



**CITY**  
UNIVERSITY OF LONDON  
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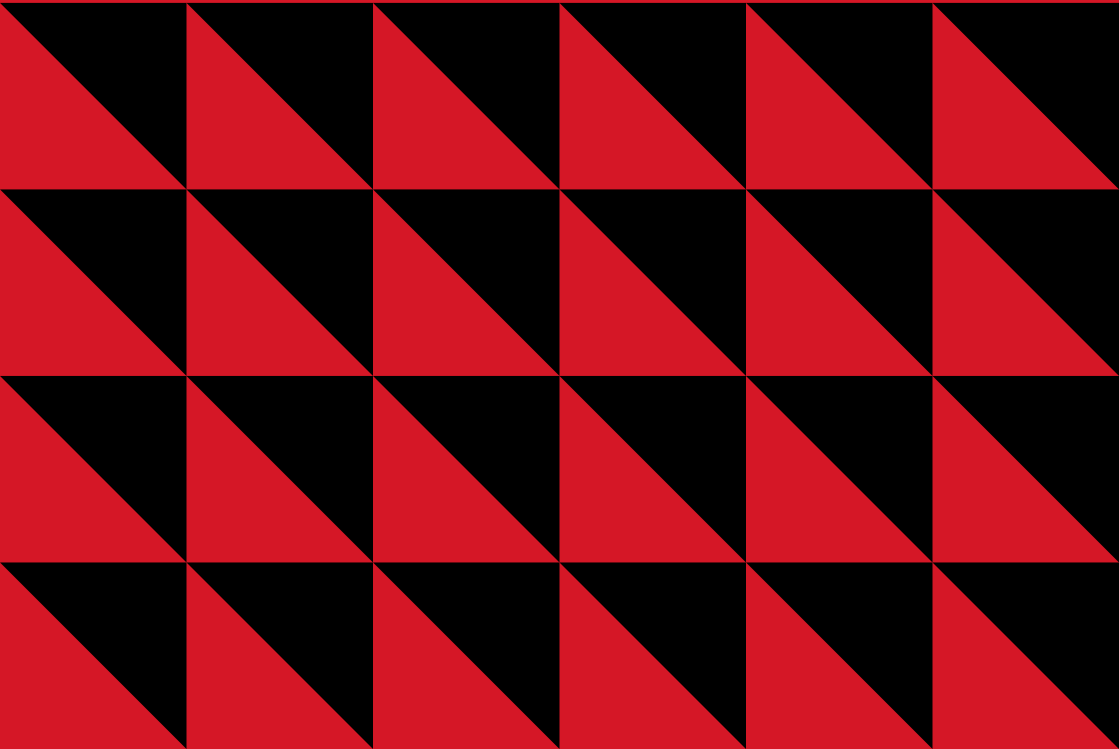
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The University of  
business, practice  
and the professions.

[www.city.ac.uk](http://www.city.ac.uk)

# Your responsibilities as a Sponsored Student

Understanding and complying with  
the conditions of your Student Visa





## Your responsibilities as a Sponsored Student

City, University of London has agreed to sponsor your Student Visa while you are studying with us. Before we issued your Confirmation of Acceptance for Studies (CAS) you agreed to our terms and conditions for Sponsored Students.

You have a responsibility to comply with the conditions of your visa and to help City meet its responsibilities to the Home Office. This guide will explain your responsibilities and the information that City, University of London will require from you while you are studying here.

The information contained in this booklet is correct at the time of writing. Home Office regulations may change during your time at City and we will contact you directly if you may be affected.

## Important City contacts

### Visa Compliance team

The Visa Compliance team is responsible for ensuring that City, University of London is fully compliant with Home Office's regulations. The Visa Compliance team may contact you periodically regarding your immigration records and the conditions of your visa. Check your emails regularly.



[visacompliance@city.ac.uk](mailto:visacompliance@city.ac.uk)

### International Student Advice team

The International Student Advice team can provide you with confidential advice and guidance on study-related visa and immigration issues. You can submit your queries with [Support@City](mailto:Support@City). The new online system will allow you to submit and track the progress of support queries through a dedicated portal.

### Your School

City, University of London has six Schools:

- Bayes Business School
- School of Communication & Creativity
- School of Health & Psychological Sciences
- School of Policy & Global Affairs
- School of Science & Technology
- The City Law School.

Your School is responsible for all your academic matters and your Course Officer is the main contact person at your School.



## Registration

Registration is the official process to enrol as a student on your chosen course and consists of five stages. You will need to complete online registration first; upload your documents online; activate your IT account; attend City in order to have your documents verified and checked; and collect your Student ID card.

We are required to verify that you have a valid visa to study at City, University of London and to keep a copy of your passport and Biometric Residence Permit (BRP) or verified [Share Code](#) on file. You must bring your original passport and BRP/Share Code to in-person registration so that a staff member can scan these documents. If you applied for your Student Visa outside the UK and did not use ID Check App, you will need to collect your BRP before you attend in-person registration.

You must complete all stages of registration in order to become a student at City. The specific registration deadline will depend on your programme and you should contact your School if you are unsure of the deadline date. If you do not register within the deadline, we are legally obliged to report this to the Home Office, who will then take action to curtail (cancel) your immigration permission.

More information about the registration process can be found [here](#).

## Re-registration for returning students

All returning City, University of London students are required to re-register each academic year. As you pass from one academic stage to the next, you will be invited to register again for the subsequent stage of your course. You will receive an email telling you when you are required to register.

Re-registration has to be completed within the strict deadline given. You will be emailed directly with detailed information about re-registration.

Students who do not complete re-registration are deemed not to be students and are not permitted to continue on their course. We will then report this to the Home Office who will take action to curtail (cancel) your visa.

## Collecting your BRP (if applicable)

Your BRP will be sent to a designated Post Office. When the Home Office have processed your Student Visa application, they will write to you with the outcome of your application and this letter will contain details of the Post Office where you will need to collect your BRP. You will need to make arrangements to collect this yourself within 10 days of your arrival in the UK. You will need to take your original passport and Home Office letter with you to collect this.

Failure to collect your BRP within 10 days of your arrival may result in you receiving a fine or the curtailment (cancellation) of your visa.

Students who used the ID Check App when they applied for a Student Visa, will not receive a BRP but will receive an email confirming their visa and an invite to generate a **Share Code** to prove their immigration status.

## Checking your Student Visa

After you receive your Student Visa (via BRP or Share Code) you must check that it correctly shows your **name**, **date of birth** and contains the following information:

- Type of permit: **Student Visa**
- Remarks: **work 20hrs max in term-time, P7VG4XCY7** (City, University of London's sponsor licence number).

If you have applied for a Part-Time Student Visa this should state 'no work permitted'.

You should also check that the expiry date of your Student Visa is correct. The length of leave granted for your Student Visa depends on the length of your programme.

Check the programme end date on your CAS and ensure that your Student Visa is valid for the length of your programme plus an additional:

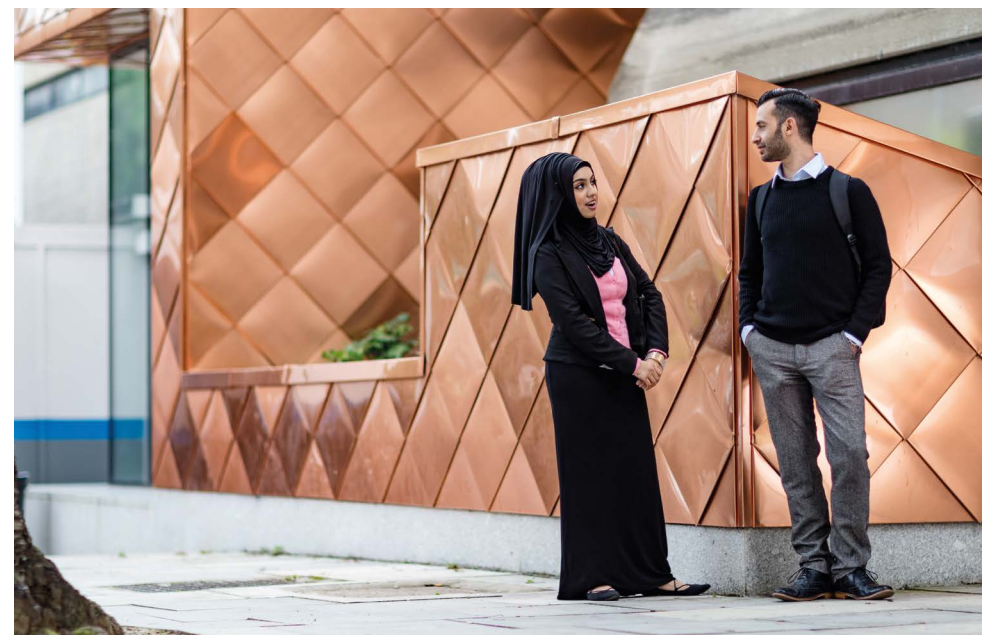
- Four months for all programmes lasting 12 months or more
- Two months for all programmes lasting 6 months or more, but less than 12 months.

If any information is missing or incorrect, please contact the International Student Advice team for assistance with correcting your visa via [Support@City](mailto:Support@City).

### If your BRP expires on 31 December 2024 but your course is finishing after this date

You do not need to tell UKVI if your BRP expires on 31 December 2024 but your immigration status (for example, your visa) allows you to stay longer. You will not need a BRP from 1 January 2025. You'll be able to prove your immigration status online, without a BRP.

UKVI will update their information on how to prove your immigration status in early 2024. You do not need to do anything and your immigration status will not be affected.



## Storing your BRP (if applicable)

**After you collect your BRP you should keep it in a safe place alongside your passport.** You do not need to carry it with you when you are inside the UK. When you leave the UK, you need to carry both your passport and your BRP in order to re-enter.

Please be careful not to lose your documents while you are overseas as you would have to apply for a replacement before travelling back to the UK.

## Lost BRPs and passports

If you lose your passport/visa or BRP card while you are either inside or outside the UK you will need to make the necessary arrangements to replace your missing documents.

Information about the steps you should take to replace your missing documents is available on City's website at [here](#).

You should also contact the International Student Advice team for assistance.

## Visa conditions

**During your studies at City, University of London you must ensure that you comply with all of the conditions of your Student Visa. If you breach a condition of your visa you place your visa at risk. If we become aware that you have breached a condition of your visa we are obliged to report this to the Home Office.**

## Contact details

You must provide City, University of London with your UK contact details (London residential address and mobile telephone number) and keep them up to date by making any changes to your e:Vision account.

You will be allocated a City email account and this is the primary way that we will contact you. **You must check this email account regularly.**

If we make a report to the Home Office about your circumstances, we will inform you by email that we have done this and explain what this means for you.



## Attendance and engagement

**You are expected to engage fully with your studies. This includes being present at all classes, lectures, seminars or other academic events that are a compulsory part of your programme of formal study at City, University of London.**

**You are also expected to attend examinations, any other assessments and engage in activities which are provided to support the successful completion of your degree.**

Attendance will be reviewed and recorded until your sponsorship ends, or your degree ends, whichever is later.

**If you are absent for any reason you must inform your Course Officer.** You will be required to provide evidence of the reason for your absence. If you are absent without permission or supporting evidence you risk being withdrawn from your programme. The Home Office requires City, University of London to review and record the attendance of all sponsored students. This includes all undergraduate, postgraduate taught and postgraduate research students and sponsored students who are studying on a year abroad or who are on work placements. By reviewing and recording your attendance we also aim to ensure that you are progressing successfully and to provide information, advice and guidance at the earliest opportunity to support your efforts in overcoming barriers to study.

If attendance issues are identified you will be required to attend a meeting with your Course Director or Supervisor to discuss the reasons. If your attendance does not improve, a formal written warning letter will be issued outlining the conditions under which you can stay on your programme. If there continue to be concerns about your attendance your case will be considered. If you are deemed to not be actively engaging with your programme then you will be withdrawn from your programme. We are then required to report your withdrawal to the Home Office and your visa will be curtailed (cancelled).

If you are a Research student, you must meet with your supervisor on a monthly basis and log details of all your meetings on City's Research Manager system promptly. Your attendance and engagement will be reviewed and recorded throughout the whole period of CAS sponsorship including periods of writing up and waiting for external examiner reports.

## Your responsibilities

- Understand and adhere to the conditions of your Student Visa
- Attend and engage fully with your studies
- Register your attendance via: the class register, Moodle, Count Me In card etc. at all classes, lectures, seminars and other academic events that are a compulsory part of your programme
- Respond to emails from the Visa Compliance team and your School regarding attendance
- Inform your School at the earliest opportunity if you are unable to attend or engage with your studies
- Provide evidence for any periods of absence
- Complete and submit an Authorised Absence Form where relevant
- Complete and submit an Off Campus Study Form where relevant
- Complete and sign off forms on Research Manager following monthly meetings with your Supervisor and following approved activity (Research students only).



## Off campus study

During your programme you may undertake off campus study for one of the following reasons:

- Work placement
- Study Abroad programme
- Study undertaken at another institution or location
- Personal study (such as dissertation or field work for Research students) away from City.

To undertake off campus study you need to complete an Off Campus Study form in conjunction with your School and ensure it is submitted to the Visa Compliance team or via Research Manager for PhD students, before your off campus study commences. We will then inform the Home Office.

While you are undertaking your off campus study, we are required to continue monitoring your attendance. If we identify problems with your attendance during your off campus study we may need to report this to the Home Office.

During your off campus study you must:

- Remain in contact with your School
- Continue to check your City email account regularly
- Notify City if your circumstances change in any way.

There are additional requirements if you undertake a work placement or Study Abroad programme. We will inform you about these before you commence.

## Authorised absence

City, University of London is able to grant a short period of authorised absence if you need to be away from your studies for reasons beyond your control (e.g. medical or bereavement reasons). More information about this can be found on the Student Hub [here](#). Please thoroughly review this before making your request.

To make a request you must submit a completed [Authorised Absence Form](#) to your School, along with evidence for your absence.

Your request for authorised absence must be reviewed and approved prior to your absence by both your School and City's Visa Compliance team.

Please note that a request for a period of authorised absence will only be approved if your School is satisfied that you will not be missing critical elements of your programme and that on your return you will be able to resume your studies without having to repeat any previous period of study.

**Authorised absence will not be granted for events such as holidays or weddings during term time. Other non-urgent travel will not be authorised.**

During official City vacation periods there is no requirement for students to be present

on campus, so you do not need to request an authorised absence during designated vacation periods.

If you are granted an authorised absence you will not receive a refund of tuition fees, nor will your expected end date of studies be amended to reflect the period of time away from your studies.

If your authorised absence is approved and you travel outside the UK, you should carry a student status letter in your hand luggage, along with your passport, BRP (if applicable) in case you are questioned at the UK border upon your return.

Please note, you may be asked to check in at your School after you arrive back in the UK.

## Annual leave

If you are a student on a work placement or a research student, you can take annual leave. Research students have to request annual leave via Research Manager. This is reviewed by your Supervisor and the Visa Compliance team and you will be informed if your request is approved.



## Working during your studies

**As a Student Visa holder on a full-time course you are permitted to work in the UK, however, there are conditions and restrictions on the amount and type of work you can undertake. It is important that you understand these conditions and restrictions because if you breach these you will place your visa at risk.**

**If you are a sponsored student on a part-time course, please note that you are not permitted to work in the UK.**

City's International Student Advice team can advise on your rights to work in the UK and your immigration options in relation to working after you complete your programme.

## Type of work

- You can only work on a temporary basis; you cannot be employed on a permanent contract
- You cannot be self-employed or set up a business
- You cannot be employed as a professional sports person or as an entertainer
- You can work as a Students' Union Sabbatical Officer for up to two years.

## Amount of work for sponsored students

- You can only work up to a maximum of 20 hours per week during term time. The Home Office defines a week as "a seven day period starting on a Monday and ending on a Sunday"
- You can only work full-time during vacation periods
- After your programme end date (the date stated on your CAS) has passed, you can work full-time until the end date of your Student Visa
- **You can work full-time during term time if you are on a work placement that is an integral and assessed part of your programme.** Any work placement must not be longer than 50 per cent of the total programme length (unless there is a UK

statutory requirement for the programme to contain a specific period of work placement which exceeds this limit)

- If you are a research student you cannot work more than 20 hours per week for the entire duration of your programme. City's vacation dates do not apply to research students.

## Graduate immigration route

This route allows you to apply for immigration permission to remain in the UK for 2 years, or 3 years if you have completed a PhD. It is a flexible post-study work visa, which does not require you to have a job offer or sponsorship from an employer before you apply. It will allow you to look for or undertake work at any skill or salary level.

Eligibility criteria:

- You must be in the UK at the time of applying and remain here until you receive the outcome of your application,
- You must hold a valid **Student visa or Tier 4 (General) student visa**
- You must have successfully completed (this means you must have received your final award/transcript) your Degree or eligible Diploma course for which you received a Confirmation of Acceptance for Studies (CAS) at City
- City has informed the Home Office you've successfully completed your course.

For more information visit the [Student Hub pages](#).

## Changes in your circumstances

City, University of London is required by the Home Office to report any significant changes to your student status within 10 days of the change being actioned. Significant changes in your circumstances may affect your immigration status.

## Changing your programme

Your Student Visa has been issued for you to study a particular programme at City, University of London, so you can only change

programmes under the same visa if you can complete the new programme within the validity of your current Student Visa. You will also need to provide a personal statement explaining:

- Why you wish to change your programme of study
- How the new programme supports your previous studies
- How the new programme supports your future career aspirations.

You can only change programmes if it is approved by your School and the Visa Compliance team.

## Early completion

If you complete your programme earlier than expected we will make a report to the Home Office and the end date for your visa will be brought forward. If your course finishes early, you must ensure you fully understand the implications of this change. The International Student Advice Team can be contacted for further information.

## Change in enrolment status

If you decide to suspend or withdraw from your programme, you must inform your School as soon as possible.

We will inform the Home Office if:

- You are required to repeat without attendance
- You suspend your studies
- You withdraw, or are withdrawn, from your programme.

This means the Home Office will curtail (cancel) your Student Visa. You should therefore arrange to leave the UK at the first available opportunity. Once your visa is curtailed you will receive notification from the Home Office.

Please email the Visa Compliance team a copy of your travel bookings, as well as your boarding card once you leave the UK.

## Change of immigration status

If you switch visa categories (obtain a different visa type) you must inform your course office and the Visa Compliance team as soon as possible, so that we can report the change to the Home Office.

If you obtain a new passport, you must send it to the Visa Compliance Team as soon as possible and inform the Home Office.

## Change of personal details

You must inform us and the Home Office of any changes to your personal details such as your name, gender, nationality, facial appearance or date of birth.



## ATAS

ATAS is a certificate issued by the Foreign and Commonwealth Office (FCO) which gives you security clearance to study certain postgraduate programmes at City, University of London. You will have already been informed by City if you had to apply for an ATAS certificate for your programme prior to applying for a visa to study in the UK.

An ATAS certificate is issued for a specific programme at City, University of London. You will need to apply for a new ATAS certificate if:

- Your programme details change, including the programme length
- The area of research or modules change
- You move to another institution
- You need to extend your stay to write up your thesis.



## Graduation

You will need to have a valid visa to attend your own graduation ceremony and your family members may need to apply for visas to visit London as your guests at the ceremony.

If you leave the UK after the completion of your programme and want to return for your ceremony on your current Student Visa, it must still be in date and you should carry in your hand luggage:

- Evidence that you have recently completed your programme at City, University of London
- Evidence of your graduation ceremony (e.g. your registration email from City)
- Evidence of your intention to leave the UK before your visa expires.

If you are a visa national and your current Student Visa expires before your graduation date, you will need to leave the UK and apply for a Standard Visitor visa to come back to attend your graduation ceremony.

If you are a non-visa national (someone who does not need a visa to come to the UK for a short visit) and your current Student Visa expires before your graduation date, you can request entry as a Visitor when you arrive at the airport but you should carry with you:

- Evidence that you have recently completed your programme at City, University of London
- Evidence of your graduation ceremony (e.g. your registration email from City)
- Evidence that you have sufficient funds for your visit
- Evidence of your intention to leave the UK within 6 months.

If you need assistance please contact City's International Student Advice team.





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## International Student Advice team

Student Centre – 2<sup>nd</sup> floor  
University Building  
City, University of London  
Northampton Square  
London  
EC1V 0HB  
United Kingdom

[www.city.ac.uk](http://www.city.ac.uk)



Contact us via [Support@City](mailto:Support@City)



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City, University of London is an independent member institution of the University of London. Established by Royal Charter in 1836, the University of London consists of 17 independent member institutions with outstanding global reputations and several prestigious central academic bodies and activities.