



STUDENT VISA POLICY

Key aims and principles

- 9 The University ensures that:
 - 9.1 International students who demonstrate their ability and intention to study in a clear and transparent manner with the appropriate supported evidence will be sponsored under the Student Route Visa by the University.
 - 9.2 Every international student who needs Student visa sponsorship is supported and guided through the visa application process by Student Immigration Compliance.
 - 9.3 International students sponsored by the University on a Student Visa (Visa Sponsored Students) are supported in their personal and academic development to encourage them to develop their full potential.
 - 9.4 The University reserves the right to refuse or withdraw an offer or cancel an accepted place or de-register a student at any point if the University has any reason to believe that the student could put the University's Student Sponsor status at risk.

Student Visa Admissions and Sponsorship

- 10 A Confirmation of Acceptance for Studies (CAS) can be issued to a student only if they meet the requirements of the Student Route category and will comply with the conditions of their permission to stay in the UK.
- 11 A CAS can be assigned to a student only if the University is satisfied that the student both intends and is able to follow the course of study concerned and where the University expects the student to successfully complete their course on the date specified on the CAS.
- 12 It is the responsibility of students to abide by the conditions of their student visa. This responsibility includes ensuring that they leave the UK when their visa expires, unless they have obtained further valid leave.
- 13 Student Immigration Compliance checks students' documents to ensure that they meet the academic, maintenance and other requirements set out in the Immigration Rules and by the University. A CAS is only assigned once a student has demonstrated that their documents fully meet the Home Office and University requirements.
- 14 Students are not entitled to Student Visa sponsorship on the basis they have met the entry requirements for their Course and hold an offer to study. They must also demonstrate to the University that they meet the requirements for Student Visa sponsorship. The University reserves the right to refuse a request for Student Visa sponsorship, cancel a CAS or withdraw Student Visa sponsorship at its discretion.

15 The University will refuse or withdraw Student Visa sponsorship if any of the following apply:

- The course that the applicant or student intends to study will not comply with Home Office requirements.
- Any applicant or student has submitted documents which are proven or suspected to be fraudulent.
- Any applicant or student has outstanding debts to the University, such as tuition fees.
- Any further Student Visa sponsorship would lead to the applicant or student to exceed the limit for study set out in Appendix ST: Student of the Immigration Rules.
- The applicant or student is not able to meet Home Office academic progression requirements as set out in Appendix ST: Student of the Immigration Rules.
- The University believes sponsoring an applicant or student will put its Student Sponsor status at risk or has concerns about the applicant or student's intention to study and genuineness.
- There is any reason to believe an applicant or student will not comply with the conditions of their Student Visa leave or if a student is in breach of their visa conditions.
- The University has reason to believe that an application will not be successful or will not be made in accordance with the Immigration Rules. This includes where an applicant or student is unable to provide evidence showing sufficient funds to cover living costs and tuition fees which meets Home Office requirements.
- If an applicant has previous criminal convictions and/or has been involved with terrorist activities.
- The applicant cannot demonstrate that they will arrive in time for the latest enrolment date for their Course.

16 The University advises that students who require Student Visa sponsorship from the University should not make any financial commitments until they have applied for and received their visa. This includes but is not limited to arranging travel to the UK, payments for accommodation or terminating employment.

17 The University will not usually be responsible for any expenses incurred by a student whose:

- Request for Student Visa sponsorship is refused by the University; or
- Student visa sponsorship is withdrawn by the

Academic Progression

19 The University does not (with the exception as detailed in paragraph 20) sponsor students who have not successfully completed the course relied on for academic eligibility and/or their most recent course studied in the UK.

20 The only exception is Master's Degree students who are still pursuing their studies, but have completed all exams and assignments excluding the dissertation. Students must submit a letter issued by the relevant awarding institution which confirms that they have passed all exams and assignments, excluding the dissertation. The letter must also state that based on their progress to date, they are highly likely to complete their current course successfully.

21 The University will not normally sponsor students who have failed to complete a previous course of study in the UK,

27 Students whose fees will be covered by an official sponsorship or government sponsor must submit a letter of confirmation from the sponsor outlining the amount of money the sponsor is giving to the student. The letter must meet the requirements laid out in Appendix ST: Student of the Immigration Rules. If the amount given will not cover the full tuition fees and maintenance, students must submit proof of maintenance for the remaining amount.

Induction and Enrolment

28 Only students who have applied for a Student Route Visa using a CAS issued by the University can enrol on to the course.

29 The University may allow students to enrol on the course if they have submitted an in-country application for a new Student Route Visa which is pending with the Home Office. The student must have applied with a CAS number issued by the University and provided evidence they have made an in-time application.

30 Students must not attend any scheduled classes, Academic Coach sessions or course leader meetings until their documents have been

Contact from the University

36 Students contacted either by their Campus Visa Officer, Student Information Team or by Student Immigration Compliance regarding their attendance or any other matter are required to respond immediately. Failure to respond by any deadlines given by either the Campus Visa Officer or by Student Immigration Compliance will result in withdrawal of the student's visa sponsorship.

37 Students are required to notify Student Immigration Compliance immediately of any change of circumstances affecting their immigration status. Failure to notify Student Immigration Compliance will result in withdrawal of the student's visa sponsorship.

38 Students are required to provide the University with up-to-date UK contact details and address during their studies. Failure to keep the University informed of any changes will result in withdrawal of the student's visa sponsorship.

Cancelling or deferring the place on the Course

39 The University will withdraw its sponsorship from any application the student may make or may have made for a visa to enter the country to study if the student cancels or defers their place. The University will notify the Home Office accordingly. The CAS issued will become null and void.

40 If a student cancels or defers their place without a valid reason after they have received their student visa but before enrolling onto the course, the University will not sponsor the student again. The University will notify the Home Office accordingly. The CAS issued will become null and void.

41 The University reserves the right to cancel any CAS issued to a student if they have not made a timely visa application.

Intermissions

42

student must meet all of the usual Home Office requirements to receive sponsorship. If a student intermits and they have less than 6 months remaining on their course, they are expected to return to complete it by way of a Visitor visa.

Transferring to a different Campus

46 Students receiving visa sponsorship by the University can only transfer to a different campus to the one stated on their CAS, if their new campus is currently listed on the University's Student Sponsor licence.

47 There are no implications for a student's sponsorship by the University, although the University is obliged to report this to the Home Office.

48 If the Campus transfer is approved, Student Immigration Compliance will report the change to the Home Office.

Transferring to a different Course

49 A student may request a course transfer, but it will not be possible to permit this if the transfer means that the student and the University are in breach of the Home Office rules on academic progression.

50 The University does not extend sponsorship under the Student Route for part time study.

51 The University will notify the Home Office of the transfer as appropriate.

Withdrawing from the Course

52 Once the withdrawal process has been completed, the University will notify the Home Office and withdraw the student's visa sponsorship.

53 The student is

Religious Obligations

64 For each course of study, there is a published schedule of examinations and assessments. All students are expected to attend these scheduled examinations and assessments, and any absence must be explained by use of a Concession Application Form.

65 There are occasions when it is not possible to avoid all major religious festivals when scheduling the University's courses. Should there be any instances where the University has scheduled an examination or assessment during a major religious festival which would mean that the student is unable to attend the examination, the student must notify the Assessment Office of this as soon as they can and in any event at least two weeks in advance of the relevant assessment.

66 In such circumstances the University will attempt to re-schedule the assessment to an alternative date or time, within the examination period. However, if that is not possible, the University will allow the student to defer the examination to the next available sitting without detriment.

67 Where there are issues around fasting for religious reasons, the University will attempt to re-schedule examinations to allow a student to sit the exams as early in the day as possible.

Re-sits

68 The University expects students to sit their re-sit examinations at a University campus. However, where a student resides overseas, and does not hold a visa that will cover the re-sit period, the University can, wherever possible and at the cost of the student, arrange for an overseas establishment to hold the assessment on the University's behalf to enable them to complete their re-sit examinations. The student must contact the Overseas Assessment Office to arrange to sit exams overseas.

69 Where possible, the University will make arrangements with an establishment in the student's home country, but in some instances, it may be necessary for the student to travel to the venue (either within their country, or to another country).

70 Most students will receive additional months after the official course end date on their student visa. The University aims to arrange re-sit exams within that period; therefore, no visa extensions will be given. However, where this is not possible, some re-sits may be arranged for the period after the end date of the visa. In this case, students would have to obtain a visa to cover the duration of their stay for the re-sits.

71 Options available:

71.1 Visitor Visa – Students are advised to obtain a Visitor Visa to do their re-sits. The Visitor Visa has to be obtained from the student's home country. Once the

re-sit exams have been registered and paid for, Student Immigration Compliance will issue a letter which will support the application for the Visitor Visa.

71.2 Students from a non-visa national country can obtain entry clearance as a visitor at the border. For a list of visa nationals, see Appendix C.

71.3 Student Route Visa – in exceptional circumstances the University will sponsor students for the re-sit examination period. For example, if overseas re-sits and where neither of the above options are possible.

Graduate Route Visa

72 To ensure eligibility for the Graduate Route you must successfully complete your studies, and receive confirmation of that outcome, within the validity of your current visa.

72.1 “Successfully completed” means that you will be awarded a qualification that:

- Is for the course of study for which your Confirmation of Acceptance for Studies was assigned or,
- If you changed course **before** you completed the course, and this was permitted by the University then they would meet the definition of successful completion.

73 If course completion is delayed due to a resit or resubmission, final results might not be received until after the expiry of your student visa. In this instance you would not be eligible for a Graduate Route visa.

74 It is not possible to extend your visa for the purposes of waiting for results, or to cover a resit period if physical attendance is not required for the re-sit, for example submission of coursework online.

Employment

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	Compliance and Advice		
V2.4	Head of Immigration Compliance and Advice	Review and amend	31.01.20
V2.5	Head of Immigration Compliance and Advice	Review and amend	15.10.20
V2.6	Director and Head of Immigration Compliance and Advice	Review and amend	26.01.23
V2.7	Director and Head of Immigration Compliance and Advice and Director of Student Success	Review and amend	13.12.24

Appendix A

Countries that qualify for the Home Office's differentiation arrangements:

Australia
Austria
Bahrain
Barbados
Belgium
Botswana
Brazil
British National (Overseas)
Brunei

Appendix B

Attendance Policy for Visa Sponsored Students

As a Student Sponsor, The University of Law is expected to ensure that we and our students are compliant with the Student Sponsor Guidance and the Immigration Rules. This policy is designed to ensure that you are aware of the basic regulations of your Student visa, and what is considered a breach of your visa in terms of your attendance.

Irrespective of any attendance requirements of your individual programme, as a student sponsored by the University on a Student visa (Visa Sponsored Student) you are required to attend all scheduled classes.

Your attendance is calculated from the day you begin your course, and it will be verified

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the cancellation email by completing the Cancellation Appeal Form which is provided

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Serbia	Sierra Leone	Somalia
South Africa*	South Sudan	Sri Lanka
Sudan	Suriname	Swaziland
Syria	Taiwan (unless they hold a Taiwan passport which includes the number of the identification card issued by the competent authority in Taiwan)	Tajikistan
Tanzania	Thailand	Togo
Tunisia	Turkey*	Turkmenistan
Uganda	Ukraine	United Arab Emirates*
Uzbekistan	Venezuela	Vietnam
Yemen	Zambia	Zimbabwe

*There are some exceptions for people who hold a diplomatic or special passport issued by these countries.

<https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-v-visitor-rules>