further or higher education.

Accommodation Matters

-  The University has accommodation options available at: <https://www1.chester.ac.uk/accommodation-options>.
-  In order to get the best out of your studies we strongly encourage you to reside in the immediate area of your university site, ideally being no more than **10 miles (15 km)** or so. See *UK Address*.
-  Your accommodation should be clean, safe and secure.
-  The landlord or letting agent should give you an accommodation contract.
 - The contract should detail the address of where you live and the contact details of your landlord.
 - https://england.shelter.org.uk/housing_advice/private_renting/landlord_responsibilities
-  If you are in a shared house, you should have your own room that you can lock.
 - No-one should be sleeping on a mattress on the floor in shared spaces (living room, kitchen etc).
-  Your room should be suitable for study: have a bed, wardrobe, desk, chair, adequate ventilation and suitable lighting.
-  You should be free to come and go as you please.

Work Matters

-  Carefully read the section below entitled *Working in the UK*.
-  As a student the type of work you can do is restricted.
-  The number of hours you can work are also restricted.
-  Know your rights. You should:
 - be given a copy of your terms and conditions
 - be paid the National Minimum Wage
 - be supplied with an itemised payslip when you are paid
 - be employed in a safe working environment
 - **Not** feel threatened, intimidated, or feel you cannot leave the workplace or get a different job.

Wellbeing, Health and Support Matters



The [Wellbeing and Mental Health Team](#) at the University of Chester have published an International Student Toolkit. Scanning (or clicking, if you are reading this document online) the QR code will take you to the site.



The [Chaplaincy team](#) works across the whole University, offering pastoral, spiritual and religious support to persons of all faiths and none.



The Student Counselling Service can be contacted on student.counselling@chester.ac.uk. Or use the [Health Assured 24/7 Student Assistance Programme](#) to obtain wellbeing support. In addition, you can call the [SAP Helpline on 0800 028 3766](#). They can offer [legal advice](#) also.



International students can obtain from [UKCISA](#) immigration advice, guidance and information about all aspects of the international student experience, ranging from immigration and fees to mental health, culture shock and orientation.



Don't forget that you have access to medical care through the UK National Health Service: <https://www.nhs.uk/nhs-services/getting-medical-care-as-a-student/>



Protect yourself from [Frauds, Tricks and Scams](#).



Why not join the [University of Chester International Student Society](#).



You can also contact the following:

- international@chester.ac.uk
- studyvisa@chester.ac.uk
- wellbeing@chester.ac.uk

Enrolment Matters

Before your course start date, you will need to ensure that you are fully enrolled. As well as being essential for you to get started on your programme of study at Chester, enrolment is also an important step in maintaining your UKVI Student Route visa. For Overseas fee status students, enrolment is split into three parts:

1. Online enrolment

You should complete the online enrolment on our website <https://pass.chester.ac.uk/>. As part of this process, you are required to provide your photograph, agree to the University's rules, confirm your course details, and provide your University of Chester based address and phone number. You should always complete your online enrolment **before** you attend the University. You can do this before you have travelled to the United Kingdom.

2. Payment of Tuition Fees

During the online enrolment process you will be asked (if you have not already done so) to pay 50% of the fees remaining after your deposit. If you are a returning or continuing student you will need to pay 50% of the total fee. This payment must be made to complete your enrolment. You

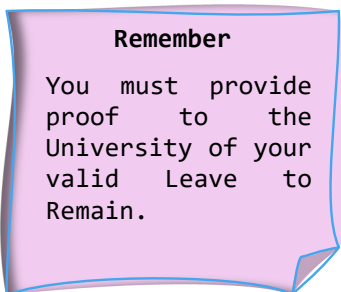
Remember

If you do not pay your Tuition Fees you will not be fully enrolled and you will have to leave the UK.

may be required to log back into your online enrolment and complete the final pages once your fees have been paid. New students should make this payment **BEFORE** they travel to the UK.

3. Present ID documents

Your enrolment will not be completed until you provide all the relevant documents to the University's Student Visa Compliance Team. You should do this in person when you collect your BRP card from the University (see below). If you have collected your BRP from a Post-Office you must make an appointment to present your documents to the visa compliance team; further details are available on <https://pass.chester.ac.uk/>.

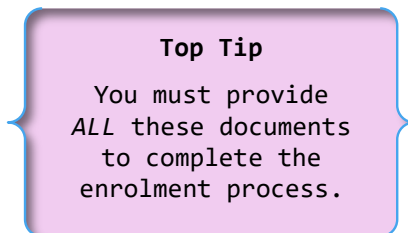


You should do this only once you are in the UK. If you are currently overseas, you will remain as provisionally enrolled until you are able to travel to the UK.

ALL full-time international students must make every effort to travel to the UK in time for their course start date. If you experience any delays with your arrival, please contact applyinternational@chester.ac.uk .

The documents you will be required to provide are as follows:

- ✓ Your passport
- ✓ Your visa
- ✓ Details of your UK address



Collecting your Biometric Residence Permit (BRP)

If you intend to apply for your visa from outside the UK you **should** arrange

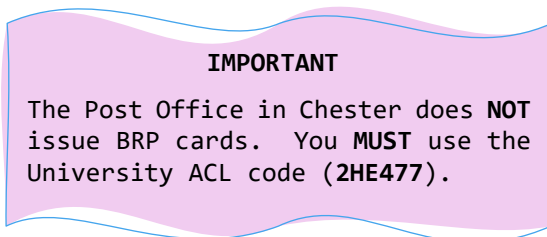


for your BRP to be sent to the University. To do this, you **must** provide the University's Alternative Collection Location code **2HE477** on your UKVI Student Route application form. For more details, please read the information that was sent with your CAS email.

We will issue instructions to you on how to collect your BRP, so please keep checking your @Chester.ac.uk email account and the <https://pass.chester.ac.uk/> website.

You are responsible for checking the accuracy of your BRP. Errors and corrections should be reported to <https://www.gov.uk/biometric-residence-permits/report-problem>

If you did not include the University's Alternative Collection Location code (**2HE477**) in your visa application to the Home Office, you will be told which Post Office (Wrexham, Liverpool or Salford) you need to attend to collect your



BRP. You must provide all your documents to the University to complete the enrolment process. If you do not then the University will withdraw sponsorship

and your visa will be cancelled.

Nationals from Countries in the European Union (EU)

If you are an EU national planning to study at the University of Chester, you must make sure you get the correct immigration permission. It is quite easy for EU nationals to accidentally enter the UK on the wrong immigration permission, as you will not necessarily speak to someone at the border and instead use an E-Gate. If you enter on the wrong visa type you may have to leave the UK and make a fresh visa application and re-enter again, which can be costly and time consuming.

The EU Settlement Scheme has now closed and was only available to those who had been living in the UK before 31 December 2020. Instead, EU nationals coming to study a degree at the University of Chester now apply for a Student Visa in the same way as international students from outside the EU. The main difference is that you would receive your visa as a digital document, rather than being issued with a BRP card. Once you arrive in the UK, please ensure to go to <https://www.gov.uk/view-prove-immigration-status> to generate a share code to present to the University so that we can view your visa status along with your passport and update your university records in order to complete step 3 of enrolment discussed on page 6 and 7 of this document.

EU nationals do not need a student visa to study at the University of Chester on a course that is less than 6 months long. This includes Erasmus study placements for a single semester (full year Erasmus students would need a full Student visa). Instead, they can study on a 6 month visitor visa. This is issued somewhat automatically if you enter either via the E-Gate or via a manned booth. You will not necessarily get any document to show your visitor visa status, so be sure to keep a copy of your travel documents such as flight ticket and boarding pass so you can prove which date you entered the UK. You will be asked to present these to the University in order to complete enrolment.

Enrolment Deadlines

If there is some reason why you are unable to complete enrolment by the course start date on your CAS, contact the International Centre immediately on applyinternational@chester.ac.uk and they will do their best to help you within the Home Office rules. **If you fail to enrol on time, your visa may be cancelled, and your studies terminated;** so it is important that you communicate with the International Centre to avoid problems.

Some departments have to enforce very strict enrolment deadlines due to the

Remember

If you do NOT enrol your student status WILL be withdrawn and you will have to leave the UK.

way their modules are taught. This leads to some students arriving in the UK only one or two days late, but still being denied admission onto their programme, and their visas are subsequently withdrawn. If you are in any doubt about your enrolment deadline, please contact your department or the International

Centre before you travel.

Departmental contact details can be found on the relevant departmental pages on the University website at:

<https://www1.chester.ac.uk/departments/academic-departments>

Re-enrolment

If you are studying on a programme that is longer than one year (usually undergraduates or PhD students) then you are required to re-enrol with the University at the start of every academic year.

This means that you must repeat the three-step enrolment process in order to continue your study. If you fail to re-enrol, then the University is required to report this to the Home Office, and your visa will be cancelled, and you will have to cease your studies.

If you cannot provide proof of your permission to be in the UK at re-enrolment, you will not be permitted to return to your studies until you can present the University with the appropriate immigration documents. If you fail to provide this information by your re-enrolment deadline, then you will be withdrawn from your studies and you will be required to leave the UK.

Remember

If you do not provide proof of your leave to remain or do not pay your fees you will not be enrolled and you will have to leave the UK.

UK Address Matters

Whilst you are studying at the University of Chester, you will need to think very carefully about where you will live. The University has accommodation options available at:

<https://www1.chester.ac.uk/accommodation-options>

Should you decide not to live in the University's accommodation but in private accommodation, you should look to reside in the immediate area of your university site, ideally being no more than 10 miles (15 km) or so.

If you choose to live outside the Chester area (or Warrington or Shrewsbury area if your programme is based there), you will be advised to move closer to the appropriate University Site. Otherwise, you will be expected to demonstrate the travel arrangements you have put in place to ensure you can attend all your timetabled teaching and learning and engage fully with your academic programme.

If you do not live within a reasonable distance from the University, your address and living arrangements may be investigated by the Home Office.

Be aware that the Home Office does ask the University to pass on your UK contact address so that they can check. The Home Office will want to know how far from the University you are living.

The following maps give an indication of acceptable travel radii from University sites.

University of Chester

Exton Park
Parkgate Road
Chester
Cheshire
CH1 4BJ



Figure 1: Map showing acceptable travel radius from the University of Chester – Exton Park Site

University Centre Warrington
Crab Lane
Warrington
Cheshire
WA2 0DB



Figure 2: Map showing acceptable travel radius from the University of Chester – Warrington Site

University Centre Shrewsbury
Guildhall
Shrewsbury
SY3 8HQ

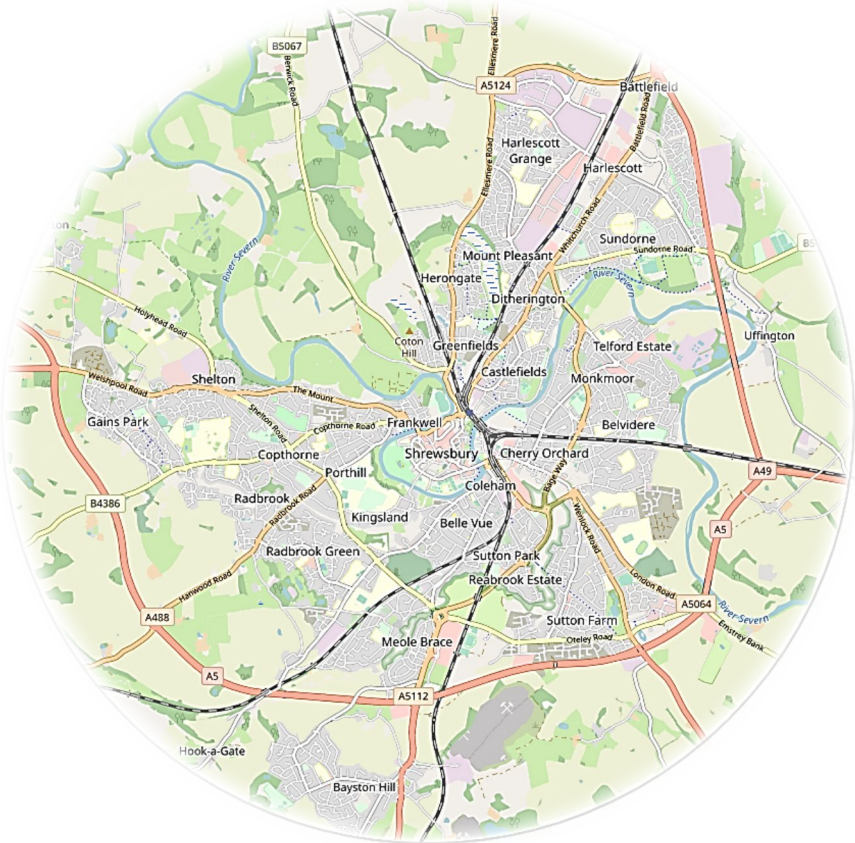


Figure 3: Map showing acceptable travel radius from the University of Chester – University Centre Shrewsbury

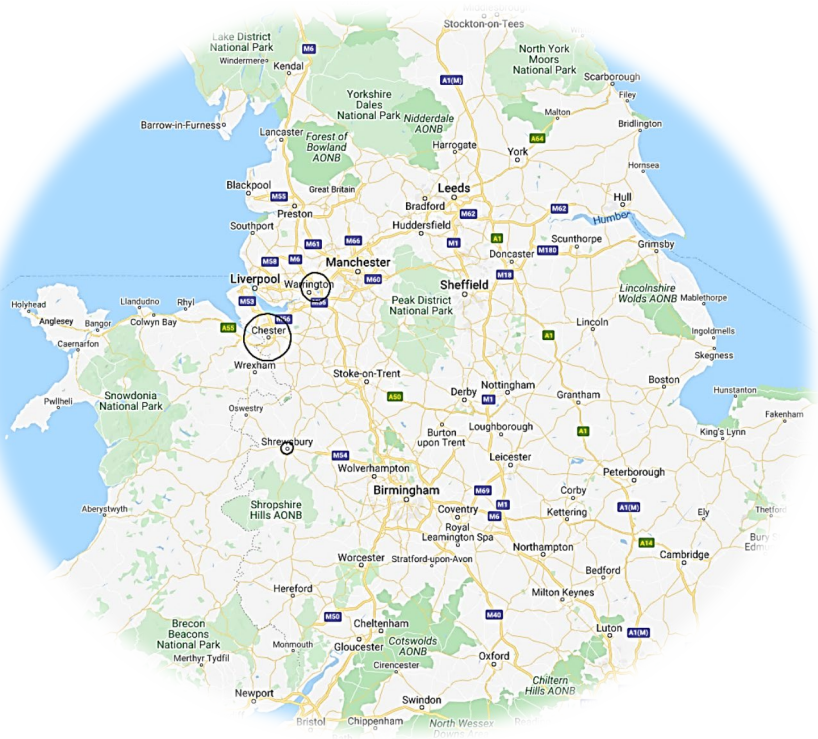


Figure 4: Map showing locations of University of Chester Sites and acceptable travel radius Map from <https://www.mapdevelopers.com/>

UKVI Student Route Compliance Moodle

During the induction period, you will be required to complete the Student Visa Compliance Induction moodle. This is an online course that you can access via portal. The course will cover all the key areas of UKVI Student Route compliance, and there will be a multiple-choice test at the end.

You will have three attempts to pass the test. If you fail all three you may be asked to attend a meeting with the University's Student Visa Compliance Team.

The "Student Visa Compliance Induction Training" moodle can be found under the "Training and Skills" tab on Portal, or you can access it directly via this link:

<https://moodle.chester.ac.uk/course/view.php?id=9357> .

Study Matters

As you continue with your studies there are things that you must do to ensure that you protect your visa.

Attendance and Engagement Monitoring

The Home Office requires that as a UKVI Student Route student you must attend **all** the sessions that are part of your course. Your financial sponsor, overseas employer or home government may also impose an attendance requirement and may request that the University inform them about your engagement with studies, including your attendance in classes.

But you are responsible for making sure that your attendance has been recorded.

The University will monitor your attendance at all academic and timetabled sessions as detailed in the relevant UKVI sponsor guidance. These sessions will include:

Remember

If you do not 'check in' or sign the register, then you will be regarded as absent for the session.

- ❖ Lectures
- ❖ Practical Sessions
- ❖ Seminars
- ❖ Field Trips
- ❖ Tutorials
- ❖ Exams
- ❖ Meetings with Staff
- ❖ Assignment hand-in

It may be that you have a timetabled session such as a class or tutorial that is available both online and face-to-face. As a sponsored student

you are expected to attend face-to-face classes that are timetabled for you in person. Once you arrive in the UK, it is not permitted for you to attend these sessions remotely if it is also delivered in-person. You must attend any face-to-face session in your timetable.

The only reason you have been issued with a student visa is for you to attend your classes in the UK, so you must attend those classes and the University must be able to prove to the UKVI that you are attending them. Only travel to the UK if you are sure that you will be able to physically attend all your face-to-face classes on campus.

In order to prove that you have attended your sessions you will be required to 'Check-in'. It is your responsibility to do this, you must speak to your tutor at the end of the class if you think your attendance has not been recorded.

You must **not** check in for another student or ask another student to check in for you. If you 'check-in' to a session that you do not attend, this is regarded as

WARNING

*Falsely recording your attendance at **any** session will result in you being reported to UKVI and your visa being cancelled.*

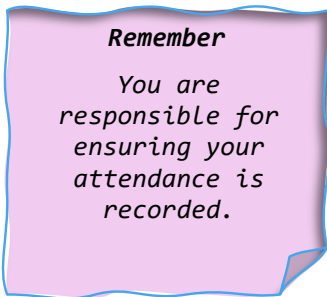
fraudulent activity and the University will report this compliance failing to UKVI which will result in your visa being cancelled.

Attendance Check-in – Chester App

You can download the Chester App from the relevant app store for your device. Go to <https://m.chester.ac.uk> for a link to the app.

Sign in to the app. Connect to UoC WiFi if you are attending a class on campus. Turn your Location Services (gps) on. Ensure you are in the correct classroom for your timetabled class. Open the app. Tap the Attendance Check in button. Locate your class, and enter the one-time code provided by your lecturer.

It is your responsibility to ensure that you 'check-in'. If you are unable



to 'check-in' then speak to your tutor at the end of the class and they will be able to 'check-in' for you.

If you 'check-in' to say you are present in a class, but you do not attend that specific class, this will be treated as fraudulent activity and will result in

your visa being cancelled.

Further information regarding 'Check-In' can be found on Portal in the Student's Guide to Attendance Monitoring at:

<https://portal.chester.ac.uk/attendance/Pages/default.aspx>

Notified Absences

As a Student Visa holder, you are expected to attend **all** classes, sessions and lectures. However, the University understands that there may be times when you need to be absent from an expected contact for good reason, such as an appointment with a doctor. You should ensure that you keep these absences to a minimum and only request an

absence in exceptional circumstances. The minimum acceptable attendance is **80%**.

You can report short-term absence (1-5 days) through the app, during the timetabled class. You can do this through the Attendance Check in tab. Contact your PAT if you expect to be absent longer.

Remember

If you have been absent from an expected contact due to illness then you must provide satisfactory medical evidence to explain your absence.

Please note that any requests for absences from studies or expected contacts for a period longer than two weeks will be regarded as a request for an interruption to your studies and your sponsorship may be withdrawn. You would then need to apply for a fresh visa to be allowed to return to the UK. Any requests for a CAS will be considered in line with the University's CAS policy and UKVI guidance in force.

Where it is absolutely necessary that you return to your home country during the term time, you should provide evidence of why the leave is necessary and copies of your travel itinerary or tickets detailing the dates that you will leave and return to the UK. Copies should be sent to StudyVisa@chester.ac.uk.

Unauthorised Absences

If you fail to attend your classes, or you ask for an unreasonable number of absences, you will be referred to a meeting with the University's Student Visa Compliance Team. If the Compliance Team believes that your absences were unwarranted, or that you are breaking any of the other conditions of your visa, including that you are not behaving as a

genuine student, then you will be reported to the Home Office and you will be required to leave the UK.

Checking-in when Absent

Should you be absent from a session, you can use the Chester App to

Remember
Book any overseas trips to take place within official [vacation dates](#). You should remain in the UK during term time.

inform your tutor as to why you were absent. But you must not sign/check-in to indicate that you were in attendance when you were not or check-in for another student or ask another student to sign/check in for you. If you 'check-in' to a session that you did not attend, this is regarded as fraudulent activity. The University will report this compliance

failing to UKVI and your visa will be cancelled.

Do **NOT** Check in from your place of work

As stated in the section above titled Attendance and Engagement Monitoring, once you have entered the UK you must attend your face-to-face classes. Even if an in-person class is also streamed online, as a student visa holder you **MUST** go to the in-person class; this is a requirement of your visa.

Academic staff and the Legal and Compliance Services office conduct audits on students' check in data. If we become aware that you are checking in off-campus for an in-person/face-to-face class, you will be called in for a visa compliance meeting. If the check-in data

demonstrates you were in another part of the UK and not living near your place of study (see UK Address), this would strongly suggest that you are not behaving as a genuine student, and your visa will be withdrawn. If you check in from your place of employment, meaning

you were working when you were supposed to be in class, your visa will be withdrawn and you will be reported to the police (immigration crime).

If you have entered the UK on a student visa, then your number one priority for being in the UK is to study. If you have used the University of Chester's student visa licence to gain access to the UK for other reasons, we are legally required to take swift action to withdraw sponsorship and report as necessary.



WARNING

Falsely recording your attendance at **any** session will result in you being reported to UKVI and your visa being cancelled.

Academic Integrity Matters

The University of Chester takes breaches of its Academic Integrity policy very seriously. If you commit any form of either Unacceptable Academic Practice or Academic Misconduct, you risk failing your degree and this will lead to you losing your visa.

- ✎ "Use quotation marks when you're repeating the words of others."
- ✎ Always show your sources of information by providing a suitable reference.
- ✎ NEVER be tempted to get someone else to write an assignment for you.
- ✎ Have confidence in your own ability and complete the work yourself.
- ✎ Produce a new piece of work for each assessment that you are asked to complete.
- ✎ Find your own voice and show off your knowledge, understanding, thoughts and ideas.
- ✎ Do your own research, gather your own data.
- ✎ Maintain the highest standards of behaviour, act with honesty and integrity.
- ✎ Do not attempt to gain an unfair advantage over other students.¹



Don't Cheat!
Protect your Degree!
Protect your Visa!

¹ Adapted from <https://portal1.chester.ac.uk/aqs/Documents/Introduction%20to%20Academic%20Integrity%20for%20Students.pptx>

Tuition Fee Payments

You are required to pay a deposit before being issued with a CAS, and then you must pay 50% of the remaining tuition fee prior to enrolment. After that, you must pay the full remaining balance by the 31st January if you started your programme in September, or by the 30th April if you started your programme in January.

You are required to show all tuition fees are available to you before the Home Office will issue your UKVI Student Route visa.

If you fail to pay your tuition fees on time when you arrive in the UK, then you are violating the terms of your visa. This will result in your UKVI Student Route sponsorship being removed, and you will be required to leave the UK.

It is important for visa compliance purposes that you have the correct fee status. Please see the [home/overseas fee status](#) section of this guide for more information.

Remember

Be careful when making your tuition fee payments.

Ensure that you type the bank details carefully, and **do not** give your money to anyone else even if they claim they can get you a “discount”.

Placements – UK

If you complete a work placement in the UK as part of your course, the

Remember

Your placement can be full-time, but the 20 hour a week restriction still applies to any additional employment.

University will need to provide details of the location, hours of work, and duration of the work placement, to the Home Office. Information about the hours you are completing on your placement will be reviewed to ensure you are not in breach of entry clearance.

Please email StudyVisa@chester.ac.uk

once your placement details are confirmed.

Placements – Overseas

Short Placement Overseas

If you intend to complete a short placement outside of the UK (e.g. 5 Week Experiential Learning in the Wider World - WB5004) as part of your studies, you must ensure that the placement is organised and approved by the University.

Should you wish to organise your own placement, the University will not be able to monitor your studies in line with Home Office requirements and your visa sponsorship will be withdrawn. You should read the section Year-Long Placement Overseas for further information.

Year-Long Placement Overseas

If you intend to complete a year-long placement abroad (e.g. Year Long Study Abroad Experience - WB5008), the University may not be able to monitor your studies in line with Home Office requirements. Therefore,

the University may withdraw sponsorship of your UKVI Student Route visa at the point you start your placement.

In such a case, because your visa would no longer be valid the Home Office will write to you when your Leave has ended. Please do not travel

Note
If you choose to complete a placement overseas the University **will** need to withdraw your sponsorship.

to the UK, you will be exempt from attending re-registration for that academic year.

When it is time for you to return to your course, you will need to request a new CAS from the University. You will need this CAS in order to apply for a new UKVI

Student Route visa from outside the UK. You will also need to be able to evidence that you have enough money to cover your tuition fees and living costs. You will also have to pay the immigration health surcharge as part of your visa application.

Further details regarding applying for a visa may be found at:

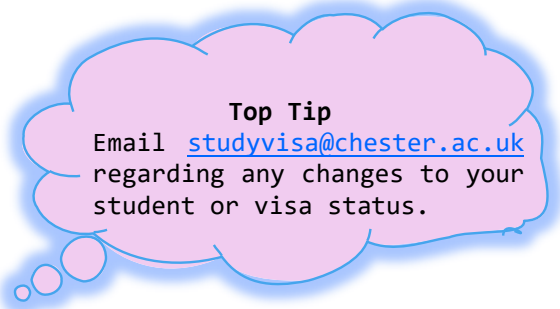
<https://www.gov.uk/government/publications/points-based-system-student-route>

Information on the Health Surcharge is available at:

<https://www.gov.uk/healthcare-immigration-application/overview>

Change of Circumstances

To maintain your sponsorship, you should remain enrolled on a full-time programme of study. If you have a change of circumstances while you are in the UK on a UKVI Student Route visa, the Home Office need to be informed. The University must report any significant changes to a student's circumstances within 10 days of the changes occurring. Therefore, you should inform StudyVisa@chester.ac.uk immediately if you undergo any of the following changes:



- You transfer to a different programme
- You move to a different study location (e.g. Warrington to Chester)
- You suspend your studies or you defer an assessment
- You have an authorised absence
- You complete your final assessment more than two weeks **before** the course end date stated on your CAS
- You obtain a new visa
- You start a work placement or a study placement
- You have an immigration application refused

If at any point during term-time you are not required to attend classes or expected contacts, or if you interrupt your studies, the University will not be able to meet its sponsor obligations to monitor your attendance.

This may result in your visa sponsorship being withdrawn, and you being required to leave the UK and apply for a fresh visa when it is time for you to resume your studies.

Please note that the academic decision to authorise any absence, suspension of studies or a change in programme is separate from any actions taken regarding your visa sponsorship. The University may authorise your request to change programme or have an authorised absence, but this does not necessarily mean that the Home Office will allow you to keep your current visa.

Please be aware that any change to your study status may have an effect on your visa, and you may be required to leave the UK. Please see the section below titled "[Extending your Visa](#)" for more information.

Change of Programme or Course

If you choose to change to a programme other than the one printed on your CAS, be aware that this **will** have an impact on your visa.

The Home Office does not permit all students to change their programme. If you are considering a change, you should consult with the UKVI Student Route Compliance Office via StudyVisa@chester.ac.uk before submitting the change of programme form. If the Home Office does not agree to your change of programme, then your visa may be cancelled, and you would have to leave the UK to apply for a fresh Leave to Enter.

Repeating study, deferring or re-sitting

Undergraduate Students (Bachelor's degree or Foundation)

If you fail some of your assessed work, or you are found guilty of

IMPORTANT NOTE!

If you defer, resubmit or repeat you risk not being eligible to apply for the Graduate Route Visa.

academic malpractice,

you may be required to

repeat an academic year. Students

sometimes have the

choice to do a repeat

year "without

attendance" i.e. without

attending the classes again and just submitting the assessments. If you

are an undergraduate student and you choose to do a repeat year

without attendance, your student visa will be withdrawn and you must

leave the UK. If this year without attendance was level 3, 4 or 5, you

may apply for a new visa if you need to return to the UK at a later point

in order to attend a further year of timetabled classes (see the section

titled "[Extending your Visa](#)").

Postgraduate taught students (Masters)

There can be several reasons why a student on a Masters (PGT) course

may have a delay to their course end date. You may have to resubmit

your taught module assignments, or need to resubmit your

dissertation. You may have chosen to defer your dissertation module.

Or you may have an Academic Integrity outcome that requires you to

resubmit. Please be aware, in any such cases, you would have already

attended all your classes. As there are no more timetabled classes to

attend after your visa end date, you would not be eligible for an

extension to your student visa, as you could complete any remaining assessments from their home country.

Course Delays and the Graduate Visa

If you have a delay to your course end date you may find that you are ineligible for the graduate visa. This is because, to be eligible for the graduate visa your student visa must still be valid at the point your degree is confirmed by an awards board. If your final award date has been delayed due to deferrals, resubmission, or academic integrity issues, it may fall after your student visa expiry date. This would mean you would not be eligible for the graduate visa.

This is one reason why it is important to make every effort to **pass your modules first time**.

Further information on the graduate visa can be found at:

<https://www1.chester.ac.uk/international/arrival-and-visa-guidance/your-visa/graduate-visa-route>

IMPORTANT NOTE!

If you defer, resubmit or repeat any assignments then you risk not being eligible to apply for the Graduate

Record Keeping

Remember that to protect your visa you are required to provide the University with a copy of the following documents:

- ✓ Your passport
- ✓ Your visa
- ✓ Proof of English language (if mentioned on your CAS)
- ✓ Previous qualifications
- ✓ ATAS certificate (if applicable)

Remember

You must provide proof of your valid Leave to Remain and right to study in the UK.

If at any point any of these documents change then you must send an updated copy to studyvisa@chester.ac.uk within 7 working days of the change. Examples of such changes might include:

- ❖ If you get a new passport
- ❖ If you get a new visa
- ❖ If you get a new ATAS certificate because you have changed programme

You should also keep your contact details updated on the University Portal. This includes your phone number, email address, your UK and your home country address. This serves a dual purpose; as well as being a requirement for UKVI Student Route students, it is sensible for any student to keep their contact details up to date with the University. That way, the University will not post any important letters or documents to the wrong address.

If your UK address, email address, or phone number changes, you can update your address on this website:

Top Tip

Just got a shiny new phone with a new phone number?

Update your phone number on the University portal!

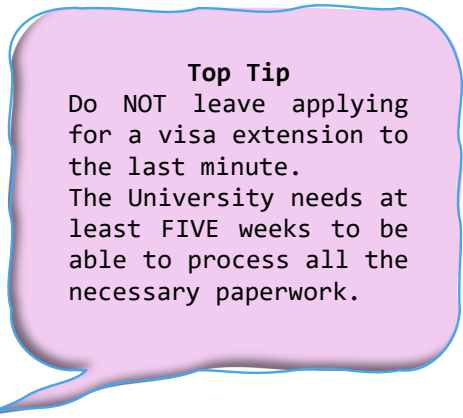
<https://portal1.chester.ac.uk/Pages/evision.aspx>

Extending your Visa

If you need more time in the UK because you are undertaking a re-sit or a repeat assessment, or you have had an interruption in your studies or a deferral, you should be aware that you are not automatically permitted to extend your visa in the UK.

If you need more time in the UK to attend timetabled classes you will either apply for a 6 month visitor visa or another UKVI Student Route visa, depending on how much time you need in the UK in order to complete the course. You may also need to apply for your new visa from outside the UK.

If you are required to leave the UK to apply for your new visa, you may be advised to leave the UK during one of our official vacations, even if that is some time before your visa expires.



It is not possible to extend your student visa for the purposes of writing up dissertation, submitting deferred or repeat assessments, or waiting for results.

If you need a student visa extension to attend timetabled classes after your student visa expires, please contact studyvisa@chester.ac.uk.

Extending your visa to start a new course

If you need more time in the UK because you are starting a new course, you may be able to extend your UKVI Student Route visa inside the UK. However, this only applies if,

- Your new course starts no more than 28 days after your current visa expires
- You have successfully completed your previous course;
- You can demonstrate Academic Progression from your previous course in the UK.

In all other circumstances you will be required to return to your home country before applying to extend your student visa. If you think this applies to you, please speak to the International Centre for more information.

Completing your Degree Matters

We understand that once you have completed your programme at the University of Chester, you may be under the impression that your visa responsibilities have ended. However, there are some rules you still need to follow, and these are very important if you ever intend to return to the UK in the future.

Finishing Early

If you complete your course of study prior to the course end date that was stated on your CAS, you should inform the University's Compliance Team via email at StudyVisa@chester.ac.uk.

If you have successfully completed your course earlier than expected, the Home Office will curtail your visa so that you have the same wrap-up period of Leave to Remain after your end date as you were originally given for the end date as detailed on your CAS.

If your studies have ended early but you have not successfully achieved the qualification you were originally aiming for, the Home Office will shorten your visa to 60 days, unless you already have less than 60 days remaining on your visa at that point.

Remember

If you need to return to your home country during term time you must provide evidence and your travel itinerary.

In either of the above circumstances, please ensure that you provide the University with proof that you have left the UK, or with proof that you

have made a new visa application. Further information regarding this requirement is available in the Leaving the UK section of this guide.

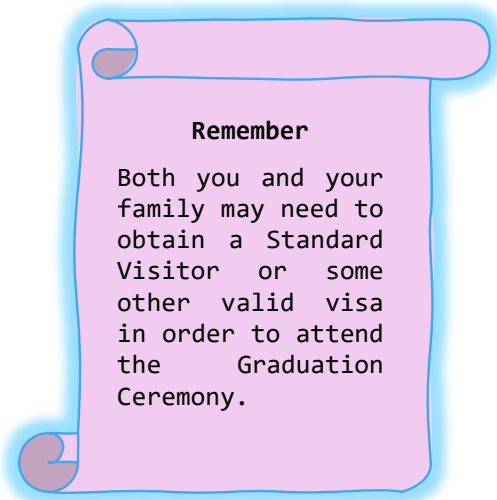
If you are on a Master's level programme, the completion of the taught element of the programme does not constitute an end to your studies. You will still be required to engage with your studies to complete the dissertation element.

Graduation

Graduation ceremony dates and locations are published on the University's Graduation website at:

www.chester.ac.uk/graduation.

Special graduation ceremonies for international students may take



place in January and September and be held in the University Chapel. You should have enough time on your student visa to attend one of these special ceremonies or the March/November ceremonies. If not, you will need to apply for an appropriate visitor visa. If your

leave to remain ends prior to the University's graduation ceremonies the UKVI rules do not allow the University to issue a CAS to extend your student visa in order to allow you to attend. You may need to apply for

a different visa to cover attendance at the graduation ceremony. Ensure that you have adequate time to make all the necessary travel, migration, and visa arrangements.

If you do not attend the ceremony you will graduate “in absentia”. Your degree certificate will be sent to you within 4 weeks of the ceremonies taking place. Please go to [eVision on portal](#) to check that we have the correct address for you.

Student Employment Matters

As a student who has been issued with a student visa, you are permitted to do a small amount of work (paid or voluntary) alongside your studies, usually no more than 20 hours per week. However, your **studies must remain your top priority** and you must not let any work or volunteering commitments get in the way of your studies.

Student Visa Work Restrictions

UKVI Student Route students should be aware that the following employment is prohibited:

- ✘ Filling a full-time permanent vacancy
- ✘ Being self-employed or engaging in business activity
- ✘ Be employed as a doctor or dentist in training
- ✘ Be employed as a professional sports person (including sports coach)
- ✘ Be employed as an entertainer

Your visa will detail the maximum hours that you are permitted to work each week. The UKVI define a week as Monday to Sunday. If you have entered the UK on a visitor visa you are **not** permitted to work at all during your stay.

Protect your Passport and BRP

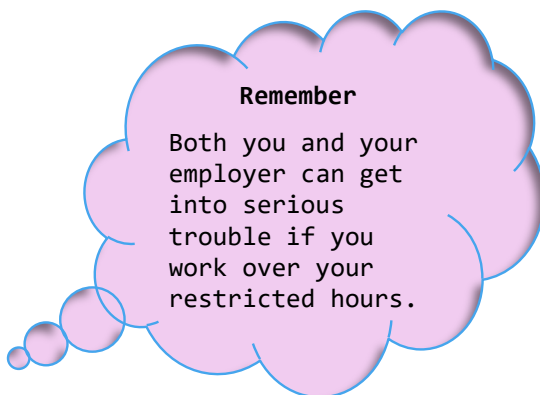
Your employer may ask to see or take a copy of your passport and BRP (or ask for your share code if you have an online visa). They will do this so that they can check you have a right to work in the UK. They should return these documents to you immediately. Do **NOT** let anyone else keep your documents.

Working Hours

Below is a rough guide to the maximum

working hours for UKVI Student Route students on different programmes of study, however

you should ensure that you refer to the UKVI guidance:



- **Below Degree Level Students** (Foundation Year, etc) - You are limited to **10 hours** per week if you are studying a course that is below UK degree level. You can work full-time during official [University vacations](#).
- **Undergraduate Degree Students** (BA, BSc) - **20 hours** per week is the maximum amount of part-time work you can do during term time. You can work full-time during official [University vacations](#).
- **Postgraduate students** - You are limited to working **20 hours** per week in term-time. If you are completing a postgraduate course at the University, you should note that different term dates apply to you.
 - You should note that collecting data and writing up your dissertation/thesis are still considered to be term-time and you are limited to working **20 hours** per week until you have reached the official end date of your course as detailed on your CAS.

Vacation and Term Dates

University Vacation Dates are available from:

<http://www1.chester.ac.uk/vacationdates>.

University Term Dates are available from:

<https://www1.chester.ac.uk/about/about-university/term-dates>.

If the University has reason to suspect that you are violating any of the terms of your visa including work restrictions, or that work is interfering with your studies, we are required to report this to the Home Office and you will be required to leave the UK. We would not offer you any further CAS to complete your studies with us.

National Insurance

Anyone who wishes to work in the UK is required to obtain a National Insurance (NI) Number. For information on how to get an NI number go to the website:

<https://www.gov.uk/apply-national-insurance-number>

For advice and support on applying for jobs, you can speak to our Careers and Employability department on Site. Their website is

<https://portal1.chester.ac.uk/careers/Pages/default.aspx>

Right to Work & Workers' Rights

Your rights as a worker are protected by UK laws.

<https://www.gov.uk/employment-status/worker>



REMEMBER

Do NOT let any other person keep your Passport or BRP.

You are entitled to:²

- be paid the National Minimum Wage
- rest breaks and time off work - see
 - <https://www.acas.org.uk/rest-breaks>
- an itemised payslip
- fair and legal deductions from your wages
- a safe working environment -
 - <https://www.hse.gov.uk/toolbox/workplace/facilities.htm>
- a copy of your terms and conditions

Minimum Wage

The [national minimum wage](#) in the UK is:

- £6.83 per hour for an 18 – 20 year-old
- £9.18 per hour for a 21 – 22 year-old
- £9.50 per hour for National Living wage for 23+ year olds.³



You should **not** be paid below the minimum wage. If you are then you can contact the [HMRC National Minimum Wage and National Living Wage team](#)

<https://www.gov.uk/government/organisations/hm-revenue-customs/contact/national-minimum-wage-enquiries-and-complaints>

to complain about not being paid the National Minimum Wage, employment agencies, gangmasters or working hours.

² <https://www.gla.gov.uk/i-am-a/i-am-a-worker/your-rights/>

³ Correct at the time of printing. See <https://www.gov.uk/national-minimum-wage-rates> for up-to-date rates. Rates change every 1 April.

Protect Yourself in Work

If you do feel that things are not quite right or that you may be being exploited in your work then please seek help and support.

Article 4 of the Human Rights Act protects your right not to be held in slavery or servitude, or made to do forced labour.



REMEMBER

You can contact either
Visa Compliance at
studyvisa@chester.ac.uk
or
wellbing@chester.ac.uk
or you can contact your
tutor to discuss any
concerns.

<https://equalityhumanrights.com/en/human-rights-act/article-4-freedom-slavery-and-forced-labour>

The [Gangmasters & Labour Abuse Authority](#) exists to protect workers from exploitation:

<https://www.gla.gov.uk/i-am-a/i-am-a-worker/>

The GLAA have produced lots of information about your rights as a worker and they will provide support should you feel that you are being exploited.

You can also report any concerns you have by using the **modern slavery and exploitation helpline** on **08000 121 700** or on

<https://www.modernslaveryhelpline.org/report>

The Citizens Advice Bureau can also give advice and guidance on all sorts of matters:

<https://www.citizensadvice.org.uk/work/>

If you need advice on the minimum wage, working hours and/or employment agencies you can contact ACAS at:

<https://www.gov.uk/pay-and-work-rights>

The [Health Assured 24/7 Student Assistance Programme](#) available through the University is also able to give you [legal advice](#).



Immigration Matters

Home/Overseas Fee Status

Universities in the UK normally charge two levels of tuition fee: a 'home' fee and a usually higher 'overseas' fee. To qualify for 'home' status in England, you need to have been living in the UK for three years prior to the course start date and have 'settled' status in the UK (i.e., ordinarily resident in the UK and without any immigration restriction on the length of your stay in the UK).

A UK national can be charged the 'overseas' fees if they have not been living in the UK consistently for the three years leading up to the course start date.

Equally, if a national of another country has been living in the UK for much longer than three years, but has Limited Leave to Remain (i.e., the visa has an end date) they would not qualify for 'home' fee status.

Further guidance can be obtained from: UKCISA at:

<https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Home-or-Overseas-fees-the-basics#layer-3832>

Remember

Just because you have been living or studying in the UK does not mean that you will be automatically regarded as eligible to pay 'home' fees.

Non-UKVI Student Route or other Leave to Remain

If your permission to be in the UK is for a limited time, and your Leave to Remain is under a category that is not UKVI Student Route, there are still some rules that you must follow to protect your visa and to remain enrolled at the University.

You must be able to present evidence of your Right to Study as part of enrolment. Usually, this will take the form of your Passport and your visa vignette or BRP card, or your digital visa status. The University is not obliged to enrol you onto your programme of study if your application is still being processed at the Home Office. Please note that not every other type of UK visa permits study. For example, it is not permitted to study a degree-level course while holding a graduate visa.

UK Visa holders, irrespective of their visa status, must always ensure they fulfil the requirements of their visa so that their permission to be in the UK is preserved. It is true that you are permitted to study on many types of visa. However, if it is not a UKVI Student Route visa or a visitor visa, then the visa **was not issued for the purpose of study**. You must always ensure you meet the original requirements of your visa to be able to continue your studies.

For example, if your visa is a **work visa** such as Skilled Worker, you should ensure that you remain employed with your sponsor and are not absent from work.

Please read the policy guidance for your visa type to learn the full requirements of your visa.

Students with **non-UKVI Student Route** Limited Leave to Remain in the UK wishing to enrol at the University of Chester must sign an

agreement to fulfil the requirements of their current visa and maintain their Leave to Remain throughout their time registered at the University.

If your visa is due to expire before you complete your course, you must ensure that you apply for an extension to your visa or you leave the UK before your visa expires. If you wish to switch to a UKVI Student Route visa, you must contact the International Centre at least **two months** before your current **Non-UKVI Student Route visa** is due to expire. A CAS will only be issued in line with the University CAS policy.

Standard Visitor Visa

International students are sometimes advised to enter the UK on a Standard Visitor Visa. The advantages of this visa compared to UKVI Student Route include:

- ❖ Cheaper application fee (only £85)
- ❖ Simpler application process
- ❖ Lower maintenance fund requirement
- ❖ Less restrictions on the mode of study.

But:

- ❖ You are not permitted to work in the UK on a Short-term visa
- ❖ Your studies cannot include a work placement or work experience
- ❖ You cannot extend a Short-term visa's end date
- ❖ You cannot switch from a Short-term visa to another type of visa inside the UK

Due to restrictions in the Immigration Rules, the University is not always permitted to issue a second CAS to students who have been unable to complete their programme.

Sometimes, a student may start their studies on a UKVI Student Route visa but be unable to complete their programme before their UKVI Student Route visa expiry date. In this case the student may be asked to return to their home country and apply for a six-month Standard Visitor Visa.

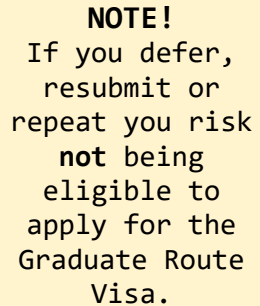
#knowbeforeyougo

Electronic Gates (e-gates)

If you are permitted to use an e-gate to enter the UK, please make sure to keep a copy of your boarding pass and flight details. You will not get a stamp in your passport when you entered the UK, so it is important that you keep some other proof of your date of arrival. This is especially important if you intend to enter the UK on the 6- month Standard Visitor Visa, as you will get no proof of your visa status if you use the e-gate, so definitely keep your travel details somewhere safe.

Graduate Visa

In July 2021 the UK Government launched the new graduate visa, relevant to those studying a degree whilst on a student visa. This visa will allow Bachelor's and Master's degree graduates of the University of Chester to remain in the UK and work for up to two years after completing their studies. PhD students can stay for up to three years. The application fee is £700.



NOTE!
If you defer, resubmit or repeat you risk **not** being eligible to apply for the Graduate Route Visa.

A good starting point for those wishing to learn more about the Graduate Route is the guidance document on here: <https://www.gov.uk/government/publications/the-graduate-route-information-for-international-students>.

Graduate Visa Eligibility

- Students who have a valid student visa, Tier 4 visa, or exceptional assurance at the point their results go to an awards board, i.e. the date they are officially awarded their degree. The University must have notified the UKVI that you have successfully completed your course.
- Students who have successfully completed their full degree. Certificates, diplomas and other non-degree qualifications may not qualify.
- Those who have never had a Graduate Route visa before.

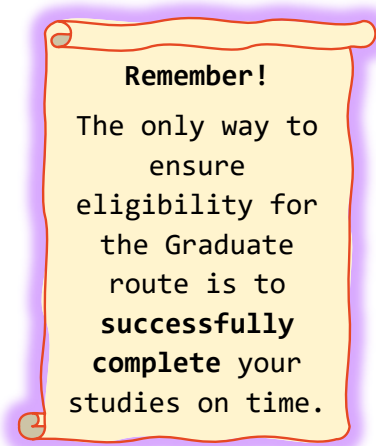
To be eligible for the graduate visa, your student visa must still be valid at the date your degree is awarded. **If your course end date is delayed due to a deferral, a re-submission, or a resit exam; your result may**

not be presented to the awards board until after your student visa expires. You would not be eligible for the graduate visa.

Please note, it is **not** possible to extend your student visa for the purposes of waiting for results, or due to deferrals or re-submissions.

An eligible student must also have studied in the UK for a minimum period of the course for which they received their current student visa, as detailed on <https://www1.chester.ac.uk/international/arrival-and-visa-guidance/your-visa/graduate-visa-route>

When to apply for the graduate visa



You can submit your graduate visa application to the UKVI after the University of Chester has confirmed your eligibility to the UKVI.

This can only happen after your degree award is confirmed at an awards board.

If you have a valid and eligible visa the University's Student Visa Compliance Team will confirm your eligibility to the UKVI.

The University's Student Visa Compliance Team will also confirm the eligibility with you by email from studyvisa@chester.ac.uk to your university email account.

#UoCStudyFirst

Lost, Stolen or Damaged Immigration Documents

If your passport and/or BRP card is lost or stolen, you should report this to the Police. This is important as you may be required to provide a Police crime reference number to get your documents replaced. To report a lost passport you must visit the Police in person at the Blacon Help Desk, which is located at **2A Blacon Avenue, Chester, CH1 5BD**.

If your visa or BRP card gets lost, stolen or damaged, you should report this to the Home Office. You can do this by completing the online form available from the following website:

<https://www.gov.uk/biometric-residence-permits/lost-stolen-damaged>.

The Home Office will contact you within 1 working day to advise you what to do next.

Please note that it can take 8 weeks to receive a new BRP. Once you have reported that your BRP is lost/stolen you must apply for a replacement within 3 months or face a £1,000 fine. If you experience any problems with the BRP replacement process, please contact the Home Office on BRPLost@homeoffice.gsi.gov.uk.

The University of Chester has noticed an increase in the number of students who have lost their passport and/or their BRP card. Please remember that you are not required to keep your documents with you at all times. Instead, you may wish to consider keeping them in a secure place at your address.

Visa Withdrawal

If the University is required to withdraw your UKVI Student Route visa sponsorship, the report will be submitted to the UKVI within 10 working days. The University of Chester will write to your term-time and overseas address to confirm the withdrawal of your visa sponsorship, and a copy will be sent to your university email address and your personal email address.

Remember

You should provide the University with copies of your flight itinerary, exit stamps from the UK and boarding pass.

Following the submission of the report to the UKVI, you will be required to leave the UK within 60 days and you will no longer be able to engage in any form of either work or study.

When you travel, please keep a copy of your boarding pass, as you will need to send a copy to StudyVisa@chester.ac.uk as confirmation of your journey. A scan of the stamp in your passport will also suffice. Failure to provide proof of your journey may prevent you from travelling to the UK in the future.

#UoCStudyFirst

Immigration Crime

If at any point the University believes that you are **not** a “genuine student” or we learn that you have broken the rules of your Leave to Remain, you may be reported to the UK Government’s Immigration Crime Unit.

The University looks at several sources of information to decide whether or not a student is genuine and whether they are or are not complying with the rules of their visa. These include:

- Monitoring students’ attendance on their programmes.
- Checking how far away the students’ UK addresses are from their study site.
- Noting any instances of Academic Malpractice amongst UKVI Student Route students.
- Looking at the students’ engagement with the University and how they respond to emails and letters.
- Acting on any information received about students’ employment.
- Checking whether students have valid Leave to Remain.

If any of this or any other information suggests that an individual’s main reason for entering the UK was not to study, the individual may be reported to Immigration Crime. This may result in the individual being removed from the UK, and being banned from returning to the UK for a set period of time.

UKVI Top Tips – Travelling to the UK

#knowbeforeyougo

 Border Force

Student arrivals top tip

Check what you can and can't bring with you

- Do not bring in any meat or dairy products from outside the EU.
- Do not exceed your duty-free allowance for tobacco, alcohol and gifts.
- You must declare cash of €10,000 or more.




 Border Force

Student arrivals top tip

Keep all important documents in your hand luggage

Be ready to show your passport, information about your course and recent bank statements to border staff.




 Border Force

Student arrivals top tip

Keep your proof of travel

Make sure you keep a paper or digital copy of your flight information or boarding pass as you may need to show this to your course provider or landlord after you have arrived in the UK.



www.gov.uk/border-force/fastertravel

Bringing items into the UK

If you have been overseas and you are returning to the UK, make sure that you are not carrying any banned items.

You are strongly advised not to bring any sort of food into the UK. It is illegal to bring meat, milk or cheese into the UK. You **MUST** declare food items at UK Customs to avoid prosecution and a fine.

#knowbeforeyougo



FAQs

Q: "What do I need to take with me when I travel to the UK?"

A: As well as your passport and visa, ensure you keep a copy of your CAS and your course offer letter in your hand luggage so you are able to present them to Border Force at the airport. You will also need your letter from the Home Office to tell you where to collect your BRP. Do not carry large sums of cash with you when you travel.

Q: "My BRP has not arrived at the University, what should I do?"

A: Please read the letter that was given to you after your UKVI Student Route visa application was processed in your home country. It should state which post office your BRP card is in.

Q: "Can I go home for some time to visit my relatives?"

A: Any unauthorised absence over two weeks may result in your visa being cancelled. You should avoid any absence from the University during term-time. Please email StudyVisa@chester.ac.uk if you have an emergency and you want to travel home. You will be required to provide a copy of your travel itinerary.

Q: "I wish to spend a year abroad as part of my studies, is this ok?"

A: A number of university programmes do offer students the option to spend a year abroad. As a student you may be able to take advantage of this option. However, the University will not be able to monitor your studies in line with Home Office requirements. The University will withdraw its sponsorship of your student visa status in the UK. Once you have completed your year abroad you will need to apply for a new CAS from the University and a new visa

to recommence your studies in the UK. You will also need to ensure that you are able to evidence the correct funds.

Q: "I have handed in my dissertation early, or before the hand-in date. Can I now work full-time?"

A: No, handing in your final piece of work before the deadline does not mean that you have completed your studies and are able to work full-time. You may only work full time during the University vacation dates and following the official end date of your course as detailed on your CAS.

Q: "Can I extend my visa to attend the graduation ceremony?"

A: The Home Office does not permit students to extend their visa to attend graduation. Instead, students should return to their home country and apply for a Standard Visitor Visa at:

<https://www.gov.uk/standard-visitor-visa/overview>

Q: "Why do I need to prove that I have left the UK?"

A: When you leave the UK after finishing your studies, you will be asked to provide proof that you have left the UK. This can be done by sending us a copy of your boarding pass, your passport stamps or your flight tickets.

Q: "I need to extend my UKVI Student Route visa what should I do?"

A: Speak to the International Office as soon as you realise your visa is not long enough. Be aware you may have to leave the UK to apply for your new visa.

Q: "I need to resubmit an assignment/I have deferred my assignment; can I extend my visa?"

A: No, visa extensions are not possible for resubmissions or deferrals. Master's students on a taught programme are generally not eligible for a visa extension. However, undergraduate students who need to repeat a whole year with attendance (or who need more time because of a previous repeat year) are eligible for a visa extension.

Q: "My visa allows me to work 20 hours per week, does that mean that I am allowed to work over 20 hours one week and less than 20 the next?"

A: No, the limit is 20 hours per week, the UKVI define the working week as Monday to Sunday.

Q: "Do I still need to register with the Police as a foreign national?"

A: No, this is no longer a requirement.

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Web Links and Email Addresses

University Links


- UKVI Student Route Compliance Moodle - <https://moodle.chester.ac.uk/course/view.php?id=9357>
- Protect you visa - <https://www1.chester.ac.uk/protect-your-visa>
- University Accommodation Options - <https://www1.chester.ac.uk/accommodation-options>
- University Term Dates - <https://www1.chester.ac.uk/about/about-university/term-dates>
- University Vacation Dates - <http://www1.chester.ac.uk/vacationdates>
- University CAS policies - <https://portal.chester.ac.uk/internationalcentre/Pages/forms.aspx>
- University of Chester App – <https://m.chester.ac.uk>
- University On-Line Enrolment - <https://pass.chester.ac.uk/>
- Non-UKVI Student Route Agreement - http://ganymede2.chester.ac.uk/view.php?title_id=932909
- Working in the UK - <https://www1.chester.ac.uk/international/visas-arrival-and-enrolment/visa-regulations/working-uk>
- International student toolkit - <https://portal1.chester.ac.uk/studentsupport/Pages/wellbeing-mentalhealth.aspx>

External Links

- UKVI Student Route policy guidance - <https://www.gov.uk/government/publications/points-based-system-student-route>
- The Immigration Rules - <https://www.gov.uk/government/collections/immigration-rules>
- UKCISA guide to applying for a UKVI Student Route Visa - <https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Making-a-Tier-4-General-application-in-the-UK>
- UKCISA guide to Home/Overseas fee status criteria - <https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status#layer-6o82>
- UKVI guide to student visitor visas - <https://www.gov.uk/visa-to-study-english>
- UK Health Surcharge - <https://www.gov.uk/healthcare-immigration-application/overview>
- How to find an Immigration Adviser who is approved by the Office of the Immigration Services Commissioner - http://home.oisc.gov.uk/adviser_finder/finder.aspx
- Guide to faster travel through the UK border - <https://www.gov.uk/border-force/fastertravel>
- List of companies that provide sponsorship - <https://www.gov.uk/government/publications/register-of-licensed-sponsors-workers>

Useful Email Addresses


 accommodation.fees@chester.ac.uk

 applyinternational@chester.ac.uk

 chaplaincy@chester.ac.uk

 facilities.helpdesk@chester.ac.uk


 finance.tuitionfees@chester.ac.uk

 international@chester.ac.uk

 LIS.Helpdesk@chester.ac.uk

 spenquiries@chester.ac.uk











 student.counselling@chester.ac.uk

 studyvisa@chester.ac.uk

 wellbeing@chester.ac.uk

 BRPLost@homeoffice.gsi.gov.uk

REMEMBER!!!

-  If you do not provide proof of your leave to remain or do not pay your fees you will not be enrolled and you will have to leave the UK.
-  If you do not 'check in' or sign the register, then you will be regarded as absent for the session.
-  Falsely recording your attendance at any session will result in you being reported to UKVI and your visa being cancelled.
-  Be careful when making your tuition fee payments.
-  Ensure that you type the bank details carefully, and do not give your money to anyone else even if they claim they can get you a "discount".
-  The only way to ensure eligibility for the Graduate route is to successfully complete your studies on time.
-  If you defer, resubmit or repeat you risk not being eligible to apply for the Graduate Route Visa.
-  Do NOT leave applying for a visa extension to the last minute.
-  The University needs at least FIVE weeks to be able to process all the necessary paperwork.
-  If you need to return to your home country during term time you must provide evidence and your travel itinerary.

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NOTES

