



University of
Salford
MANCHESTER

HELP AND ADVICE
FOR OUR TIER 4
STUDENTS:

PROTECTING YOUR IMMIGRATION STATUS

ask / STUDENT
SUPPORT

WELCOME TO THE UNIVERSITY OF SALFORD

Congratulations on gaining a place to study with the University of Salford! We are delighted that you have chosen to study with us.

As a Tier 4 visa holder, you must be aware of your additional responsibilities. This guide provides you with an overview of the Home Office rules and regulations that apply to international students studying in the UK on a Tier 4 visa. Please take the time to read it thoroughly and keep it safe for future reference.

For more detailed advice and guidance, please visit our designated Immigration and Visa Help Pages, click on the helpful links on each page or see page 14 for further details of our help and advice services.

PLEASE NOTE: The information contained in this booklet is correct at the time of printing in July 2019. The Home Office have the right to change the immigration rules and this can be done at very short notice. You should always refer to Home Office policy guidance and our visas and immigration webpages for up to date information.



BE PREPARED

- ✓ In your first few weeks at the University of Salford, you must do several important tasks. Use the checklist below to **make sure you complete key tasks** to protect your immigration status.
- ✓ Remember to make a note of important dates and deadlines. **It is your responsibility to make sure you have valid immigration permission** throughout the duration of your studies. We recommend you add these dates into your student diary and into your mobile phone calendar as a reminder.
- ✓ Check your University student email account each day. The Home Office Compliance team will send you important emails about your visa and will use email to alert you if you are not meeting any of the Home Office's rules and regulations. **Failure to reply to these emails may result in problems with your immigration status** and your student status.

USEFUL LINKS

Police registration:
www.salford.ac.uk/askus/immigration-visas/registration-and-induction/police-registration

Correcting your visa (BRP):
www.salford.ac.uk/askus/immigration-visas/registration-and-induction/collecting-your-visa-brp

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ESSENTIAL TASKS TO DO DURING YOUR FIRST WEEK

- Register with the University
- Collect Biometric Residence Permit (if applicable)
- Pay University fees or set up payment plan
- Collect ID card
- Collect timetable
- Attend academic induction
- Attend Tier 4 orientation session
- Register with doctor/health centre
- Open a bank account
- Register with the police (if applicable)

IMPORTANT DATES AND DEADLINES

Visa expiry date

DD / MM / YYYY

Passport expiry date

DD / MM / YYYY

Date fees are due

DD / MM / YYYY

Attendance form submission

Weekly/Monthly



PROTECTING YOUR IMMIGRATION STATUS: PROVIDING YOUR DETAILS AND DOCUMENTS

WHY DO I NEED TO PROVIDE THESE?

Whilst you are studying with the University of Salford, you are required by the Home Office to provide us with your up-to-date immigration documents and contact details. As well as this being a requirement of your visa, it is also important so that the University can contact you.

WHAT DO I NEED TO PROVIDE?

You must provide:

Up-to-date immigration documents

- ✓ Current passport (or evidence of a passport application);
- ✓ Current visa (or evidence of a visa application).

To provide your new immigration documents, you will need an appointment to see the Home Office Compliance team (see page 14 for details on how to make an appointment).

Please note: All students who have a nationality outside of the EU/EEA must provide their up-to-date immigration documents to the University.

Up-to-date contact details

- ✓ UK telephone number;
- ✓ UK term-time address.

You can update your contact details on the University of Salford self-service portal.

You must also provide your up-to-date contact details to:

- ✓ The Home Office;
- ✓ The Police (if you have a Police Registration Certificate);
- ✓ Your official financial sponsor (if applicable);
- ✓ Your home country's embassy or high commission (if applicable).

You should also update your contact details with your bank, your doctor's surgery, your insurance company, the organisation that issued your driving license and, if you own a vehicle in the UK, the Driver and Vehicle Licensing Authority (DVLA).

WHAT DOCUMENTS DO I NEED TO PROVIDE WHEN I LEAVE THE UK FOLLOWING MY STUDIES?

To keep your immigration and student record up-to-date, you must provide evidence that you have left the UK.

Please email the Home Office Compliance team and provide:

- ✓ A scan of your flight ticket to your home country;
- ✓ A scan of either your boarding card, your eGate receipt or the entry stamp to your home country (showing the full page of your passport).



WHAT SHOULD I DO IF MY VISA APPLICATION IS REFUSED?

If your visa application is refused, you should contact the Home Office Compliance team immediately. You must tell us about the refusal and show us the full refusal notice from the Home Office.

We will explain your options and give you advice on what to do next. You should tell us straight away if you plan to make a new application or ask for an Administrative Review.

USEFUL LINKS

University self-service portal:

banners.salford.ac.uk/pls/pbanno/twbkwbis.P_GenMenu?name=homepage

Updating your details and documents:

www.salford.ac.uk/askus/immigration-visas/during-your-studies/your-key-responsibilities/updating-your-details-and-documents

Provide your up-to-date contact details to the Home Office:

www.gov.uk/government/publications/notification-of-change-of-circumstances-form-mcc

USEFUL LINKS

Attendance monitoring:

[www.salford.ac.uk/
askus/immigration-visas/
attendance-monitoring](http://www.salford.ac.uk/askus/immigration-visas/attendance-monitoring)

Resources and guides:

[www.salford.ac.uk/askus/
immigration-visas/resources-
and-guides](http://www.salford.ac.uk/askus/immigration-visas/resources-and-guides)

University policy website:

[www.salford.ac.uk/about-
us/corporate-information/
governance/policies-and-
procedures](http://www.salford.ac.uk/about-us/corporate-information/governance/policies-and-procedures)

HELPFUL HINT:

- ★ Remember, if you are not sure what to do, **speak to your School Office** or the Home Office Compliance team.



PROTECTING YOUR IMMIGRATION STATUS: ATTENDANCE MONITORING

A Tier 4 visa is granted for study and attendance is therefore a legal condition of your leave. You should therefore attend your course and follow the University of Salford's attendance monitoring policy.

WHAT DO I NEED TO DO?

What you need to do depends on the level of your course.

You will be informed of your attendance monitoring requirements by email and during your Tier 4 orientation session.

You can also find information about your attendance monitoring requirements on the University of Salford's Immigration and Visas help pages.

WHAT HAPPENS IF I DO NOT FOLLOW THE POLICY?

If you do not follow the University of Salford's Attendance Monitoring policy, you are not meeting the conditions of your Tier 4 visa. The University is required to report this to the Home Office and withdraw sponsorship of your visa. This will result in your visa being curtailed (cut short), meaning that you would need to leave the UK and your course.



PROTECTING YOUR IMMIGRATION STATUS: CHANGES TO YOUR STUDIES

You have been granted your Tier 4 visa to allow you to study full time on your course at the University of Salford. Changes to your studies can therefore have an impact on your visa and it is important you seek advice from the Home Office Compliance team as soon as possible. Below are some examples of how changes to your studies can affect your visa.

/ I HAVE A REASSESSMENT

If you do not pass part, or all, of a module, you may need to complete reassessments.

In most cases, your reassessments will be during the summer vacation period and you will be able to complete the reassessments on your existing visa.

However, if your course does not have a summer vacation period, like most Postgraduate courses at the University, you may not need to participate in your programme of study for more than 60 days before your reassessment date. If this is the case, the University has to report this to the Home Office. The Home Office will then curtail (cut short)

your visa, meaning that you will need to leave the UK and either take your reassessments at home or apply for a new visa to return for your reassessments.

/ I NEED TO REPEAT PART OF MY COURSE

If you have to repeat all or part of an academic year, this can have an impact upon your visa.

If you are only repeating part of your course and are not required to study for a period of 60 days or more (excluding the vacation periods for your course), the University will have to report this to the Home Office. The Home Office will then curtail (cut short) your visa, meaning that you will need to leave the UK and apply for a new visa from your home country before you return.

If you need to repeat part of your course, your programme end date may also change. This may mean that your current visa is not long enough for you to complete your course and you will need to apply for a new visa.

/ I WANT TO ADD A PLACEMENT YEAR TO MY COURSE

If you want to change your course to include a placement, you must speak with your School. In order to add a placement, it must be an assessed and integral part of your course.

If your visa was issued for the non-placement version of your course, it will not be long enough. If you are able to add a placement year, you will therefore need to extend your visa. You can apply for this visa extension inside the UK but this must be no more than three months prior to your placement or before your current visa expiry date.

/ I WANT TO TAKE A BREAK FROM MY STUDIES

If you need to take a break from your studies, you must speak with your School. Depending on your specific circumstances, your School may recommend that you interrupt your studies.

If you interrupt your studies, it is likely that the University will have to report this to the Home Office. The Home Office will then curtail (cut short) your visa, meaning that you will need to leave the UK and apply for a new visa to return after your interruption.

USEFUL LINKS

Change of circumstances:

www.salford.ac.uk/askus/immigration-visas/during-your-studies/change-of-circumstances

University policy website:

www.salford.ac.uk/about-us/corporate-information/governance/policies-and-procedures/academic-governance

HELPFUL HINTS:

- ★ Speak to your School about **changes to your studies** as soon as possible;
- ★ Contact the Home Office Compliance team to discuss how **any changes to your studies** will affect your visa.



PROTECTING YOUR IMMIGRATION STATUS: WORKING AND EMPLOYMENT ON A TIER 4 VISA

Whilst you are studying, you may want to get a part time job. If you choose to do this, you must make sure that you understand and comply with the restrictions on your visa.

HOW MANY HOURS CAN I WORK PER WEEK?

The working week runs from Monday to Sunday. The number of hours you can work each week is shown on your visa and is dependent on your level of study:

- ✓ If you are studying on a course below degree level, you can work a maximum of 10 hours per week;
- ✓ If you are studying on an undergraduate or postgraduate taught course, you can work a maximum of 20 hours per week;
- ✓ If you are studying on a postgraduate research course, you can work a maximum of 20 hours per week.

Please note: these restrictions do not apply during official vacation periods and once your course has officially ended. Vacation periods vary depending on what course you are on and you therefore need to check when your official vacation periods are with your individual School. If you are on a postgraduate research course, you do not have University vacation periods and you instead need to agree vacation periods with your supervisor and the Research Office.

WHAT TYPE OF WORK CAN I DO?

Whilst your main purpose for coming to the UK is to study you may be permitted to undertake some part time work. We recommend signing up with UniTemps who can help place you in a part-time, temporary job with the University or a local employer.

However, you must be aware that there are some kinds of work that you must not do. You cannot:

- ✓ undertake a full-time, permanent job (except as a students' union sabbatical officer);
- ✓ be self-employed or own your own business;
- ✓ work as a professional sports coach or entertainer;
- ✓ work as a doctor or dentist in training (except on a recognised foundation programme).

WHAT IS CLASSED AS WORK?

The legal restrictions regarding the type and hours of work allowed apply to:

- ✓ Paid and unpaid (voluntary) work;
- ✓ Work undertaken in the UK, even if your employer is outside of the UK.

HELPFUL HINTS:

- ★ Check your visa for details of your work restrictions;
- ★ Check with your School about your official vacation periods;
- ★ Sign up with UniTemps.

However, if you are on a work placement that is an assessed and integral part of your course this does not count towards your permitted working hours. This means that you will be able to work your permitted term-time hours in addition to your work placement.

WHAT HAPPENS IF I WORK OVER MY LEGAL RESTRICTIONS?

It is very important you only work in job roles allowed under Tier 4 and for the hours permitted. If you work outside of these restrictions, you are breaking the law and committing an immigration offence. This could result in a substantial fine or even your visa being curtailed (cut short) by the Home Office, meaning that you would need to leave the UK and your course.

You can find more information about working and employment on a Tier 4 visa on the UKCISA website:

UKCISA: Can you work?

www.ukcisa.org.uk/Information--Advice/Working/Can-you-work

UKCISA: What kind of work can you do?

www.ukcisa.org.uk/Information--Advice/Working/What-kind-of-work-can-you-do

UKCISA: Work placements and internships:

www.ukcisa.org.uk/Information--Advice/Working/Can-you-work#layer-5430

USEFUL LINKS

Work rights:

www.salford.ac.uk/askus/immigration-visas/during-your-studies/your-key-responsibilities/work-rights-and-employment

UniTemps website:

www.unitemps.com/university-of-salford-logged-in

Home Office policy guidance:

<https://tinyurl.com/yybc9yup>





PROTECTING YOUR IMMIGRATION STATUS: SUPPORT AND ADVICE SERVICES

IMMIGRATION AND VISA SERVICES

Home Office rules change frequently and immigration issues can be complicated. We offer a range of services to provide you with up-to-date information and advice.

/ Immigration and Visas Website

Our 'Immigration and Visas' website contains a wealth of information, resources and guides to help support you through your time at the University of Salford. If you have a query, we would recommend looking at our website to see if you can find the information you require:

www.salford.ac.uk/askus/immigration-visas

/ Email account

The Home Office Compliance team have a dedicated email account to help you with your visa and immigration queries.

Homeofficecompliance@salford.ac.uk

/ Telephone number

The Home Office Compliance team have a dedicated telephone number to help you with your visa and immigration queries. Our advice line is normally open from Monday to Friday, 9.00am until 5.00pm UK time (excluding UK public holidays).

[0161 295 0023](tel:0161 295 0023)

/ Face-to-face appointments

The Home Office Compliance team offer face-to-face appointments so that you can speak to an immigration advisor in person. You can request an appointment online here:

www.bit.do/salfordvisa

You will simply need to:

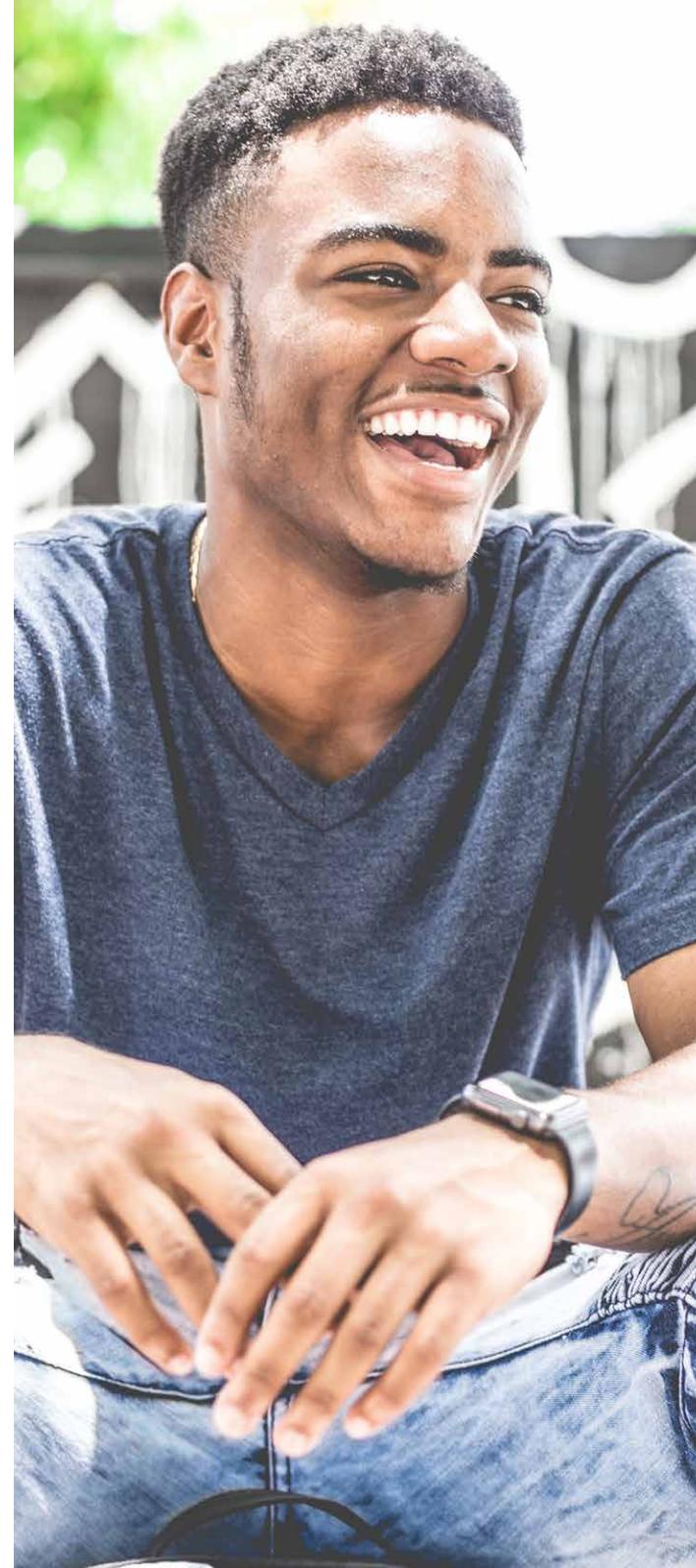
- / Log in to Advantage;
- / Enter your contact details;
- / Tell us your query in detail;
- / Let us know when you are available.

We will aim to reply to your request within two working days and, depending on your query, will either offer you an appointment or provide you with email advice.

/ Help with your Tier 4 visa application

If you are applying for your Tier 4 visa inside the UK, you can use our 'Check & Send' scheme. Our immigration advisors will check your visa application and supporting documents, and those of any dependants you may have, before these are submitted to the Home Office. We will also manage the delivery of documents from the Home Office and help with any questions that the Home Office has.

The visa application fee and immigration health surcharge are the same as if you apply by yourself, but there is no fee from the University to use the scheme.



USEFUL LINKS

Request an appointment with the Home Office Compliance team:

www.bit.do/salfordvisa

Immigration and visas website:

www.salford.ac.uk/askus/immigration-visas/immigration-and-visa-services

FAQs:

www.salford.ac.uk/askus/immigration-visas/immigration-and-visa-services/frequently-asked-questions

Resources and guides:

www.salford.ac.uk/askus/immigration-visas/resources-and-guides

Check and Send Scheme:

<https://www.salford.ac.uk/askus/immigration-visas/immigration-and-visa-services/check-and-send>



SOURCES OF INFORMATION AND ADVICE

INSIDE THE UNIVERSITY

Visa and immigration queries:

✉ HomeOfficeCompliance@salford.ac.uk
☎ 0161 295 0023

AskUS, letters and general queries:

✉ askUS@salford.ac.uk
☎ 0161 295 0023

Confirmation of Acceptance for Studies (CAS) queries:

✉ Salford-CAS@salford.ac.uk
☎ 0161 295 4545

Academic Technology Approval Scheme (ATAS) queries:

✉ Salford-ATAS@salford.ac.uk

Registration queries:

✉ registration@salford.ac.uk
☎ 0161 295 0023

Tuition fee queries:

✉ SA-tuitionfees@salford.ac.uk
☎ 0161 295 0023

Bursary queries:

✉ SA-bursaries@salford.ac.uk
☎ 0161 295 0023

Certificate and transcript queries:

✉ sa-studentrecords@salford.ac.uk
☎ 0161 295 0023

Finance queries:

✉ Income-treasury@salford.ac.uk
☎ 0161 295 0023

Timetable queries:

✉ timetable-enquiries@salford.ac.uk
☎ 0161 295 0023

Disability and learner support queries:

✉ disability@salford.ac.uk
☎ 0161 295 0023

Wellbeing queries:

✉ wellbeing@salford.ac.uk
☎ 0161 295 0023

Careers guidance and job queries:

✉ futures@salford.ac.uk
☎ 0161 295 0023

Managing finance advice:

✉ Studentlife-moneymatters@salford.ac.uk

Students' Union:

✉ advicecentre-ussu@salford.ac.uk
☎ 0161 351 5400

OUTSIDE THE UNIVERSITY

Citizens Advice Bureau:

📍 www.citizensadviceManchester.org.uk
☎ 03444 111 222

UKCISA (United Kingdom Council for International Student Affairs):

📍 www.ukcisa.org.uk
☎ Outside the UK: +44 20 77889214
Inside the UK: 020 7788 9214
(Advice lines open Monday to Friday, 1.00pm until 4.00pm UK time)

Home Office (UKVI):

📍 www.homeoffice.gov.uk

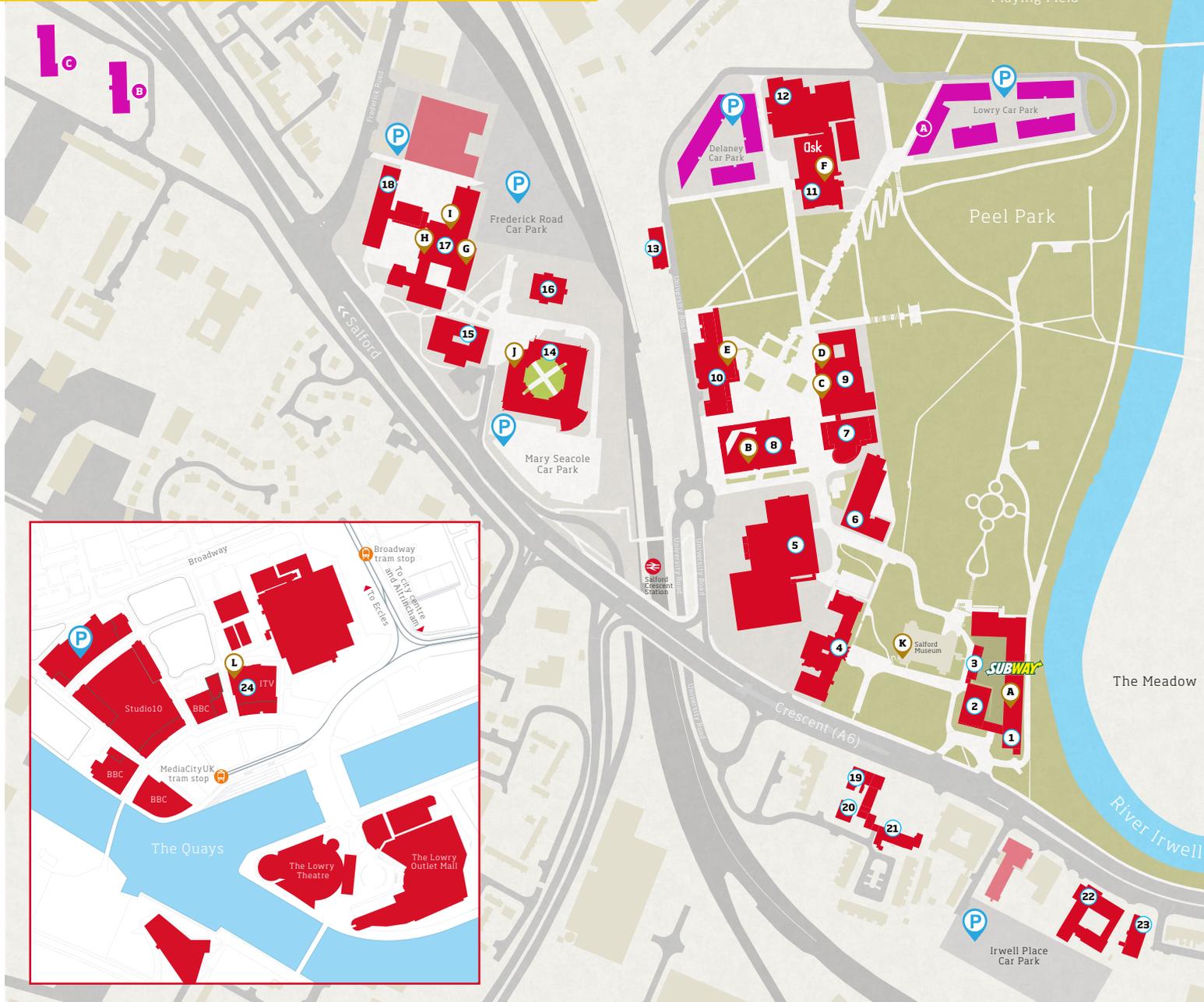
British Council:

📍 study-uk.britishcouncil.org

Find an immigration adviser:

📍 www.gov.uk/find-an-immigration-adviser

CAMPUS MAP



CAMPUS MAP KEY

MAIN UNIVERSITY BUILDINGS

- 1 Maxwell
- 2 Maxwell Hall
- 3 Gilbert Rooms
- 4 Peel
- 5 Newton
- 6 Cockcroft
- 7 Lady Hale
- 8 New Adelphi
- 9 Clifford Whitworth Library
- 10 Chapman
- 11 University House
- 12 Sports centre
- 13 Faith Centre
- 14 Mary Seacole
- 15 Brian Blatchford
- 16 Busy Bees Children's Nursery
- 17 Allerton
- 18 Podiatry Clinic
- 19 Joule House
- 20 Alumni House
- 21 The Old Fire Station
- 22 Crescent
- 23 Humphrey Booth House
- 24 University of Salford (MediaCityUK)

ACCOMMODATION

- A Peel Park Quarter
- B John Lester Court
- C Eddie Colman Court

FOOD AND DRINK

- A Maxwell Restaurant, Shop, SALFOOD and Subway
- B New Adelphi Café
- C Student Store Peel Park
- D SALFOOD Library Café
- E Chapman Restaurant
- F Atmosphere Kitchen & Bar
- G Allerton Restaurant
- H Allerton Internet Café
- I Student Store Allerton
- J Mary Seacole Café
- K Salford Museum & Art Gallery Café
- L MediaCityUK Café

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University of Salford
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M5 4WT

+44 (0)161 295 0023

homeofficecompliance@salford.ac.uk

www.salford.ac.uk/askus/immigration-visas

ask / STUDENT
SUPPORT