

University of Bristol obligations as a Tier 4 Licensed Sponsor

As a Tier 4 licensed sponsor, the University of Bristol must fulfil a number of obligations required by the UKVI in order to allow us to sponsor you to study here. These obligations affect you and are outlined at the following website: <https://www.gov.uk/government/publications/sponsor-a-tier-4-student-guidance-for-educators>.

We have explained these obligations below, in addition to important information you must know and understand about your student visa.

Why must the University of Bristol take a copy of my passport and visa and/or ID card?

One of our obligations as a Tier 4 licensed sponsor with the UKVI is that we check and keep a copy of your passport and visa/biometric residence permit (BRP) card. This is to ensure that you possess the correct visa to enable you to study with us. Should you ever renew either your passport or visa, or switch into another visa category, you must bring the new document to International Student Visa Advice and Compliance (Ground Floor, Senate House) as soon as you receive it. Should you ever lose your passport and/or BRP card, we maintain a copy which may be helpful for you, in obtaining a replacement. Should you need to extend your visa during your course of study – or obtain a new passport or BRP card – we will also need a copy of this. You are expected to show your new passport or visa/BRP card to the International Student Visa Advice and Compliance *as soon as you receive it*.

Should I keep a copy of my passport and visa/BRP card?

The University keeps a copy of your passport, visa and/or BRP card, but you must also maintain copies. You should carry these with you when you travel, but keep them separate from the originals. In the event of loss or theft, possessing a copy of these documents makes securing a replacement much easier. You should inform the police as soon as you are aware of a loss or theft of these documents, as you will also need a crime reference number to secure a replacement.

What are the other obligations relating to students with a Tier 4 student visa?

We are required by the UKVI to ensure that you are studying for your programme and in regular contact with the University by attending lectures/seminars/tutorials/labs, handing in coursework, meeting with your personal tutor, etc. If you have not been carrying out your expected interactions with the University and do not have permission from the University to miss such interactions, we will need to consider informing the UKVI. It is essential that if you are having any issues – for example, problems with your health or if you are struggling academically – you speak with your personal tutor or another member of staff in your department/school as soon as possible. We want to ensure that any issues or concerns are dealt with before the situation gets to the point where we need to notify the UKVI.

If you successfully complete your course before your visa expires, we will need to inform the UKVI about this and you should seek advice from International Student Visa Advice and Compliance regarding your student visa.

At the University of Bristol, we want you to be successful in your studies. While tracking your attendance is an immigration obligation placed upon us by the UKVI, we see academic and pastoral support for our students as of primary importance, and if you are struggling, for academic or personal

reasons, we expect you to speak to a relevant member of staff early on, so that we can help you resolve any issues and proceed with your studies.

What if I want to suspend my studies or change my programme of study?

Before you make any decision to change your programme of study, request an extension of your programme of study, suspend your studies or withdraw from your studies, you should not only speak with your personal tutor, but you *must* also seek immigration advice from International Student Visa Advice and Compliance. Any changes to your student status are likely to affect your immigration status and you should seek advice to enable you to make an informed decision *before* you act.

Conditions of your student visa

What should I know about my visa?

We have a team of trained immigration advisers in International Student Visa Advice and Compliance who will try to help you with any query you may have regarding your student visa. In addition to the information provided on our website, you may drop in to see us if you have specific questions or concerns. Our contact details are as follows:

<http://www.bristol.ac.uk/directory/visas/>

Ground Floor, Senate House

Drop-In 1 - 4.30 pm Monday to Friday

If I have a student visa, can I work?

Yes, you are free to seek employment provided your visa does not state that you are prohibited from working.

Below are the working limitations For Tier 4 visa students:

- Undergraduate: 20 hours max per week in term-time, full-time during published academic vacations.
- Postgraduate Taught students: 20 hours max per week in term-time (please note that PGT students are considered to be in term-time until the completion of their academic course).
- Postgraduate Research students: 20 hours max per week in term-time (please note that postgraduate research students do not have vacation periods such as those shown on the University website, which are for undergraduate students only. You are only able to work more than 20 hours if you take a pre-agreed vacation period with permission from your supervisor and with written confirmation of start and end dates of your vacation period).
- Pre-sessional: 10 hours max per week in term-time.
- International Foundation/Graduate Programme: 10 hours max per week in term-time, full-time during vacations.

Please note that the permitted number of hours must fit into a 7 day period starting on a Monday and ending on a Sunday.

Please see the [University's key dates page](#) for specific term dates and vacation dates. **The University of Bristol recommends students work no more than 15 hours per week during term-time in order to leave sufficient time for academic study.**

All students must not engage in business, be self-employed, provide services as a professional sports person or entertainer, or pursue a career by filling a permanent vacancy. If you have immigration permission that extends for up to four months beyond the end of your course, you can work full-time during those four months as long as you have completed all your studies. If you stay in the UK and apply for a Tier 2 visa, you can work full-time until your application is decided.

Please note that it is a criminal violation to work in contravention of the working conditions granted on your Tier 4 visa.

For full details please see the Policy Guidance:

www.gov.uk/tier-4-general-visa

UKCISA can provide further information on protecting your Tier 4 student status and working during your studies in the UK:

<http://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Protecting-your-Tier-4-status>

www.ukcisa.org.uk/International-Students/Study-work--more/Working-during-your-studies/

Will I be required to register with the police when I arrive in the UK?

Some nationals are required to register their stay with the police when they arrive in the UK/obtain new visas. If you need to register/update your registration certificate, this requirement will be stated on your entry clearance sticker/ID card and you will be required to register with the police within 7 days.

Immigration law also requires that nationalities who must register with the police must report to the police registration unit within 7 days if any of the following change:

- Your local Bristol address
- Name
- Marital status
- You receive an extension of your leave to remain (visa) in the UK
- You obtain a new passport

Please see our website for details on how to register with the police:

<http://www.bristol.ac.uk/directory/visas/tier-4/registering-with-the-police/>

What if I change my name or address – do I also have to tell the University of Bristol?

You *must* also inform the University of any changes to your name or address so that we can maintain accurate student records. This must be done as soon as possible after the change. You can do this by going to www.bris.ac.uk/studentinfo/ and updating your personal details. You can also access Student Info via the My Bristol portal.

Can I claim state benefits (public funds)?

No, the conditions of the student visa prohibit you from claiming public funds.

What do I do when my visa is due to expire?

You *must* leave the UK or make a visa application to either extend your student visa or switch to another visa status in the UK before your student visa expires. You will only be able to extend your student visa if you are continuing your current programme of study or beginning another. You *must* seek immigration advice from International Student Visa Advice and Compliance at least three months prior to your visa expiring if you do not intend to leave the UK.