

Tier 4 Compliance Reminder

This information is written for international students enrolled at Regent's University London as a Tier 4 (Student). It reflects our understanding of your responsibilities as a Tier 4 student and outlines our responsibilities as your Tier 4 sponsor. It is important to abide by the conditions of your visa as failure to do so can have serious consequences for both your current Tier 4 leave and any future immigration applications you may make.

The Immigration Rules are subject to change at short notice so it is important that you take responsibility to keep up to date with any relevant changes which may impact on your Tier 4 visa and take appropriate action, if necessary.

Student Immigration and Compliance Service (SICS): The SICS team provide free advice regarding Tier 4 and other immigration issues affecting international students. We are the only staff members at Regent's qualified to provide immigration advice to international students. If you have any questions about the information outlined in this document, please do not hesitate to contact us. You are also strongly advised to seek our help about any issues which might have an impact on your student visa prior to taking any action. If your query is outside our area of expertise, we will refer you for specialist immigration advice.

Your responsibilities under Tier 4

You are required to comply with the conditions of your student visa during your studies at Regent's as outlined below:

- Collect your Biometrics Residence Permit (BRP) from the Post Office as outlined on the UKVI decision letter within 10 days of arrival to the UK
- Check your visa thoroughly to ensure that you have been granted the correct conditions. This includes your visa end date and working conditions
- Keep your passport, BRP/visa and all Home Office letters safe. We recommend that you make copies of all your personal documents
- Seek advice from the SICS team urgently if your BRP/visa and or passport is lost or stolen
- Register with the Police within 7 working days of arriving in the UK (if applicable), and update the certificate if you change your address, obtain a new passport/visa, or change your place of study
<https://beta.met.police.uk/advice-and-information/registering-as-an-overseas-visitor/advice-for-first-time-visitors-to-ovro/>
- Work only as permitted by the conditions of your visa (full-time work only permitted during official vacation periods; re-sit students and students undertaking their dissertation cannot work full-time). You cannot be self-employed or engage in business activity
- Complete your enrolment before our latest date of enrolment. Please see Regent's University London website for official term dates
- Complete any re-enrolment within the required time period
- Study full-time on all required modules, attend all scheduled classes and comply with Regent's Attendance Policy
- Dissertation and re-sit only students must continue to engage and keep in regular contact with the university
- Only take a break in studies if there are mitigating circumstances. To do this, you must complete a Break in Studies form and support the request with appropriate evidence. If your break is approved, you will be required to leave the UK and return to your home country during the break period
- Contact the SICS team prior to making any decision regarding a change of programme, as this is likely to affect your visa
- Keep your contact details up to date with us, including changes to your address, telephone number and email address
- Promptly provide your original passport, visa and other relevant documents relating to your visa to the SICS team as required
- Notify UKVI of any significant changes to your circumstances, for example, change of address
- Seek advice early from the SICS team on issues relating to your studies which may have any impact on your visa

- Ensure that you are fully aware of the responsibilities of your student visa and comply with any future Government changes to Tier 4
- Notify the SICS team of any updates to your passport, visa and/or BRP, including visa refusal or a change to your immigration status
- Provide accurate information to Regent's as requested and be aware that failure to do so could have implications for your continued studies and Tier 4 sponsorship
- Adhere to any new procedures implemented by Regent's in relation to Tier 4 compliance
- Non-compliance of your Tier 4 visa conditions could mean withdrawal from your programme and a breach in visa conditions, and this is likely to be reported to UKVI

Additional information for Postgraduate students:

Please note when entering your final term to undertake your dissertation module, you are still restricted to only working 20 hours per week in line with the conditions of your visa. This is because you are still deemed as a full-time student, irrespective of not attending physical classes. You are expected to spend majority of your time on your dissertation which is why you aren't allowed to do more than 20 hours of work per week until the end of your programme. In addition, you should not be travelling during term time unless it has been agreed as part of your dissertation, and in line with the University and UKVI requirements.

**** Looking after your BRP ****

It is very important that you keep your BRP and passport safe at all times. Losing your BRP can be a stressful and costly process, and it can take up to 8 weeks to receive a replacement.

You must meet strict requirements in order to be eligible to apply for a replacement. These include whether your BRP was lost or stolen inside or outside the UK. There is a time limit on how long you have to apply for a replacement BRP.

*If your BRP is lost or stolen, it's important that you seek advice from us urgently.
You can be fined up to £1,000 and made to leave the UK if you don't apply for a replacement in time.*

Regent's responsibilities as your Tier 4 Sponsor

Regent's is your Tier 4 sponsor for your studies in the UK. As such we have a number of compliance responsibilities to UK Visas and Immigration (UKVI) in order to maintain our Tier 4 sponsor licence. These include:

- Retaining a copy of your passport, visa and/or Biometric Residence Permit (BRP) and any updates, including visa refusals and changes to your immigration status. Regent's is required to ensure that you have permission to study in the UK throughout the whole period of your study
- Keeping your contact details up to date

We must report it to UKVI if:

- You fail to enrol/ re-enrol by our enrolment and re-enrolment deadline
- You withdraw or are suspended from your studies – for example, if you are suspended for not meeting our Attendance Policy requirements
- You are placed on a break in studies for any reason. Breaks are normally only allowed in mitigating circumstances and must be supported with appropriate evidence and be agreed by the Break in Studies Panel
- Your visa is refused
- We are no longer your Tier 4 sponsor
- Your circumstances change – for example, if your course of study changes, your course becomes shorter or you change your immigration status
- We have reason to believe that you are breaching the conditions of your Tier 4 visa

If you have any questions about the information outlined in this document, please do not hesitate to contact us.

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