



**YOUR STUDENT VISA  
RESPONSIBILITIES  
2022/2023**



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## **INTRODUCTION**

This document is a reminder of the obligations for both you as an international student and LJMU as an international student sponsor. It explains the reporting and record keeping duties of LJMU.

You applied for and were granted leave to enter & remain in the UK as a **full time** student under in the UK. In doing so you agreed to abide by the Home Office UK Visas & Immigration (UKVI) regulations.

LJMU also has certain responsibilities and must abide by UK Visas & Immigration regulations under the terms of our licence as a Sponsor of international students. We also require you to abide by LJMU's policies and procedures with regard to international students. By enrolling with LJMU, you agree to meet all these responsibilities, if you do not, it may affect your studies and your right to remain in the UK.

## **IMPORTANT IMMIGRATION INFORMATION FOR NEW STUDENTS FROM OUTSIDE THE EEA**

If you applied for Entry Clearance outside of the UK, you will have been issued with a 90 day entry vignette in your passport as well as a Decision Letter outlining the conditions of your leave.

Once you have arrived in the UK, you must take your passport and the letter to the Post Office branch that you have been allocated to collect your Biometric Residence Permit (BRP). The address of the Post Office will be given in the Decision Letter.

All students are encouraged to collect this as soon as possible.

LJMU will enrol you provided you produce the stamped entry vignette and the decision letter, however you **MUST provide LJMU with a copy of your BRP as soon as it is collected.**

Once you have collected your BRP please check all details are correct (name; expiry date; right to work etc.) if there are any errors, for example if the visa expires before your course is due to be completed, please contact the LJMU's International Advice Team as a matter of urgency ([internationaladvice@ljmu.ac.uk](mailto:internationaladvice@ljmu.ac.uk)).

## **IMPORTANT IMMIGRATION INFORMATION FOR NEW STUDENTS FROM EEA**

EEA and Swiss nationals who have a biometric passport and apply under the Student route using the ID Check app, will not receive a vignette and Biometric Residence Permit (BRP).

You will receive an eVisa and LJMU will need to receive a copy, this will show the conditions of your student permission.

The eVisa is accessible via the following link: [www.gov.uk/view-prove-immigration-status](https://www.gov.uk/view-prove-immigration-status).

Students should obtain a share code and sent that to LJMU to prove their immigration status. LJMU is required to keep an electronic copy of the eVisa and the digital immigration status viewed using the Share Code.

If there are any errors on your eVisa, for example if the visa expires before your course is due to be completed, please contact the LJMUs International Advice Team as a matter of urgency ([internationaladvice@ljmu.ac.uk](mailto:internationaladvice@ljmu.ac.uk)).

## **SUBMISSION OF DOCUMENTS**

### **LJMU's Responsibility**

LJMU must keep a copy of the passport and evidence that you have valid leave to remain in the UK, for all international students enrolled with the University. These documents will be (a) from student visa holders from outside of the EEA - a copy of the stamped entry visa + the BRP and (b) for student visa holders from an EEA country – the eVisa; evidence of the date you arrived in the UK and a share code so that LJMU can view your digital immigration status.

These documents will be kept electronically and securely in Academic Registry. This procedure is undertaken annually at the start of each academic year.

If you are an international student at LJMU and have leave to remain in the UK under an immigration category other than as a Student, you are also required to present your passport & evidence that you have valid leave to remain and study in the UK on an annual basis.

### **Your Responsibility**

To ensure LJMU has copies of up to date immigration documents (passport/visa).

### **Passports/Biometric Residence Permits/eVisas/Share Codes**

- If you are a new LJMU student, you will be asked to send a copy of your documents as part of the enrolment/registration process. You will find details of what documents are required here: [www.ljmu.ac.uk/academic-registry/student/registry-services/enrolment-registration/international-enrolment](http://www.ljmu.ac.uk/academic-registry/student/registry-services/enrolment-registration/international-enrolment). Documents should be emailed to [RegistrationDocuments@ljmu.ac.uk](mailto:RegistrationDocuments@ljmu.ac.uk).
- You are responsible for providing LJMU with a copy of any extensions to your student permission or new residence permits if your immigration status has changed.
- If you are a returning student re-registering for the next academic year, you will be required to present your passport and evidence of valid leave to remain in the UK. This process will take place electronically by emailing [RegistrationDocuments@ljmu.ac.uk](mailto:RegistrationDocuments@ljmu.ac.uk).
- If your leave to remain in the UK has expired and you have submitted an application for an extension using an LJMU CAS number, we will need to see the following:
  - I. A copy of evidence of your previous leave to remain in the UK showing the expiry date  
*AND*
  - II. An acknowledgement letter from the Home Office of your new application  
*OR*
  - III. Proof that you have submitted an application to the Home Office before your previous leave expired

## **ATAS Certificate**

- If ATAS is required for your programme, it will be stated in the LJMU offer letter and you will have needed ATAS Clearance before applying for UK Entry Clearance. LJMU will also retain a copy of this certificate.
- If you are a research student and due to a change in your research you now require ATAS clearance, you can continue to study with LJMU while the ATAS clearance application is processed. You will need to provide a copy of the certificate as soon as you receive it. If ATAS approval is not granted, you will be required to leave your studies and LJMU will report you to UK Visas & Immigration.
- If you are applying to extend Student leave and you previously needed ATAS clearance, you will need to be issued a new ATAS certificate before LJMU will assign a new CAS.

## **FAILURE TO COMPLETE REGISTRATION WITHIN THE DEADLINE**

### **LJMU's Responsibility**

LJMU must report to UK Visas & Immigration details of all students who have failed to fully register on their course by the deadline. The deadline will be specified in the CAS letter issued to you by LJMU. For the 2022/23 academic year, registration must be completed remotely but still must be done by the deadline.

If you do not register and are reported to UK Visas & Immigration, any student visa granted using LJMU's CAS number will become invalid, and you will be required to leave the UK or apply to the Home Office to remain in the UK under a different immigration category.

If you have not yet travelled to the UK, and do not complete registration by the deadline, any CAS issued will be withdrawn.

If you arrive in the UK and fail to provide all the documents required to complete registration (including evidence that you have paid a minimum of 50% of the tuition fees), you will be withdrawn from the programme; reported to UKVI who will cancel your visa.

### **Your Responsibility**

To keep in contact with LJMU.

- If you are a new student or a returning student and are experiencing travel difficulties, please contact LJMU for advice.
- If you are a continuing student, have successfully completed the previous year but decide to take some time away from your studies, you must have this approved by your Faculty. This will be reported to UKVI and any remaining period of leave on your current visa will be cancelled. You will need to request a new CAS number from LJMU and you will need to apply for new entry clearance, in time for you to return to your studies.
- If you are repeating a year (without attendance) you still need to complete registration, the non-attendance will be reported to UKVI and any remaining period of leave on your current visa will be cancelled. Before you return to face to face studies, you will need to request a new CAS number from LJMU and you will need to apply for new entry clearance, in time for your examinations/assessments.



# **WITHDRAWING OR SUSPENDING YOUR STUDIES**

## **LJMU's Responsibilities**

The University must report to UK Visas & Immigration if a student stops attending/engaging because of withdrawal or suspension.

You may have requested to suspend your studies or told us that you wish to withdraw from the programme; or LJMU may withdraw you from your programme if any of the following circumstances occur:

- You fail to comply with the International Student Engagement Policy.
- You fail to pay any fees due to LJMU or fail to keep to any payment agreement.
- You fail to show progression throughout your course of study.
- You breach your student visa conditions or break LJMU's Terms and Conditions.

## **Your Responsibilities**

- If you decide to withdraw from your studies, you must discuss this with the Programme Team, you will be required to complete a form which can be found under "My Services" on the My LJMU Portal (<https://my.ljmu.ac.uk/>)
- If you decide to suspend your studies, you must discuss this with the Programme Team, you will be required to complete a form if it is agreed. The form can be found under "My Services" on the My LJMU Portal (<https://my.ljmu.ac.uk/>)
- If you are withdrawn by LJMU your visa will be cancelled and you will be required to return home. You need to provide LJMU with a copy of the re-entry stamp from your passport once you have arrived in your home country.
- If you are suspending your studies or repeating a year (without attendance), your visa will be cancelled and you will need to leave the UK and return home. You can request a new CAS number from LJMU and you will need to apply for a new visa, in time for your return to face to face study.
- If you are financially sponsored by your employer or by your government, you must inform them if you withdraw; are withdrawn by LJMU or suspend your studies for any reason.
- Depending on the length of your absence and your individual circumstances, you may be required to provide evidence that your level of English Language still meets the minimum entry requirements before being provided with a new CAS number.

## **CHANGES IN YOUR PERSONAL CIRCUMSTANCES, UPDATING YOUR CONTACT DETAILS**

### **LJMU's Responsibility**

LJMU must keep your contact details on the University's Student Information System. LJMU must also report to UK Visas & Immigration any significant changes in a students' circumstances. This can include changes to the programme of study or location of study, or details of a work placement.

### **Your Responsibility**

You must provide LJMU with a permanent address. This cannot be a UK address; it must be the address of your residence in your home country.

You must provide LJMU with a term time address; this should be local to the University. If a students' term time address is a long way from Liverpool, UK Visas & Immigration may question whether that student is serious about their studies. UK Visas & Immigration have an expectation that all LJMU students will live within easy commutable distance of LJMU.

Any changes in your address through the duration of your studies can be updated in MyLJMU.

You must access your LJMU account and read LJMU emails regularly. This is the contact method LJMU will use when giving or asking for information.

If there is a change in your study location (for example you undertake a placement year) LJMU must report this change in circumstances to UKVI. Depending on the location and duration, there may be changes to your immigration status in the UK, LJMU will write to you with more information if there are.

## **ENGAGEMENT MONITORING AND AUTHORISED ABSENCES**

### **LJMUs Responsibilities**

LJMU is required to report to UK Visas & Immigration any international student who fails to comply with our International Student Engagement Policy. We will monitor students at census points throughout each academic year including Enrolment. Details of the International Students Engagement Policy can be found on our website:

<https://policies.ljmu.ac.uk/UserHome/Policies/ViewPolicyStart.aspx?id=253&l=1>

In exceptional circumstances LJMU will consider requests for authorised absence, usually for a period of up to 4 weeks. Any such request must be received by you completing the form that can be found under “My Services” on the My LJMU Portal (<https://my.ljmu.ac.uk/>). It is important to remember that we are required to report to UK Visas & Immigration if a student is absent from their studies for a significant period.

### **Your Responsibilities**

- You must be fully enrolled on your course.
- You must engage with all timetabled lectures and tutorials for that course either remotely or face to face, depending on our individual requirements.
- You must engage with your studies for the duration of the lectures.
- You must complete assessment work and submit it on time.
- You must inform LJMU immediately if you are unable to engage with any timetabled session or face to face activity.
- You must obtain official documentary evidence if you are absent due to medical grounds. These documents must be from a UK medical practitioner.
- Wherever possible, doctor; dentist or midwife appointments should not be made at times where they will result in you being absent from timetabled sessions.
- Requests for authorised absence should be approved by the Programme Leader in the first instance.

## **EXTENSIONS TO STUDENT ROUTE LEAVE TO REMAIN IN THE UK**

- If you are progressing from one programme of study to another of a higher level, you can only remain in the UK and apply to extend your leave to remain if there is less than 28 days between the date your current leave expires and the start of the new programme. If your expiry date is more than 28 days before the start of the new programme, you will be expected to return home and make an out of country application.
- LJMU will not enrol any student who does not have evidence of valid leave to remain in the UK that allows them to study, or who cannot provide evidence that an “in-time” application to extend their leave to remain in the UK has been submitted to UKVI.
- If you are an **undergraduate student** and need to extend your visa to complete your course of study, you will be expected to return home and make an out of country application. Unless you are exempt from the “academic progress” part of the Immigration Rules because you are taking (or have previously taken) a resit year; or you are transferring from a Bachelors programme to an intercalated Masters programme (for example transferring from a BEng to an MEng programme). In all cases you will need to request a new CAS from LJMU.
- If you are a **postgraduate research student** and need to extend your visa to complete your course of study, you are exempt from the “academic progress” part of the Immigration Rules and can request a CAS from LJMU to make an application for an extension to your leave to remain from within the UK.
- If you are a **postgraduate taught student** and have completed the taught element of your programme but have not submitted your dissertation by the time your visa expires. You may not be able to apply for an extension to your leave to remain in the UK, in most cases you will be expected to return home and submit from overseas.
- In order to make a new application for leave in the UK, you will need LJMU to assign you a new CAS number. If you think you are eligible for a further CAS number, complete the CAS request form here <https://myservices.ljmu.ac.uk/>.
- If you request a CAS and LJMU informs you that one cannot be assigned, we will write to you explaining the reasons why. If you disagree with the decision, you will have to opportunity to appeal.

If a CAS is assigned and you apply to extend your leave, you **must** tell LJMU of the outcome of your application. If a student visa is granted, you need to provide a copy of the new BRP. If a student visa is refused, you will need to make an appointment to discuss this with a member of LJMU's International Student Advice Team.

Students who are progressing after successful completion of one LJMU programme to a higher level LJMU programme, are permitted to enrol before making their visa application provided they still have valid leave to remain; however, a new application for a student visa for the duration of the new programme **MUST** be submitted within 6 weeks of enrolment. You **MUST** inform LJMU as soon as the visa application has been submitted and provide evidence of the application.

If LJMU becomes aware that an application has not been submitted within this timeframe, you will be withdrawn from your programme; reported to UKVI and required to leave the UK.

Before starting their programme at LJMU, most students will be issued with leave to remain in the UK for the whole duration of their course and an application for an extension will not be necessary. In a small number of cases a student may not manage to complete their course within the anticipated timeframe and will need to apply to extend their leave to complete their studies. To find out if you are eligible to make an application for an extension to your student visa from within the UK, please contact the LJMU's International Student Advice Team.

*LJMU does reserve the right to withdraw any CAS it has assigned.*

## **EMPLOYMENT**

The maximum amount of part time work an international student can do during semester time is 20 hours per week if you are studying at degree level or above. If you are studying at a lower level (e.g. a foundation student) you are limited to 10 hours per week.

Undergraduate students can work full time in vacation periods. University semester dates are available on the Academic Calendar at <https://www2.ljmu.ac.uk/academiccalendar/>

**IMPORTANT:** If you are completing a course that does not fall within the standard LJMU term dates, you are limited to a maximum of 20 hours per week as long as you have continuing academic commitments. ***For example; if you are enrolled on a 1 year postgraduate taught programme or a postgraduate research programme you are limited to 20 hours per week until the programme is completed.***

***ENGAGING IN SELF EMPLOYMENT IS STRICTLY FORBIDDEN FOR INTERNATIONAL STUDENTS***

### Breakdown of permitted working hours

- 20 hours a week if you are studying at degree level or above at a higher education institution.
- 10 hours a week if you are studying a course that is below degree level at a higher education institution.
- If you are enrolled on an undergraduate programme, you can work full time during vacation periods.
- If you are enrolled on a 1 year Postgraduate Taught programme or a Postgraduate Research programme, you are not permitted to work full time during the normal 'vacation' periods as you are expected to be studying full time until you have submitted all assessments.
- If you are enrolled on a 2 year Postgraduate Taught programme you can work FT in the summer vacation period between the first and second year.

For further advice please contact LJMU's International Student Advice Team.

## **CHANGING IMMIGRATION CATEGORY**

### **LJMU's Responsibility**

LJMU is required to report to UK Visas & Immigration any student whose immigration status has changed.

### **Your Responsibility**

If you apply to change immigration category while you are enrolled as an LJMU student, you must inform LJMU as soon as you have submitted the application.

You must bring provide proof of your application as soon as possible and keep LJMU updated with the decision. For example if the application is refused but you have a right of appeal, you must inform LJMU.

Once a decision on your application is finalised, we will need to see evidence of your leave to remain in the UK under the new immigration category. You will need to provide a copy of your new Biometric Residence Permit.

If the application is refused and you have no further right of appeal, you will need to discuss this with LJMU's International Student Advice Team.

## **CONTACT INFORMATION**

**Helen Ireland**

**Compliance Officer, Registry Services**

Exchange Station, Tithebarn Street, Liverpool, L2 2QP

Tel: 01512313228

Email: [H.J.Ireland@ljmu.ac.uk](mailto:H.J.Ireland@ljmu.ac.uk)

**LJMU's International Student Advice Team**

Student Life Building, Copperas Hill, Liverpool, L3 5AJ

Tel: 01512313673

Email: [InternationalAdvice@ljmu.ac.uk](mailto:InternationalAdvice@ljmu.ac.uk)

**Registry Services**

Exchange Station, Tithebarn Street, Liverpool, L2 2QP

Tel: 01512313289

<https://myservices.ljmu.ac.uk/Forms/RegistryHelp.aspx>

## **DISCLAIMER**

*This document has been prepared to give LJMU students an overview of Student Route visa responsibilities and is for general information only. It is not intended to be relied upon and does not represent a full statement of legal requirements. All students need to ensure that they understand the immigration guidelines and take notice of any changes in legislation that may affect them. All students need to accept that their leave to remain in the UK is their responsibility and they must abide by the regulations set out by UK Visas & Immigration and LJMU in order to protect their right to remain in the UK as an international student.*

*While LJMU has taken care that this document is correct at the time of preparation, UK Visas & Immigration may revise its policies at any time and the legal situation is subject to change. LJMU will not accept responsibility for any omission or for any loss or damage arising from the consultation of this document.*

*Updated July 2022*