

# *Tier 4 Visa*



**IMPORTANT INFORMATION FOR  
TIER 4 (GENERAL) STUDENTS**

# Your immigration responsibilities

If you need a Tier 4 Visa to study in the UK, you must comply with the immigration conditions attached to your visa.

**We are expected to monitor your engagement. For Undergraduate and Postgraduate Taught students, this means that you need to attend a Personal Tutor meeting in each semester. For Postgraduate Research students, this means you need to have a monthly meeting with your supervisor. If you fail to engage with your personal tutor or supervisor this may be escalated further for immediate withdrawal of sponsorship.**

Your roles and responsibilities are to:

- Provide the University with your passport and visa (vignette/BRP card) when you register
- Keep the University updated with any changes to your passport or visa. If you receive a new passport or new visa/BRP card, this must be taken to the Student Services Centre as soon as it is received for your record to be updated and the required copy taken
- Ensure you re-register online for your course on time each academic year. An email will be sent to your University email account in August. This is an indicator of engagement which is monitored
- Ensure that you attend all of your classes, tutorials, or lectures while you are in the UK.
- Follow the University's procedures if you need to take a leave of absence or withdraw from your course, ensuring you obtain prior permission from your faculty for any absences
- Comply with the conditions attached to your visa regarding working in the UK
- Keep your personal home email address up to date on your record. Regularly check this and your University email account as this is how the Home Office and the University will contact you
- Seek immigration advice from the International Student Support if you require a visa extension. It is recommended that you contact them at least 3 months before your visa expires. The International Student Support Team issues CASs for all continuing students and they can help you make your Tier 4 visa application/extension. This service is free of charge. We advise against using outside agents
- Take evidence of your visa extension to Student Support Centre if you choose to apply independently without International Student Support advice
- Provide us with evidence of your new Immigration Status if you switch your immigration category and you no longer need a Tier 4 visa
- Ensure any changes to your course are permissible within Home Office regulations; if the change is acceptable, understand that you will be asked for a statement to justify the change, and you may be required to leave the UK to re-apply for a new Tier 4 visa. You will be asked for evidence that you have left the UK before a new CAS is assigned
- Ensure you make yourself familiar with our Institutional Policy on students who are subject to Immigration Control:  
[surrey.ac.uk/international/visas-and-immigration/apply-for-a-visa](https://surrey.ac.uk/international/visas-and-immigration/apply-for-a-visa)

# The university's immigration responsibilities

As your Sponsor, The University of Surrey has a duty of care to its students and must comply by law to the immigration rules.

Our role and responsibilities are to:

- ▶ Ensure all you have the appropriate immigration status which will allow you to study
- ▶ Take and keep copies of your passport, visa, and ATAS certificate (where necessary) when you register, and keep this record up to date with any changes throughout your studies.
- ▶ Monitor your engagement with your studies. If you fail to satisfactorily engage with your programme, sponsorship for your visa will be withdrawn.

- ▶ Notify the Home Office of any significant change in your circumstances which impact the validity of your visa. These include, but are not limited to:
  - If you withdraw from your studies for any reason
  - If you do not register within the registration period
  - If you are withdrawn or excluded by the University
  - If you temporarily withdraw from your studies for a period over 60 days
  - If you fail to academically progress and are terminated
  - If you re-sit part of your course on Assessment Only status (without attendance)
  - If you finish your course earlier than the expected end date given on your CAS
  - If anything suggests that you are breaking the conditions of your permission to stay in the UK, such as working in breach of your conditions

(In all the above circumstances the University will withdraw sponsorship for your Tier 4 visa. The Home Office will curtail your visa and give you 60 days to leave the UK.)



- ▶ Notify the Home Office of any significant changes that occur during your studies. This is for their information and will not affect validity of your visa. These include:
  - Work placement details whilst you are on work placement year
  - Study placement details if you go on exchange outside the UK
  - If you switch your immigration status from Tier 4 (Student) to another category.
  - If you change courses from originally stated on your CAS (for example you drop your work placement year) or if you finish your programme earlier than the date given on your CAS, this will be reported as earlier completion of your course.
- ▶ Ensure that any changes to your course are permissible within Home Office regulations. It may not be possible for you to change your course or length of study except in exceptional circumstances. Visa Compliance will be consulted on any changes to course, and will inform you if this change can be supported once you have provided a supporting statement. This may include requesting that you shows evidence of leaving the UK before allowing a new CAS to be assigned.





## Useful contacts and information

The **International Student Support (ISS) team** provides a professional and dedicated advisory service to all prospective and currently registered international students, throughout their studies at the University of Surrey.

Contact the International Student Support Team (based in Student Service Centre):  
[internationalssupport@surrey.ac.uk](mailto:internationalssupport@surrey.ac.uk)  
[surrey.ac.uk/currentstudents/visa](https://surrey.ac.uk/currentstudents/visa)

The **Visa Compliance team** ensures the University adheres to Home Office requirements for the Tier 4 Sponsor Licence, Tier 4 Sponsor status and the Tier 4 Sponsor Guidance. The Visa Compliance team monitors Tier 4 sponsored students and makes reports to UKVI when required.

Contact the Visa Compliance team:  
[visa-compliance@surrey.ac.uk](mailto:visa-compliance@surrey.ac.uk)  
[surrey.ac.uk/currentstudents/visa/compliance](https://surrey.ac.uk/currentstudents/visa/compliance)

Helpful links for International Students on UK student visa:

[surrey.ac.uk/currentstudents/visa](https://surrey.ac.uk/currentstudents/visa)  
[gov.uk/browse/visas-immigration](https://www.gov.uk/browse/visas-immigration)  
[ukcisa.org.uk](https://ukcisa.org.uk)

University of Surrey Tier 4 Institutional Policy can be found at:  
[surrey.ac.uk/currentstudents/visa/compliance](https://surrey.ac.uk/currentstudents/visa/compliance)

Biometric Residence Permits (BRP) information:  
[gov.uk/biometric-residence-permits](https://www.gov.uk/biometric-residence-permits)





8593-0818

**UNIVERSITY OF SURREY**  
Guildford, Surrey GU2 7XH, UK

---

[internationalssupport@surrey.ac.uk](mailto:internationalssupport@surrey.ac.uk)  
[surrey.ac.uk/currentstudents/visa](http://surrey.ac.uk/currentstudents/visa)