

# TIER 4 STUDENTS

## Important information



Compliance Through Care Culture



Understanding Tier 4 Visa Sponsorship



### WHAT IS TIER 4 SPONSORSHIP?

Only institutions who hold a Tier 4 Sponsor Licence can provide visa sponsorship for a Tier 4 visa.

A Tier 4 student visa is directly linked to the institution who provided the sponsorship and cannot be used to study elsewhere.

Tier 4 visa sponsorship is not an absolute right. Sponsorship will only be given and maintained where a student is complying with the visa requirements, University policy and procedures.

The University is continually assessed by the Home Office in order to retain its Tier 4 Sponsor Licence and has to meet set requirements. These include, but are not limited to, retaining copies of specific documents, monitoring student attendance and engagement on their course, holding specific information on students and reporting a change in the student's course to the Home Office.

### COMPLIANCE POLICY

This important document provides information on:

- The University's Tier 4 sponsor duties
- Responsibilities of International Students including study expectations, visa extensions, employment, police registration, attendance monitoring and periods of absence.

Download the document at: [reading.ac.uk/tier4policy](https://reading.ac.uk/tier4policy)

### IMMIGRATION ADVICE

Only seek advice from an authorised immigration adviser. In the UK there are rules on who can give immigration advice. Do not give advice to friends as it may cause problems for them. Providing immigration advice to your friends is against the law.

## Further information

### BRP cards

[gov.uk/biometric-residencepermits](http://gov.uk/biometric-residencepermits)

### UK Council for International Student Affairs

[www.ukcisa.org.uk](http://www.ukcisa.org.uk)

### Host UK

[hostuk.org](http://hostuk.org)

### International Focus

[internationalfocus.org.uk](http://internationalfocus.org.uk)

### Small World Cafe

[swc.rucu.co.uk](http://swc.rucu.co.uk)

### RED Award

[reading.ac.uk/redaward](http://reading.ac.uk/redaward)

*Disclaimer: The information in this document is intended as a guide. The University endeavours to ensure that the information provided is accurate and up-to-date at the time of going to press (July 2017). However, due to policy changes made by the Home Office, often at short notice, it may be necessary for the University to make changes to some of the information presented in it. For up-to-date information please refer to our website.*

## PROTECTING YOUR TIER 4 VISA

Your Tier 4 leave has been issued in line with the CAS provided by the University. It is valid to study at the University of Reading only, for the course stated on your CAS. Any change to your course before completing (including the addition of a work placement or study abroad year) may mean a new visa application is required before commencing the new addition to your course. Alternatively, if you finish your course earlier than expected your visa will be curtailed in line with your new end date. If you are thinking of making any changes, please check with the International Student Advisory Team in relation to your visa.

Obey the law. This is an essential condition, which if broken could see your leave being revoked by the Home Office or could affect future visa applications.

If you need to make a visa extension during your time in the UK, ensure you make it before your current leave expires. There is no allowance for making an application in the UK after your leave has expired. Start preparing three months before the expiry of any leave.

Use the RISIS online portal to update your term time address and/or contact details. You need to ensure your UK contact details are always correct and up to date.

Attend and engage in every learning opportunity through your course. If you cannot attend ensure you let your student support coordinator or school know.

Re-enrol annually when required to do so, this includes paying your tuition fee liability before resuming your studies for the next academic period.

## VISA CONDITIONS

If you are required to register with the Police, this has to be done within seven days. During the course of your stay in the UK you will need to update the police if your residential address changes, personal details change or you change your visa.

Work restrictions for Tier 4 students will differ depending on the level and type of course you are studying. For further information please see [reading.ac.uk/student-immigration](http://reading.ac.uk/student-immigration).

If you are allowed to work, the type of employment is restricted. You cannot set up your own business or be self-employed. This includes selling goods or services.

Check your BRP card is correct and keep it somewhere safe.

If there's a problem with your BRP when you collect it, you must report it within 10 days on the government website [www.gov.uk](http://www.gov.uk). Otherwise you may have to apply and pay for a replacement.

The costs of losing your visa or BRP while travelling outside the UK can be high. To avoid these additional costs and disruption to your studies we recommend that you take extra care of your passport and BRP whilst travelling. Do not keep your BRP in your purse/wallet. Only carry it with you when needing to use it.

**i** For more information, please contact:

International Student Advisory Team  
[www.reading.ac.uk/international-students](http://www.reading.ac.uk/international-students)  
[www.reading.ac.uk/student-immigration](http://www.reading.ac.uk/student-immigration)  
[immigration@reading.ac.uk](mailto:immigration@reading.ac.uk)

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