

UKVI Tier 4 Student Route – your responsibilities

UK Visas and Immigration (UKVI)

“The Home Office is responsible for securing the UK borders and controlling migration in the UK. UKVI manage border control for the UK, enforcing immigration and customs regulations. UKVI also consider applications for permission to enter or stay in the UK, and for citizenship and asylum”.

Home Office UK Border Agency. 2009. [online]. Available from: <http://www.bia.homeoffice.gov.uk> [accessed 04/01/2010]

WHAT ARE MY IMMIGRATION RESPONSIBILITIES?

UKVI regulations mean that as a Tier 4 student visa holder you will have certain responsibilities once you enter the UK. It is very important that you are aware of these responsibilities and that you take them seriously. Your responsibilities will be as follows:

- To provide the University with a copy of your passport and visa/biometric ID card when this information is requested once you arrive in the UK.
- To keep your contact details in the UK up to date via the Universities Student Portal (Oasis).

- To register for your course on time.
- To study whilst you are in the UK – ensuring that you have good attendance on your course and no significant gaps or absences.
- To follow University processes if you decide that you would like to defer or suspend your studies or withdraw from your course.
- To return home if you stop studying in the UK for example if you defer or suspend your studies, withdraw from your course or your course is terminated.
- To notify the UKVI by email if you change your course or your Education Provider i.e. Abertay University to another approved provider after you arrive in the UK. **For visas issued on or after 5th October 2009, it will be a criminal offence to register for studies at an institution other than the one shown on the visa**
- To observe the Immigration Rules and not to work more than 20 hours a week during University term time, or the hours stipulated in your visa.



WHAT ARE THE UNIVERSITY'S RESPONSIBILITIES ?

The University has certain responsibilities or duties under the Points Based System which we are required by the UKVI to comply with. Our responsibilities are:



- To take and keep copies of the passport and visa/biometric ID cards for students who are non EEA nationals.
- Hold copies of all documents used to assess the student's suitability for the academic programme prior to making the offer.
- To ensure contact details are up to date and to keep a record of any changes of address.
- To check registration and to report non registration to the UKVI.
- To monitor attendance and engagement and to report on any unauthorised non attendance to the UKVI.
- To monitor changes of status and to report deferrals, suspensions, withdrawals and course terminations to the UKVI.
- To notify the UKVI of any significant changes in your circumstances such as a change of course or the successful completion of your course where this is earlier than expected.



IMPORTANT

Please note that your passport and biometric ID card information will be kept on file until you graduate from the University.

The Information will be scanned and stored securely on our University records system known as SITS.

The information that Abertay collects on behalf of the UKVI will not be used for any other purpose or passed onto another party.





Attendance and Engagement Monitoring

As a Highly Trusted Sponsor, the University of Abertay is required to comply with UKVI requirements, to ensure students are complying with their student visa conditions and are fully engaging with their studies at the University of Abertay.

In order to do this, Abertay will monitor ALL coursework submissions for each of your modules. In addition, the following months identify when you need to make contact with Support Enquiry Zone (SEZ) staff at Abertay.

CONTACT MONTHS

You must sign in within the dates specified

- September (Registration)
- November (Sign in, 4th- 8th, 2019)*
- January (Sign in, 13th – 17th, 2020)
- April (Sign in, 13th – 17th, 2020)

* You will be required to bring proof of your current address at this sign in point

You are required to take your student ID card & BRP/Passport to the Support Enquiry Zone (Library, Ground Floor) in order to have your contact with the University registered.

MORE INFORMATION AND ASSISTANCE

The Advisory Service
Student Services
The Bernard King Library
Bell Street
Dundee, DD1 1HG
+44 (0) 1382 308833

Send a query via [Abertay Connect](#)

UKCISA (UK Council for International Student Affairs)
www.ukcisa.org.uk

Home Office
UK Visas and Immigration (UKVI)
www.UKVI.homeoffice.gov.uk
(In country and Out of country information and assistance)

