

The Essex Police usually come onto our Colchester, Southend and Loughton Campuses at the start of the Autumn term, space is limited so if you live in Essex, make sure you book an appointment when you arrive. If you can't get an appointment on campus or arrive at other times of the year you must register at the local Police Station. More information: [https://www1.essex.ac.uk/immigration/living/police\\_registration.aspx](https://www1.essex.ac.uk/immigration/living/police_registration.aspx)

### No recourse to public funds

This means you can't claim housing or financial support from the state.

### Our Tier 4 Sponsor Duties

The University of Essex is a Tier 4 (General) sponsor. In order to retain our Tier 4 licence, we must comply with all the Home Office requirements as outlined in the Sponsor Guidance, including but not limited to:

- Checking your immigration status allows you the right to study in the UK and with us.
- Keeping copies of your passport, visa, BRP, admitting qualifications and ATAS certificate (if applicable).
- Keeping an up to date record of all your UK addresses and contact details.
- Monitoring your attendance and progression.
- Reporting information about you and your studies to the Home Office.
- Providing information about you to the Home Office when requested.

**The University's International Services team is responsible for compliance and official visa documentation for registered students. If you are contacted by the team please respond to the emails immediately and provide any documents required by any deadline given.**

Failure to meet any of these obligations or providing inaccurate/incomplete

information to us could result in our refusal to register you or withdrawal from your course. If this is the case, we will withdraw our Tier 4 sponsorship and the Home Office will curtail (cut short) your visa and you'll have to leave the UK. Although it may be possible to appeal a decision to withdraw you from the University, success is unlikely when you have failed to meet your obligations as a Tier 4 student.

### Immigration advice and guidance

Firstly we recommend reading our immigration web pages <https://www1.essex.ac.uk/immigration/default.aspx>

If you can't find what you're looking for or require further advice, contact our specialists by completing the enquiry form. <https://www1.essex.ac.uk/immigration/enquiry/default.aspx>

Our specialist advisers are authorised to give immigration advice and services within their level of competency to University of Essex students. Immigration advice and services are regulated by the Office of the Immigration Services Commissioner (OISC), and institutions have to abide by the Commissioner's Code of Standards. The OISC has the power to investigate complaints made about immigration advice and services provided by an institution. For more information please see the OISC website: [www.oisc.gov.uk](http://www.oisc.gov.uk)

### UKCISA (UK Council for International Student Affairs)

If you'd like independent guidance and advice or a second opinion, you can read the UKCISA web information and phone their student advice line if you'd like to talk to them: <https://www.ukcisa.org.uk>

*Please don't take advice from family, friends or other students, the UK's immigration rules change regularly and one individual's circumstances can be very different to the next.*



# YOUR TIER 4 RESPONSIBILITIES

## Protecting your immigration status

As a Tier 4 student you have a responsibility to comply with the conditions of your visa and to help the University of Essex meet our sponsor obligations. This leaflet forms part of your contract with the University and, along with our website, should help you understand your responsibilities to the Home Office and to the University of Essex.

UK Immigration rules and guidance may change during your time at Essex and you must not rely on this leaflet alone. It is your responsibility to ensure you maintain your immigration status throughout your course and to keep yourself up to date with changes in UK immigration law. <https://www.gov.uk/tier-4-general-visa>

When you register with the University of Essex, you are agreeing to comply with the University Regulations. Our General Regulations include regulations for students who require immigration permission to study with us. University regulations: <https://www.essex.ac.uk/about/governance/regulations>

## When you arrive

If this is your first time studying in the UK you will need to enter the UK during the validity of your Tier 4 entry clearance vignette (sticker in your passport) and register for your course by the Latest Accept Date, detailed on your CAS (Confirmation of Acceptance for Studies). Then you'll need to:

- **Collect your BRP** (if your entry clearance is valid for 30 days).
- **Complete your University registration in person** (make sure you know what evidence we require).
- **Register with the Police or update your Police Registration Certificate** (if you have this condition).
- **Update your contact details via your myEssex portal.**

Keep copies of all your immigration documents including passport, visa/BRP, applications and supporting documents, letters and emails from the Home Office and your Police Registration Certificate (if you have one).

### Attendance and engagement

Taught students should attend all lectures, classes and seminars as well as all other scheduled events or meetings for your course. Read the University's web information regarding attendance, absence and code of student conduct.

For research students, you must actively engage with your studies on campus as a full time student and meet with your supervisor regularly.

For all students, any periods of absence or study away from campus must be agreed and authorised by your department or supervisor.

Being absent without authorisation could mean that the University will have to take further action. The International Services team will contact you with any concerns and invite you to a meeting to discuss your Tier 4 status which you must attend. Failure to meet the Home Office requirements regarding attendance could lead to your Tier 4 visa being curtailed (cut short).

### Changes to your course

If you want to add a work placement or year abroad, or want to switch to a different course the Tier 4 rules will not necessarily allow you to do what you would like. There is also a maximum length of time you can spend in the UK as a Tier 4 student. If you request a change of course this will be passed to the International Services team for checking and, if it is allowed, immigration advice will be included in the University's decision.

If things don't go according to plan during your course you may be given options to resit or repeat; you'll need to check what effect those options will have on your Tier 4 immigration status. We are unable to guarantee our continued Tier 4 sponsorship if you fail to progress.

### Interruptions to your study (Intermission or leave of absence)

If you take a break from your studies we won't be able to continue to sponsor you and the Home Office will curtail (cut short) your visa. You'll have to leave the UK and apply for a new Tier 4 visa before you can return and resume your course.

### Changes to your circumstances

If there is a change to your personal circumstances or contact details you will need to tell us, the Home Office and the Police (if you have this condition).

## Conditions of your Tier 4 visa

Your conditions restrict your study, work, access to state benefits/housing and for certain nationals, require you to register with the Police. Breaching (breaking) the conditions of your Tier 4 leave can have very serious consequences for you and your ability to complete your course. The Home Office could prosecute and fine you, remove you from the UK and refuse future immigration applications. So, check what you are allowed to do and if you're still not sure seek immigration advice first.

### Study

You can study the course for which your CAS was issued with the sponsor that issued it, so if you want to change your course you may have to get a new visa first.

### Working in the UK

This is the condition that is most often breached because of the complexities. Don't start a job unless you are sure you are allowed to do it and don't exceed the hours stated on your visa/BRP in any individual week. If you take a break in your studies or stop studying you won't be able to work at all since your conditions only allow you to work whilst you are fully registered and studying.

### Working hours:

Essex degree students should be allowed to work for up to 20 hours a week during their term-time. If your visa says something different seek advice before you seek work. You can work full-time in your official vacation periods. Vacations and term-times vary depending on your course and campus; if you want to work more hours in your official vacation periods you must ensure you know exactly when they are. As a rough guide most Essex masters students only have Christmas and Easter vacations. Essex PhD students don't have any official vacations and Essex Undergraduates will usually have vacations at Christmas, Easter and during the summer.

### Type of work:

The type of work you can do throughout your Tier 4 visa period, including after the end of your course, is limited. This includes work placements.

#### You **can't**:

- be self-employed or engage in business activity
- be employed as a professional sportsperson including as a sports coach
- be employed as an entertainer
- take a permanent full-time job
- work as a doctor or dentist in training, unless you are on the foundation programme

Find out more by reading the UKCISA guidance: <https://www.ukcisa.org.uk/Information-Advice/Working/Can-you-work>

### Police Registration

If you are required to, you must register within 7 days of collecting your BRP. Once you are registered with the Police you are then required to update your certificate within 7 days if any details recorded on it change or you extend your visa.

## During your studies

For more information on the following: <https://www1.essex.ac.uk/immigration/studies/default.aspx>

### Your BRP (Biometric Residence Permit) and immigration documents

*If you are studying a course of less than 6 months duration you won't need to collect a BRP, your entry clearance vignette should be valid for your whole course.*

Your BRP card contains details of your UK immigration status and your biometrics. You must collect your BRP from the location shown in your UKVI outcome letter by the date your 30 day entry clearance expires or within 10 days of your arrival in the UK, whichever is later.

Keep your BRP in a safe place and don't use it as ID, a replacement will cost you time and money and you won't be able to travel until you've obtained it. If it is lost, stolen or damaged you must report it to the Home Office immediately and apply for a replacement. When you have the replacement you'll need to bring it to your Student Services Hub immediately.