

Off Campus Study Form

Form to be completed for any agreed periods of off campus study. Please submit the form to the Visa Compliance Team before the student begins off campus study and keep a record on the student file. For Placement or Study Abroad reporting please complete the *Off Campus Activity Reporting Form*.



Student Information (to be completed by student)	
Student Name:	
School of registration:	
Student ID number:	
Start date of degree programme:	

Regulatory note: The University is not able to sponsor students that do not require supervision or contact with the University for a period of 60 days. Please contact the Visa Compliance Officer for further information.

Students must remain in contact with the school and attendance must be monitored whilst studying off campus.

Off-campus study schedule (to be completed by student in conjunction with School)					
Year of Study	Start Date	End Date	No. of months	Study Location address	Purpose (e.g. data collection and research)

Total time to be spent off campus	
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Please note that although these plans may be altered at a later date, the relevant School must be kept informed of any changes as the actual dates of off-campus study may have an impact on your visa

Signatures (to be completed by student)			
<i>The periods of study reported above have been discussed and agreed between student and School</i>			
Student signature:		Date:	

For official use only (to be completed by the relevant School)							
Will the University be sponsoring the student as a Tier 4 student while off- campus?				Y		N	
<i>If continuing to sponsor please provide confirmation of how the student's attendance will be monitored</i>							
<i>Please ensure a copy is sent to visacompliance@city.ac.uk so that the Home Office can be informed of the change in study address. Any further changes to off-campus study should also be reported to Visa Compliance</i>							
Name:			Signature:			Date:	