

Protecting your General Student Visa (Tier 4) status

Important Information for Students who hold a General Student Visa (Tier 4) Visa

This document contains information about your General Student Visa (Tier 4) and what it means to hold such a visa. It explains, in particular, how your attendance at University will be monitored and how you can make sure your visa remains valid and is not cancelled.

Please read this information carefully and keep it for future reference, in case you should need it during your time of study with us. If you have any further questions about your General Student Visa (Tier 4), you are welcome to contact us – details can be found at the end of this document.

You are registered at University of Chichester as a General Student Visa (Tier 4) holder. The UK government have agreed that you can come to the UK and study. Your visa has been issued by the Home Office (UKVI) and allows you to study on a full-time degree, with University of Chichester as your Tier 4 Sponsor. It is not possible to use this visa to study at another university or college, and you are not allowed to study on a part-time course, unless your CAS was issued for a part-time degree at RQF level 7. Please visit [UKCISA](#) for more information on this part-time visa option. During your studies with the University of Chichester it is possible to take part in [supplementary study](#) at any level with any organisation e.g. evening courses. However, you must continue studying on the course for which you have your Tier 4 visa.

The University must report non-enrolment and poor attendance to the UKVI in certain circumstances. If we do not, we will lose our licence to recruit students under Tier 4. Therefore, we as your sponsor will monitor your attendance and participation on your course. If you miss a certain number of expected contacts which lead to progression problems the University may have to report this to the UKVI and your visa may be curtailed (cancelled) as a result.

What are my responsibilities as a General Student Visa (Tier 4) student?

Students holding a General Student Visa (Tier 4) visa must study on a full-time course (unless a CAS has been issued for a part-time degree at level RQF 7). You are permitted to work up to 20 hours per week during term-time and full-time during university vacation periods in paid or unpaid employment (includes volunteering). Students studying on courses below degree level can work up to 10 hours per week and full-time during university vacations. If you are a postgraduate student studying on a part-time degree you can't work or take part in work placements. For more information on General Student Visa (Tier 4) & Employment related regulations, please visit our Visas and Immigration [website](#). To

help you understand when you can work full-or part-time, please check the semester and vacation dates on our [website](#).

You must attend classes on a regular basis and inform your programme if you are unable to attend. You are also required to register and re-register on your programme three times a year.

You must inform the University and the UKVI of any changes to your circumstances (e.g. change of address, change of course etc.). If your course length changes you may need to apply to extend your General Student (Tier 4) Visa and you should talk to the International Student Advisers to get further advice on visa regulations and how they may impact on your study options.

Please see the full list of [Tier 4 Student responsibilities](#) on our website.

What are the responsibilities of my Tier 4 Sponsor?

The University of Chichester has specific duties in relation to students on General Student (Tier 4) Visas that we are required by law to fulfil.

We have to keep a copy of your passport and any relevant visa stamps/biometric ID cards. We must report to the Home Office any Tier 4 student who either does not register on their programme or re-register during the course of their studies as required, or who misses too many expected contacts with tutors or in class leading to progression issues. We also have to report any students who defer or leave a course, or if the University stops being the student's sponsor.

What attendance is expected of me?

You are expected to attend ALL timetabled sessions: lectures, seminars, studio practice, tutorials, work placements or individual appointments with staff. Your Module Handbook should make clear to you what counts as timetabled sessions.

- 100% attendance is expected.
- Register for every session (use your student card!) and stay for the whole period.
- Regularly check your Moodle to keep up to date with your programme.
- Keep in touch with your Module Tutors.
- Reply to all e-mails and letters from staff at the University.
- Attend regular IALS tutorials and workshops.

What happens if I miss a session?

There are some events that might make it difficult or impossible for you to attend a session. For example: illness, urgent medical treatment, a court appearance, personal circumstances, bereavement.

Just as you would do if you were at work, it is necessary to tell someone at the University, if you have to miss a session. Contact your tutor or the programme administrator to tell them if you are going to

be absent. You might have to provide some evidence of why you cannot attend a session. This will count as an authorised absence.

If you do not let the University know, then this counts as an unauthorised absence – and this may put your visa at risk.

If you have a certain number of unauthorised absences which lead to progression problems, we have to report this to the UKVI and they are likely to withdraw your visa.

What do I do about missed sessions?

You must contact your module tutor or the SAM coordinator in the department. You will need to agree how you are going to make up the missed session.

What if I already have some unauthorised absences?

It is really important that you get in touch with your Module Tutor or Academic Adviser as soon as possible, so that you can decide what to do about the missed sessions.

If you are experiencing personal problems that are making it difficult for you to come to class, then you can speak to a member of Student Support and Wellbeing. We can help you decide how best to address your problems. We can also advise you on your visa and how this might be affected.

In some cases, unauthorised absences can be changed into authorised absences after the event. Speak to your tutor about any past absences to authorise them.

I don't really have a good reason, but I have still missed sessions.

Sometimes, it can be really hard to manage all that is expected of you and you may experience stress and worry. If you are finding it difficult to engage with your programme, you may want to talk this over, in confidence, with a Student Support Adviser. Sometimes, you have personal problems, you might be feeling homesick, you might be unhappy with your course or about something else in your life, and this can affect your studies. Student Support & Wellbeing Services are here to help you, if you are having difficulties.

I do have a genuine reason for my absence, but it is a very personal matter.

You do not have to tell everybody all the details. You just need to give enough information to show that your absence was for a genuine reason. You could tell one member of staff who you trust, in confidence, what the true reason is. Then they can confirm just the minimum of details with other members of staff. If you are not sure who to speak to, contact Student Support & Wellbeing Services, who can help you decide what to say.

What happens if I miss a number of sessions or if I have been de-registered from more than two modules?

You may have missed too many sessions to be able to continue on a module. If that happens, then you will be de-registered from that module. Your tutor will look at how/ when you can make up for this missed module during the course of the same academic year and discuss this with you.

As you are a General Student (Tier 4) Visa holder, it is necessary to be on a full-time course and we need to be certain that your continued participation is required. If you are de-registered from more than two modules and if this leads to a situation where we are unable to monitor your continued participation and/or your programme believes you are not making academic progress, you may have to leave your course. The Board of Examiners will make this decision.

If the Board of Examiners decide that you need to leave your course we could no longer be your Tier 4 Sponsor. We would have to report this to the Home Office and this would lead to your visa being curtailed (cancelled). If this happens, the Home Office will write to you advising you of the curtailment. Normally, if you have more than 60 days left on your visa, it will be reduced to 60 days. If you have less than 60 days left, the Home Office may leave it as it is. You should avoid becoming an overstayer and leave the UK, apply for a new General Student (Tier 4) Visa or switch to a different visa category (whichever is applicable in your circumstances) as soon as possible.

What other circumstances could lead to a visa curtailment (cancellation)?

As your Tier 4 sponsor, we are required to report withdrawals, deferrals, and intermissions to the Home Office. All of these actions may lead to your visa being curtailed (cancelled) and the above 60 day curtailment practice applies in these circumstances.

Completing your course earlier than expected will also be reported to the home office and can lead to a curtailment. However, you should be given the same wrap-up period of leave you were originally given (i.e. 2 months for courses less than 12 months long and 4 months for courses longer than 12 months long).

Important information and contact details:

International Student Advisory Service:

Päivi Leivo and Jane Smith , International@chi.ac.uk Tel: 01243 – 812146 , [Website Moodle pages](#)
[Home Office \(UKVI\) website](#)

To report any changes to UKVI: [Migrant Change of Circumstances form](#)

[UKCISA](#) - For more information about protecting your Tier 4 status.

Student Support and Wellbeing: <https://www.chi.ac.uk/student-life/support-health-wellbeing>

Student Records Manager: Linda Gowling l.gowling@chi.ac.uk

These pages are for information only. [The Home Office](#) frequently amends the immigration rules. Please check for the latest regulations regarding Tier 4 visas.