Your responsibilities as a Tier 4 Student

If you have a Tier 4 Student visa/leave to remain it is important you know the rules you need to follow for the University to continue to sponsor you.

On arrival

- You will need to enrol (register) with the university during the university enrolment period (stated on your CAS). **It will not be possible to enrol after this period.** Please contact Admissions if you are unable to enrol (admissions@brookes.ac.uk). If you do not enrol during this period and you have not contacted Admissions, the university will have to report this to the Home Office.
- When you enrol the University will scan a copy of your passport (and BRP/visa card if you have one) and your visa details. These will be recorded on your student record. If these details change you must tell the International Student Advice (ISAT).

During your studies

- **Attend teaching sessions regularly** and ensure you make good progress on your course. Additionally you will need to attend a Tier 4 Check-in Session in weeks 6-7 of semester 1 and 2. ISAT will send you an email to your Brookes email account to give you more information about this. Please check your Brookes email regularly. If you are having difficulties attending talk to your Academic Adviser or Student Support Coordinator. If you are in breach of the University Attendance Monitoring Policy, the University is obliged to report you to the Home Office. See http://www.brookes.ac.uk/regulations/current/general/d7-1/
- **Do not work for more hours than is stated on your visa/leave to remain.** During semester time, for degree level students this is not more than 20 hours and for below degree level or English language students this is not more than 10 hours.
- **Keep your contact details up to date** on your personal information portal (pip)
- **Leave the UK if you stop studying** (for example if you take approved temporary withdrawal – seek advice from ISAT as your visa will be cancelled and you will need to apply for a new visa before you resume your studies.)
- If you need to extend your visa/leave to remain, leave plenty of time (6-8 weeks) You will need to make your application before your current visa/leave to remain expires otherwise you will become an ‘overstayer’, you will have to stop studying and the university will report you to the Home Office.
- **ISAT will help you extend your visa/leave to remain** to make sure your application and documents are correct and send it to the Home Office for you. If you are refused you will have to stop studying and the university will have to report you to the Home Office.
- **Tell ISAT of any changes to your immigration conditions**, for example following a visa extension. If ISAT contact you to ask you to present documents, do not ignore this. Failure to do this may mean the university will report you to the Home Office.
- **If it is a requirement of your visa to register with the police**, if is very important that you do this within 7 days. You MUST also notify them of any of the changes listed on the back of your police registration certificate,