YOUR RESPONSIBILITIES AS A TIER 4 STUDENT

Bob Pomfret
If you have a Tier 4 visa it is important you know the rules you need to follow for the University to continue to sponsor you. If you have questions or need any advice on your responsibilities, please contact the International Student Advice Team (ISAT).

Email: ISAT@brookes.ac.uk
Phone: 01865 484681
Drop-in Advice sessions:
Mon-Fri 10:00-12:00 and 13:00-15:00 (Student Central, by the Forum, JHBB)

TAUGHT STUDENTS (Research Students see page 3)

- If your programme is a taught programme, make sure you attend all teaching sessions and that you take part in all aspects of your course, so that you make good progress. If you need to take any time out for emergencies, you must tell ISAT and your Academic Adviser.

- Make sure you attend a Tier 4 Check-in Session in weeks 6-7 of both semesters 1 and 2. ISAT will email you at your Brookes email account to give you more information about this. Check your Brookes email regularly. If you are having difficulties talk to your Academic Adviser, Student Support Coordinator or ISAT. If you do not follow the University Attendance Monitoring Policy, the University will have to report you to the United Kingdom Visas & Immigration (UKVI).
  [www.brookes.ac.uk/regulations/current/general/d7-2/](http://www.brookes.ac.uk/regulations/current/general/d7-2/)

- 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. Please note that for masters students, the period when you are writing up your dissertation is considered semester time. 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 because your visa will be cancelled and you will need to apply for a new visa before you return to your studies.
• If you need to extend your visa, allow plenty of time (6-8 weeks) to prepare your application. You will need to make your application before your current visa expires otherwise you will become an ‘overstayer’, you may have to stop studying and the University may report you to the UKVI.

• **ISAT will help you to extend your visa/leave to remain** to make sure your application and documents are correct, and send it to the UKVI for you. If you are refused you must let ISAT know immediately. You will have to stop studying until you obtain a valid visa and the University will have to report you to the UKVI.

• **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. If you do not show them, it may mean the university will report you to the UKVI.

• If it says on your visa that you have to **register with the police**, it is very important that you do this within 7 days. You **MUST** also update the police of any changes listed on the back of your police registration certificate. If you do not do this it may mean you have future visa applications refused and face a ban on visiting the UK.

**RESEARCH STUDENTS**

• You must attend all supervisory sessions, training and all other forms of engagement with your research programme as indicated by your Supervisory Team.

• Make sure you attend a **Tier 4 Check-in Session in weeks 6-7 of both semesters 1 and 2**. ISAT will send you an email to your Brookes email account to give you more information about this. Check your Brookes email regularly. If you are having difficulties talk to the Research Degrees Team. If you do not follow the University Attendance Monitoring Policy, the University will have to report you to the UKVI. [www.brookes.ac.uk/regulations/current/general/d7-2/](http://www.brookes.ac.uk/regulations/current/general/d7-2/)

• **Do not work for more than 20 hours a week** at any time during the year as indicated in the Research Degree Regulations.

• **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 travel** you must contact the Research Degrees Team for a travel letter before leaving the UK. In addition the Research Degrees Team will also require an email from your Supervisor confirming that you have permission to travel.
• If you need to extend your visa, leave plenty of time (6-8 weeks) to prepare your documents. You will need to make your application before your current visa/leave to remain expires otherwise you will become an ‘ overstayer’, you may have to stop studying and the university may report you to the UKVI.

• **ISAT will help you to extend your visa/leave to remain** to make sure your application and documents are correct, and send it to the UKVI for you. If you are refused you must let ISAT and the Research Degrees Team know immediately. You will have to stop studying until you obtain a new valid visa and the University will have to report you to the UKVI.

• **Tell ISAT and the Research Degrees Team of any changes to your immigration conditions**, for example after you have extended your visa. If ISAT contact you to ask you to present documents, do not ignore this. If you do not to do this may mean the University will report you to the UKVI.

• If your visa says you must **register with the police**, it is very important that you do this within 7 days. You **MUST** also tell the police of any changes listed on the back of your police registration certificate. If you do not do this it may mean you have future visa applications refused and face a ban on visiting the UK.

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ANY QUESTIONS CONTACT:
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www.brookes.ac.uk/students/isat/