



LEEDS
BECKETT
UNIVERSITY

TIER 4 STUDENT RESPONSIBILITIES



STUDENT RESPONSIBILITIES FOR LEEDS BECKETT UNIVERSITY

This booklet explains the attendance reporting and record-keeping duties of both Leeds Beckett University staff and students.

By enrolling with Leeds Beckett University you undertake to meet your Tier 4 and University responsibilities at all times. If you do not, it may affect your stay in the UK and jeopardise your immigration status, current and future study.

Please remember that your Tier 4 visa has been granted subject to the conditions stated in the Immigration Rules and you must not break the terms and conditions of your visa.

Also check out the top tips for protecting your Tier 4 Immigration Status published by the UK Council for International Student Affairs (UKCISA):

ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Protecting-your-Tier-4-status

Regulations state that Leeds Beckett University must:

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Keep a copy of all Non-EEA students' passports and evidence of your entitlement to stay in the UK.**Leeds Beckett University's Responsibility**

Leeds Beckett University must keep a copy of the front page of the passport and a copy of the visa.

Your Responsibility

You must bring your original passport and proof of entitlement to stay in the UK to the Leeds Beckett University's International Check-in. This is part of the enrolment process each year. Post graduate research students who arrive at different times of the year must contact their school to check appropriate arrangements for pre-enrolment and induction.

If you need to extend your visa at any point during your studies please contact us to ensure you have all the information you need to obtain the documentation required. Email us at siac@leedsbeckett.ac.uk

Should your leave expire and you cannot provide proof of entitlement to remain in the UK, UK Visas & Immigration will assume you are an overstayer. It is an immigration offence to knowingly remain in the UK beyond the time limit of your leave. Leeds Beckett University must inform UK Visas & Immigration of your immigration circumstances. It is your responsibility to ensure that your visa is valid.

Keep a copy of all Biometric Residence Permits for Non-EEA students showing evidence of your immigration status.

Leeds Beckett University's Responsibility

Leeds Beckett University must keep a copy of the front and the reverse side of the Biometric Residence Permit.

Your Responsibility

If you extend your visa in the UK you will receive a Biometric Residence Permit (BRP) from the Home Office. When you receive your BRP, you must bring in the BRP to the Student Immigration Advice & Compliance Team for scanning. The BRP is proof of your permission to stay in the United Kingdom and shows any conditions you must meet while you are here. If you do not submit a copy of the BRP, the University must assume your leave has expired.

Updating your contact details

Leeds Beckett University's Responsibility

Student contact details are updated on Leeds Beckett University's student record system.

Your Responsibility

Whenever there is a change to your contact details (eg change of address, telephone or email) you must inform your course administrator so that your details can be updated on the student record system. You can also change your contact details via the 'update my details' section by logging into your student portal account.

Report when you fail to enrol on your course.

Leeds Beckett University's Responsibility

Leeds Beckett University must inform UK Visas & Immigration within 10 days after the end of the prescribed enrolment period of any student who failed to enrol on their course.

Your Responsibility

If you are unable to join the course, you need to provide a reason of why it is not possible to join the course. You must contact the University urgently in order to protect your future immigration status/applications.

Please email **siac@leedsbeckett.ac.uk**. This information will be forwarded to the relevant School, Central Department and UK Visas & Immigration.

Report withdrawals/suspension of studies

Leeds Beckett University's Responsibility

Leeds Beckett University must report to UK Visas & Immigration if a student stops attending because of a withdrawal or suspension. Leeds Beckett University must inform UK Visas & Immigration within 10 days after a student withdrawal/suspension has been confirmed.

Your Responsibility

If you decide to leave Leeds Beckett University you must discuss this with your course leader and the Student Immigration Advice & Compliance Team. before making the final decision. If you decide to withdraw, you must inform your Course Leader in writing.

Once your withdrawal from the course has been approved, Leeds Beckett University must inform UK Visas & Immigration that you have withdrawn from the course and are no longer studying at the University.

Please note if you withdraw from your studies, you no longer have permission to stay in the country for the purpose of study with Leeds Beckett University. If you wish to remain in the UK, you will have to make a fresh visa application with UK Visas & Immigration to change your purpose of stay in the UK.

Please note if you suspend your studies, your visa becomes invalid and you must return home for the period of time agreed to suspend. When you intend to return to the UK, you will need to apply for a CAS (Confirmation of Acceptance for Studies) by emailing **siac@leedsbeckett.ac.uk** and make a fresh visa application overseas.

Should you suspend study, you will be asked to provide flight details of your departure to Student Immigration Advice & Compliance. This information will also be passed to UK Visas & Immigration in order to protect your future stay/leave.

Report any significant changes in your circumstances

Leeds Beckett University's Responsibility

Leeds Beckett University must report any significant changes to a student's circumstance, eg changing course within the same university and if the length of course of study becomes shorter /longer.

Your Responsibility

If your circumstances have changed and you are changing to another course, it may be necessary for you to return home to submit a new application for study. Please contact us immediately so that we can advise you of the up to date regulations that will affect you. Changes in study may mean that you require a new CAS (Confirmation of Acceptance for Study). Please email siac@leedsbeckett.ac.uk for information and immigration advice.

Report any unauthorised student absences.

Leeds Beckett University's Responsibility

Leeds Beckett University must report unauthorised absence to UK Visas & Immigration. This includes presence at tutorials, exams, submission of course work, seminars and attendance whilst you are undertaking work placement. It is essential that you submit your signed registers to your administration team every week. This will provide documentation and evidence of your continued attendance and progress.

Your Responsibility

If you are unable to attend a tutorial, exam, seminar, placement or submit course work on time you need to provide an explanation for your absence to your Course Leader.

If you are an international student that was provided with a CAS and you are participating in an Erasmus Exchange abroad, or completing a placement, your attendance will be monitored and Leeds Beckett University must report unauthorised leave of absence to UK Visas & Immigration.

Report when you move into an immigration category that does not need an approved licensed education provider.

Leeds Beckett University's Responsibility

Leeds Beckett University will inform UK Visas & Immigration when a student's immigration category has changed and we will update the student record system.

Your Responsibility

If your immigration category has changed within the UK, eg you have moved to any other immigration category, you must bring proof of this change to Student Immigration Advice & Compliance so that your records can be updated. This will continue to protect your immigration and enrolment status on University systems.

An important notice for existing students wishing to extend a student visa under TIER 4:

If you wish to extend your visa in the UK, please note that you must contact Student Immigration Advice & Compliance to request a new CAS and to submit your documents for approval. We recommend that you contact us at least two months before your current visa expires to allow yourself plenty of time for preparation. If you allow your visa to expire, you will become an over-stayer and will not be issued a further CAS.

If your existing permission expires more than 28 days before the start date of any new course of study, you will be expected to return home and make an out-of-country application.

Please contact Student Immigration Advice & Compliance staff if you require any further detail or clarification.

To ensure your time in the UK is successful and you understand the UK Visas & Immigration rules and regulations of the Tier 4 Visa, information will be given during the Leeds Beckett University Welcome Programme.



To find out more please contact:

KAREN GRIFFITH

Student Immigration Advice
and Compliance Manager

Tel: **0113 8125612**

Email: **siac@leedsbeckett.ac.uk**



The information produced
in this leaflet is intended
as a guide for international
students and is given in
good faith. Care has been
taken in compiling the

information, however, the University
accepts no legal responsibility for its
accuracy. **www.oisc.org.uk**

Designated officer authorised to provide
immigration advice and services by an order made
under section 84 (4) (d) of the Immigration and
Asylum Act 1999 and regulated by the Immigration
Services Commissioner.

Student Immigration Advice & Compliance



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