Tier 4 Student Visa Terms & Conditions

The aim of this leaflet is to work together to ensure both you and the University remain compliant with the conditions of sponsorship. This is critical, because if we fail to comply, your visa might be revoked, which may lead to implications affecting the University’s Tier 4 sponsor status. Since the UK’s immigration process often changes, you are advised to familiarise yourself and keep up to date with UK Visa & Immigration’s website http://uod.ac.uk/int038

Please note: If you have an existing Tier 4 visa, issued by another education provider, you cannot use that visa to study here at the University of Dundee. You must have a visa that is sponsored by the University of Dundee. We will not be allowed to let you start your course if you come on a visa issued to another education provider. Please see switching sponsor overleaf.

During matriculation, all visa nationals must provide their original passport and current BRP (Biometric Residence Permit). You must collect your BRP card from the Post Office before you can matriculate. For details see factsheet 21 on http://uod.ac.uk/IASfactsheets

The only exception would be if:
- You have sent an application for visa extension to the UKV&I to switch institutions (see overleaf). If this is the case you must provide an original letter of receipt from the UKV&I, or if applied through the IAS a signed receipt as evidence, a photographic form of ID, for example, police registration certificate or driving license.

As a Tier 4 sponsored student of the University of Dundee, you are required to comply with the following terms and conditions to enable the University to continue to sponsor you. You must:

- ensure you enrol on your course of study within the stated enrolment period and inform the University if you cannot attend your expected enrolment session for any reason;
- present your original passport and current visa (Biometric Residence Permit) for photocopying and inform the University if you renew your passport or visa;
- not work more than 20 hours per week whilst you are an enrolled student (including the writing-up period);
- if you are working, under new Home Office regulations, your employer will now need evidence of your eligibility to work - you can request this letter by contacting tier4compliance@dundee.ac.uk
- maintain a local address and update your e-vision account promptly of any changes to your local address and telephone numbers;
- ensure you have a relevant and current visa whilst you are enrolled;
- attend all mandatory classes and submit course work as required;
- attend Student Census Points to have your documents checked when requested (normally twice each academic year);
- inform your school office if you are unable to attend for any reason;
- comply with your school’s on-course monitoring procedures and respond to correspondence promptly;
- inform the University of Dundee if you intend to defer or suspend your studies (i.e. take leave of absence) or withdraw from your programme;
- inform the University of Dundee if you intend to finish your course early;
- Please ensure you check your University email account regularly as all correspondence will be done via your account.
If you defer or suspend your studies, you will be required to leave the UK. Should you break any of the above terms and conditions, the University is required to submit a report to the UKV&I and your visa will be curtailed.

Please contact tier4compliance@dundee.ac.uk if you have questions concerning compliance issues.

**Switching Sponsor – information for new students**

If you are switching to study with us from another institution you will need to make a fresh immigration application with the University of Dundee as your Tier 4 sponsor. If you have done this already you will need to provide evidence at matriculation. If you have yet to do this you must contact the International Advice Service (IAS) for guidance as you will not be permitted to matriculate until you have made a valid application to the Home Office.

**Progressing to another Degree with the same sponsor**

If you have recently completed your degree and are choosing to remain with us to study further you will need to make a fresh immigration application extending your Tier 4 visa. Current Home Office regulations state that you must make this new application within 6 weeks of the start of your course.

For immigration advice, contact the International Advice Service. If you need to extend your visa we will help you send your application through the batch scheme check and send service.

See guidance at [http://uod.ac.uk/IASfactsheets](http://uod.ac.uk/IASfactsheets)

Tel 01382 381381 or drop in to the Enquiry Centre, Campus Green to make an appointment (next to the Premier Shop at DUSA).

Those in other visa categories, outside Tier 4 can enrol, such as Tier 1 and Tier 2. However, if your visa does not last the length of your course, we strongly advise you make an application to switch in to Tier 4 immediately. Dependents who have been given at least 12 month visa can enrol on a course of study but dependants cannot switch in to Tier 4 (student) visa category in the UK.

You must discuss any change in your circumstances with your school office or for immigration advice/guidance contact the International Advice Service, where you will be advised of your options.

Email: internationalsupport@dundee.ac.uk Tel: 381381