

Protecting Your Tier 4 Visa

Important Overview

If you have a Tier 4 visa, you must comply with the UK Immigration Laws. The University must also comply with the rules the UK government imposed on all universities in the UK. With UEA issuing you a CAS statement, we are sponsoring your Tier 4 visa. And as such, the law also requires universities to report any breach of conditions that are attached to your visa.

Here are some key points to remember to ensure you do not have any problems with your visa or immigration while in the UK:

- Attendance in all classes
- Attend all University visa checks
- Updating your personal details with UEA and UKVI
- Hours allowed to work and other conditions
- Registering with the Police, *if required*
- Report and replace lost or stolen BRP cards
- Any breaks in study with cancel your visa (withdrawal, early completion, suspension, interruption of studies, etc.)
- Leave the UK (or applying for another visa) before your current visa expires
- 5 Year cap (8 year cap for PhD) of having a Tier 4 visa
- Changes to your course, must check immigration rules first
- Right to Rent Checks

Failure to comply with all conditions may result in serious consequences or prosecution.

Your Biometric Residence Permit (BRP)

Your visa is your Biometric Residence Permit (BRP) that you collect after you arrive in the UK, either during your registration at the University or at a designated Post Office that you have chosen during your Tier 4 application.

If your BRP card is lost or stolen, you will need to report it and apply for a replacement card. If any of the information on the BRP is incorrect or changes, you will need to get the card amended.



Keep your BRP card safe!

- Do not carry it as proof of ID
- Do not keep it in your wallet
- Leave it with your passport
- When travelling be extra aware of your visa
- Replacing a BRP card can be expensive and time consuming
- If you lost it abroad, you may miss too much of your course to continue

Lost or Stolen BRPs

.If your BRP is lost or stolen you must report it to the UK government and apply for a replacement visa. If you lose your BRP card abroad, you must apply for a single entry visa to be able to return to the UK and then apply for a replacement card. This is very time consuming, expensive and if lost abroad, you may not be able to continue your course and might need to interrupt your studies. You can find out more on our Lost Documents webpage <https://portal.uea.ac.uk/student-support-service/international-students/lost-docs>.

Attendance and Engagement Requirements

You are required to attend all scheduled teaching events (lectures, seminars, labs, etc.), all university visa checks, and all other contact points for students on a Tier 4 visa (see below). The University is required by the UK government to monitor your attendance/engagement. If you do not attend/engage in your studies or research, the University may be required to report it to UKVI, who will cancel your Tier 4 visa. You will need to leave the UK as soon as possible after you stop studying and before your visa is cancelled.

You are expected to meet the following contact points

1. Registration – where new students are marked as seen;
2. Being marked as “present” on a register for a timetabled teaching event by a member of staff;
3. Meetings with their academic adviser – minimum of three times per year;
4. All Tier 4 Visa checks undertaken by the Visa Compliance team;
5. Submission of (summative) coursework;
6. Attendance at an exam or a course test.

If you are unable to attend any of your teaching events then you need to report your absence on your e:Vision account. If you are planning to be absent, you need to request authorisation from your e:Vision “Request Leave of Absence” (for two weeks or longer you need to talk to your adviser / supervisor and your HUB). However, self-reporting and excused absences are included in your absences for visa and immigration purposes.

Breaks / Finish Early / Withdrawals / Suspensions in Studies

If you interrupt your studies, finish your course early, withdraw from UEA, get suspended, or any other reason that you are no longer a current student at UEA, your visa will be curtailed (cancelled). We recommend that you leave the UK as soon as possible. If you need any help, you meet with an International Student Adviser in the Student Support Centre or email isat@uea.ac.uk.

Keep Your Personal Details Up-To-Date

You are responsible for keeping the University up-to-date on all contact details (current address, phone number and personal email). If any of these change you must update it on your e:Vision or at your HUB.

You should also inform the UKVI service of the government know of any changes of address, name, nationality, appearance, date of birth, gender, new passport, criminal convictions, changes to relationships with family members who have leave to be in the UK as your dependent, and other relevant changes.

More can be found on the GOV.UK website www.gov.uk/change-circumstances-visa-brp

And on UKCISA's [Protecting your Tier 4 status](http://www.ukcisa.org.uk) webpage www.ukcisa.org.uk

When Your Visa Should Expire

The expiry date on your visa is related to the length of your course, use the table below to check you have received the correct visa end date. If you did receive the incorrect end date, you may be able to get this corrected.

Overstaying your visa end date is a breach of condition and you will be in the UK illegally. You may also get a ban from entering the UK and future visa applications will be refused until your immigration ban is over.

You must leave the country or apply for a new visa before the expiry date of your visa.

Type of course	Total length of course	Length of stay allowed
Main course of study	12 months or more	The duration of the course plus four months after the end of the course.
Tier 4 Pilot Scheme Masters course	13 months or less	The duration of the course plus six months after the end of the course
Pre session courses	12 months or more	The duration of the course plus four months after the end of the course
	6 months or more but less than 12 months	The duration of the course plus two months after the end of the course
	Less than 6 months	The duration of the course plus one month after the end of the course
Postgraduate doctors & dentists on a recognised Foundation Programme		The duration of the course (up to a maximum of three years) plus one month after the end of the course

Work Restrictions

Your Tier 4 visa restricts the number of hours you can work and the type of occupation you can do. The University also has internal policies that restrict the number of hours you can work according to the course that you are attending, check with your School / Department / HUB / PGR Office for any specific restriction.

- You cannot work more than 20 hours during term-time
 - If you have more than one job, you are responsible that you do not work more than 20 hours a week. You cannot average 20 hours of work over more than one week (if one week you only worked 10 hours does not mean that the following you can work 30)
- You can work full-time during your vacations (out of term time, check your academic calendar)
- You cannot be self-employed and engaging in business activity including:
 - Sole trader or under a partnership arrangement and that business is either trading or establishing a trading presence
 - Employed by a company in which business in which you have a financial or other significant beneficial interest in a capacity other than as an employee or in which you hold shares of 10% or more (including where the shares are held in a trust for you)
 - Working for a company where you also hold a statutory role (such as a director)
- You cannot be employed in a full time permanent vacancy
- You cannot be employed as a doctor or dentist in training (unless you are on the specific F1 Tier 4 category)
- You cannot be employed as a professional sports person or entertainer

Paying Tax

If you decide to take on a job and you earn more than £155 per week you will need to apply for a National Insurance Number. A National Insurance Number is a unique number allocated to you that records the National Insurance Contributions (NICs) and taxes you have paid.

Further info on the UK government website <https://www.gov.uk/topic/personal-tax/national-insurance>

Renting Accommodation Off Campus

If you will be living off campus in privately rented accommodation, your landlord will be required to check that you have a valid visa to remain in the UK. You may be asked to show your current visa (or other immigration documents) to your landlord when you renew any tenancy agreements or move to a new place.

This is called the Right to Rent Check www.gov.uk/check-tenant-right-to-rent-documents .

Registration with the police

Students from some countries who are in the UK for longer than 6 months are required to register with the Police. This requirement is stated in the letter that you received from the Home Office to inform you that your visa was granted.

List of countries whose nationals are required to register with the Police

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| A - Afghanistan, Algeria, Argentina, Azerbaijan, Armenia | N - North Korea, |
| B - Bahrain, Belarus, Bolivia, Brazil, | O - Oman, |
| C - China, Colombia, Cuba, | P - Palestine, Peru, |
| E - Egypt, | Q - Qatar, |
| G - Georgia, | R - Russia, |
| I - Iran, Iraq, Israel, | S - Saudi Arabia, Sudan, Syria, |
| J - Jordan, | T - Tajikistan, Tunisia, Turkey, Turkmenistan, |
| K - Kazakhstan, Kuwait, Kyrgyzstan, | U - United Arab Emirates, Ukraine, Uzbekistan, |
| L - Lebanon, Libya | Y - Yemen. |
| M - Moldova, Morocco, | |

No recourse to public funds

No recourse to public funds is stated on your visa; it means that you are not entitled to claim public funds such as job seeker allowance, incapacity or disability benefits, housing benefits, etc.