Visa & Registration Information for Full-time International Students

Last updated: 1 February 2016
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1. Visa Information

Home Office requirements change regularly, therefore, you are advised to check the Home Office website for the most up to date information,
www.gov.uk/government/organisations/uk-visas-and-immigration
1.1 Tier 4 (General) visa

1.1.1 What are the requirements?

1.1.1.1 Confirmation of Acceptance for Studies

A Confirmation of Acceptance for Studies (CAS) is a ‘virtual document’ similar to a database record, and is issued by Birkbeck in support of your Tier 4 (General) visa application. This will take the form of an .htm email attachment. The CAS will contain your personal information, academic programme details and a CAS number. This number is a mandatory requirement when completing a Tier 4 visa application form, though you are not required to print the whole CAS statement and include it with your visa application.

➢ When will I receive my CAS?

CAS numbers can only be used up to 3 months before the start of your programme of study, therefore the process of assigning this to eligible students (i.e. have fulfilled all Academic, Non-academic and General Conditions of Entry stated in the offer for a full-time programme of study and accepted the offer, and paid a deposit) will begin 3 to 4 months before your proposed course start date. Initially you will be sent an email containing a draft version of your CAS, which you must check and confirm is correct. Once you have verified this and provided satisfactory supporting documents to International Student Administration (ISA), your CAS statement will normally be issued within 5 working days.
1.1.1.2 Study time limit

The Home Office set a maximum time limit on how long you may spend studying in the UK. This limit includes all previous study in the UK whilst on a Tier 4 or Student visa and is dependent upon the level of study you undertake:

- **Below degree level**: maximum 2 years

- **Degree level (including Master’s)**: maximum 5 years

  However, if you have studied for a Bachelor’s degree of a minimum duration of 4 academic years (not including any repeats or re-sits) and are applying to study for a Master’s degree, the limit is 6 years.

- **Postgraduate Research level (including MRes)**: no limit, if you have not completed a qualification at this level in the UK before.

  However, the overall limit will be 8 years if you have already completed this level in the UK.

1.1.1.3 Academic progression

Students who wish to extend their Tier 4 (General) visa must show their proposed study represents academic progression from any previous study undertaken in the UK with a Tier 4 (General) or Student visa.

The relevant Home Office guidance states that any new course will normally be at a higher level than those previously studied in the UK.

You will also have successfully completed a previous course by achieving the qualification for which you were granted Tier 4 leave.

For information about academic progress, see Academic Progression section of the Home Office's Tier 4 Policy guidance.

1.1.1.4 English language proficiency

You must satisfy Birkbeck’s general English language requirement and Tier 4 English language requirement. Academic departments may accept a wider range of English language
You will normally need to obtain a minimum score in an English Language test approved by the Home Office if you require a Tier 4 visa and do not meet one of the following criteria:

- you are the national of a majority English speaking country ([www.gov.uk/tier-4-general-visa/knowledge-of-english](http://www.gov.uk/tier-4-general-visa/knowledge-of-english)); or
- you have obtained an academic qualification at degree level or above, which was taught in a majority English speaking country (including the UK and Ireland, but excluding Canada).

Please note that you are not required to submit evidence of your English language proficiency with your Tier 4 visa application.

However, if details of your English language test results are stated on your CAS, you are required to submit the relevant original test certificate with your visa application.

### 1.1.1.5 Immigration Health Surcharge

Since 6 April 2015, most Tier 4 visa applicants are subject to an additional charge as part of their immigration application. This means you are entitled to receive free health service from the National Health Service while you are in the UK.
The rate for a student and student dependant is £150 per person for each year of their visa. If the visa includes part of a year that is less than six months, the charge will be £75 for this period.

Further details can be found at the Home Office website:
https://www.gov.uk/healthcare-immigration-application

### 1.1.1.6 Will I need to have an interview?

You may be required to attend an interview as part of your visa application, either in person or on the telephone, or when you arrive in the UK (for example at the airport) to satisfy you are a genuine student.

If you are required to attend an interview, you will need to demonstrate your English language ability without the assistance of an interpreter and provide basic knowledge about your study in the UK (e.g. length of course, subjects of study).

Details can be found in the Tier 4 Policy guidance.

### 1.1.1.7 Health screening

Residents of certain countries applying for a visa to come to the UK for longer than 6 months must obtain a certificate confirming that they are free from infectious Tuberculosis (TB) before applying for a visa.

Further details and list of applicable countries are available from:
www.gov.uk/tb-test-visa

### 1.1.1.8 Academic Technology Approval Scheme clearance certificate

Students who are embarking on or continuing their study for specific degrees in the physical sciences, computing or mathematics, are asked to note the requirements of the Academic Technology Approval Scheme (ATAS).
This requirement applies to students from outside the European Economic Area (EEA) and Switzerland.

An ATAS clearance certificate must be obtained before submitting your Tier 4 (General) visa application to come to or remain in the UK.

The process normally takes a minimum of 20 working days and it is valid for 6 months from the issue date. Therefore, you are advised to submit your ATAS clearance check application as early as possible.

You need the following information from the College before submitting your application:

- JACS code of your programme of study (stated in the official offer letter)
- a brief summary of your research proposal agreed with your potential supervisor (examples of good and bad research proposals for ATAS)

If your course content or research proposal changes during your study, you must obtain a new ATAS clearance certificate.

Further details and online ATAS application information are available from the Foreign and Commonwealth Office website: www.gov.uk/academic-technology-approval-scheme

### 1.1.9 Academic qualifications

You will need to include the ORIGINAL of all document(s) listed on your CAS statement. Usually this will be the final transcript or certificate of your previous studies.

### 1.1.10 Financial evidence

In order to make a successful application, you must provide evidence to the Home Office that you have sufficient funds to cover your tuition fee
balance plus a maintenance requirement, which is a minimum of £1,265 per month. You must show that you have money for your living costs for each month of your course, up to a maximum of 9 months.

If your financial documents are not in English, you must include an official English translation.

Unless you are being sponsored, you will normally need to provide bank statements that indicate you have held this amount in your account for a minimum of 28 consecutive days (finishing on the date of the closing balance) ending no more than 31 days before your application.

If you are using your parent(s)’s bank account, you must provide the following:
- parent(s)’s bank statements;
- your birth certificate or family register confirming the relationship between you and your parent(s);
- a letter from your parent(s) confirming that they will financially sponsor your studies.

If you are being financially sponsored, you must include the original sponsorship letter.

Official sponsors can be one of the following:
- the UK government
- your home government
- the British Council
- any international organisation or international company
- University
- UK independent school
Also, if you received financial sponsorship from a government or international scholarship agency, which ended within the last 12 months, you will need **a letter from your sponsor permitting you to stay in or re-enter the UK for an unlimited time**.

Please check the Tier 4 Policy guidance for details on the specific type of financial documents that are accepted:

www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student

### 1.1.1.11 Official English translation

If any of your documents are not in English, you must submit the original document and accompany a fully certified English translation by a professional translator or translation company. This includes your financial documents.

- **For applicants who are already in the UK**
  
The original translation must include:
  
  - details of the translator or translation company's credentials;
  - confirmation that it is an accurate translation of the original document; *and*
  - the translator or translation company's contact details.
  
  It must also be dated and include the original signature of the translator or an authorised official of the translation company.

- **For applicants who are overseas**
  
The original translation must contain:
confirmation from the translator or translation company that it is an accurate translation of the original document;
the date of the translation;
the full name and signature of the translator or of an authorised official of the translation company; and
the translator or translation company's contact details.

1.1.1.12 Passport

All the passports you are submitting with your visa application must have been signed where appropriate.

1.1.1.13 Two passport sized photographs

These will need to be in a specific format and colour. Your application might be delayed or refused if they don’t meet the specific format.

Further details are available from: www.gov.uk/photos-for-passports

1.1.1.14 The following documents may be required:

- Previous passport(s)
- Police Registration certificate
- Biometric Residence Permit
- ATAS clearance certificate
- TB certificate
1.1.2 Where and how should I apply?

- If you are not a national of EEA or Swiss and want to **come to the UK to study**, you will have to make an immigration application to a **visa application centre** in your **home country** (or the nearby country if no visa centre or UK embassy is in your home country) for permission to come to the UK as a ‘student’ under Tier 4 of the Points Based System (PBS).

Use the following link to submit your application online:

https://www.gov.uk/apply-uk-visa

- If you are **already in the UK with a valid UK visa**, and want to stay in the UK as a student, you must submit a Tier 4 (General) visa application **before** starting a new programme of study. Your current immigration permission must be either as a Tier 4 student or in an immigration category which allows you to switch into Tier 4, such as Tier 1 Migrant or Tier 2 Migrant.

You should wait until you have obtained entry clearance (i.e. vignette) before you book any non-refundable travel tickets.

Further details are available from the Home Office website:

www.gov.uk/tier-4-general-visa/extend-your-visa

1.1.3 When should I apply?

- **Applying from outside the UK**
  - before you travel to the UK;
  - no more than 3 months before the start date of your programme of study;
• no more than 6 months after your **CAS** was issued; *and*

• apply from your home country.

**Applying from the UK**

• no more than 3 months before the start date of your programme of study;

• no more than 6 months after your CAS was issued;

• before your current immigration permission ends; *and*

• before starting your new programme of study.

### 1.1.4 Outcome of visa application

#### 1.1.4.1 Successful

**Applied from outside the UK**

You will be initially issued with a 30 day vignette (i.e. sticker) in your passport and a decision letter.

The vignette is proof only of your permission to enter the UK before its expiry. If you don’t travel within that 30 day period, you will have to apply for another 30 day visa.

**Within 10 days of arrive** in the UK, take the following original documents to a designated Post office branch, which is stated in your decision letter, to collect your **BRP**:

• Passport containing the 30 day vignette

• Decision letter
Applied from the UK

The Home Office will return all your supporting documents with a decision letter. It will confirm the grant of your Tier 4 visa.

Your visa in the format of BRP will be sent separately.

If you used the College’s Tier 4 visa application checking service, both decision letter and BRP will be delivered to the College directly.

Unsuccessful

Applied from outside the UK

A notice of immigration decision will be sent to you along with supporting documents that you submitted. Please email a scanned image of the notification to ISA for further assistance.

If there is any reason to believe your application was incorrectly refused, you may be able to request for Administrative Review within 28 days of receiving the refusal notice.

Carefully check your BRP as soon as you receive it, and contact ISA if there is any error. Only a limited time is allowed to submit an error correction request.
1.1.5 Other information

1.1.5.1 Working during your studies

As a Tier 4 visa holder, you are permitted to work a limited number of hours per week during term time (see next page for definition), depending on your level of study:

- **Bachelor’s degree level or above**: maximum 20 hours per week
- **Below Bachelor’s degree level**: maximum 10 hours per week

Details of your entitlement will be stated on your visa.

However, you must not:

- be self-employed
- be employed as a professional sportsperson or sports coach
- be employed as an entertainer
- take a permanent full-time job
- work as a doctor or dentist in training

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**Applied from the UK**

A refusal notice will be posted to you with your supporting documents that you submitted. If you do not have a valid visa when the decision is made, the Home Office may retain your passport and advise you to arrange a collection after arranging your travel plans. Please email a scanned image of the refusal notice to ISA for further assistance.

If there is any reason to believe your application was incorrectly refused, you may be able to request for Administrative Review within 14 calendar days of receiving the refusal notice.

There is a fee of £80 to apply for an administrative review. It will be refunded if your application is either successful or rejected as invalid.

Further details can be found at the Home Office website:

www.gov.uk/ask-for-a-visa-administrative-review/if-youre-outside-the-uk
General term dates and holiday closing dates of the College are available from:

www.bbk.ac.uk/about-us/term-dates

**Term-time** is any period when you are supposed to be doing academic work. For example, when you should be attending lectures, preparing examinations or viva, doing coursework, and writing essays, a dissertation or thesis. Vacation is normally around Christmas and Easter holidays and during summer after completing all your examinations and/or submission of your dissertation. **Therefore, postgraduate students are normally permitted to work a maximum of 20 hours per week during summer, i.e. until the end of September.**

### 1.1.5.2 Family Members

You can bring certain members of your family to the UK as your 'dependants', if you are either

- a government-sponsored student and your course is longer than six months, or
- studying for a postgraduate programme longer than 12 months.

If your child is applying to come to the UK as your dependant, they must be less than 18 years old and normally both of the child's parents must be coming to the UK.

The UK Council for International Student Affairs (UKCISA) has written a comprehensive information sheet which you should read carefully before applying for a visa for your family:

ukcisa.org.uk/International-Students/Immigration-/Dependants/
Student satisfies all conditions

Draft CAS
Draft CAS statement is sent to eligible applicants.

Further information
ISA may requests applicants to provide further information before processing, such as a new passport copy.

Errors & supporting documents
Any errors on the draft CAS or questions should be directed to ISA straightaway. Also, provide any relevant documents, such as financial evidence, without delay if requested.

CAS issued & Enrolment invitation
CAS statement will be emailed. Report any errors to ISA immediately. Enrolment invitation email will then follow shortly.

Apply for Tier 4 Student visa & complete online enrolment

CAS to Registration

Student confirms draft CAS details

ISA

Tier 4 Registration
Present Tier 4 documents to ISA

Collect BRP
Take passport and decision letter to the designated Post Office to collect your BRP
### 1.1.6 Responsibilities and obligations of Tier 4 student and Tier 4 sponsor

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<th>Student</th>
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<tr>
<td>Inform the Home Office of any students who do not enrol at the expected time for their studies</td>
<td>Must inform the Home Office within 10 working days after the end of the prescribed enrolment period of any students who fail to enrol on their course</td>
<td>Enrol and register with Birkbeck by the latest arrival date stated on your CAS statement</td>
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<tr>
<td>Inform the Home Office of any information which suggests that a sponsored student is in breach of the condition of their visa</td>
<td>Must inform Home Office within 10 working days of the relevant information being known to the College</td>
<td>Comply with all conditions stated on your visa including:</td>
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<td>• Register with the police within a specified period stated on your visa if applicable</td>
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<td>• Maintain work conditions, which is normally 20 hours per week during term-time for degree students</td>
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<td>Do not claim ‘public funds’</td>
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<tr>
<td>Inform the Home Office of if Tier 4 visa was granted with incorrect conditions of stay</td>
<td>Must inform Home Office within 10 working days of the relevant information being known to the College</td>
<td>Inform ISA of any possible error(s) you have identified for further assistance. You may then have to report and request amendments of error(s) to the Home Office</td>
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<tr>
<td>Keep a copy of immigration documents</td>
<td>Must keep a copy (electronic or paper) of the following documents:</td>
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<td></td>
<td>• personal details page(s) in passport;</td>
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<td></td>
<td>• Tier 4 visa in passport</td>
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<td>• All previous UK visas in current passport</td>
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<td></td>
<td>• Both sides of Biometric Residence Permit (BRP).</td>
<td>Present the required original documents to ISA</td>
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<td>New students are normally required to complete their registration and enrolment by the latest arrival date stated on your CAS statement</td>
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<td>Continuing students or students who switched their immigration status to Tier 4 after starting their course must present the original documentation to ISA by arrangement</td>
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<td>If you lose your passport bearing Tier 4 visa or BRP, tell ISA immediately. An original new passport with Tier 4 visa or new BRP issued to replace the lost one must be presented to ISA as soon as receive them</td>
</tr>
<tr>
<td>Keep a copy of the Academic Technology Approval Scheme (ATAS) Certificate</td>
<td>Must keep a copy of the ATAS clearance certificate</td>
<td>Provide a copy of your approved ATAS clearance certificate to ISA</td>
</tr>
<tr>
<td>Home Office Regulations</td>
<td>College</td>
<td>Student</td>
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<tr>
<td>Inform the Home Office if a student is absent from their studies without reasonably granted approval</td>
<td>Must inform the Home Office within 10 working days after a significant period of unauthorised absences or expected contact</td>
<td>Maintain attendance on your course and submit your work on time</td>
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<td>Report to designated staff within 2 weeks of the start of each term in person (i.e. termly registration)</td>
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<td>If you cannot attend the College, you must seek approval from the relevant academic department stating a reason in advance, normally, in writing</td>
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<td><strong>Tier 4 (Doctorate Extension Scheme) visa holders only:</strong> Maintain contact with the College by emailing <a href="mailto:Tier4Attendance@bbk.ac.uk">Tier4Attendance@bbk.ac.uk</a> once every 6 months at least</td>
</tr>
<tr>
<td>Keep each student’s contact details and update them as necessary</td>
<td>Maintain students’ historic and current contact details at least for the period of Tier 4 sponsorship</td>
<td>Keep the College updated with your contact details including phone numbers and email address, using MyBirkbeck Profile Inform the Home Office, and update Police Registration Certificate if applicable</td>
</tr>
<tr>
<td>Inform the Home Office if there are any significant changes in a student’s circumstances</td>
<td>Must inform the Home Office of any significant changes to a student’s circumstance, e.g. change in course within the College, changes in course duration, within 10 working days of the change</td>
<td>Keep your academic and departmental administrative staff updated with any changes in your course. Any changes must be approved by the relevant department Inform your academic and departmental administrative staff if your course details are incorrect on MyBirkbeck Profile</td>
</tr>
<tr>
<td>Inform the Home Office if a student withdraws or suspends their studies</td>
<td>Must inform the Home Office within 10 working days of the change</td>
<td>Inform ISA and your academic and departmental administrative staff if you decide to withdraw or suspend your studies. You must first discuss any such changes with your personal/course tutor <strong>Tier 4 (Doctorate Extension Scheme) visa holders only:</strong> Inform ISA if you decide to leave the UK permanently</td>
</tr>
<tr>
<td>Inform the Home Office when a student moves into an immigration category that does not need an approved license education provider</td>
<td>Must inform the Home Office within 10 working days of the relevant information being known to the College</td>
<td>If your immigration category has changed, e.g. dependant or Tier 1 (Graduate Entrepreneur) etc, you must provide proof of this change to ISA. This can be emailed to <a href="mailto:isa@bbk.ac.uk">isa@bbk.ac.uk</a></td>
</tr>
<tr>
<td>Inform the Home Office if a student missed 10 consecutive contact points</td>
<td>Withdraw students after missing 10 consecutive contact points and must inform the Home Office within 10 working days of the change</td>
<td>Regularly attend all teaching events, using your Birkbeck ID card to touch in at the beginning of your class</td>
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</tbody>
</table>

The obligations set by the Home Office are subject to change and can include new requirements.

Failure to comply with Home Office regulations will have severe penalties for the College including a £10,000.00 fine or removal of our Sponsor Licence. The College will ensure that its obligations under PBS Tier 4 will be met.

Version 3.2: 25 January 2016
1.2 Students with non-Tier 4 Student visa

If you are in the UK with immigration permission other than Tier 4 visa, you may be allowed to undertake a programme of study at Birkbeck. However, this might affect your immigration status and it is your responsibility to ensure that you are complying with the conditions of your immigration permission.

If your current visa does not cover the duration of your full-time programme of study, you may be required to return home before your visa expires, in order to apply for a Tier 4 (General) visa. This may cause some disruption to your study, therefore you are strongly advised to check when your current visa expires and plan early for switching your visa during one of the College closure periods (e.g. over Christmas and Easter) to minimise impact on your study and attendance.

Please note that if you hold a work-related visa, this would have been granted on the condition that you intend to work. Therefore, you should be aware that immigration officials you encounter, for example if you leave the UK and re-enter at any point during your study, might consider that your circumstances have changed since you applied for immigration permission in a work category and might cancel or curtail that visa on the basis that you are now studying and should be in the UK with Tier 4 visa. This is only a risk for those who are not actually undertaking or seeking any employment while under a work-related immigration permission.

If you are a dependant with a valid dependant visa or a family member of an EEA national, you are generally allowed to study full- or part-time while your current visa or residence permit is valid.
Student arrivals: 10 top tips

As you prepare to study in the UK, Border Force has developed ten top tips to make sure you have everything you need for a smooth arrival.

1. If you’re from a non European Economic Area (EEA) country, complete the landing card given to you during your flight before you arrive at border control.

2. Have your passport ready. Remove it from any cover, and remember to remove sunglasses and hats.

3. Keep information about the course you’re studying in your hand luggage. This must be in paper copy (not an electronic copy on tablet or phone). This includes your university Confirmation of Acceptance for Studies (CAS) number.

4. Keep recent bank statements and details of where you are staying in your hand luggage, Border Force officers may ask to see this information.

5. Expect Border Force officers to ask simple questions about your stay in the UK when you arrive at passport control.

6. Do not bring in any meat or dairy products from outside the European Union (EU). There are restrictions on traditional medicines, food products such as fish, eggs and honey, and some fruit, vegetables and plants (including bulbs, seeds, cut flowers and tree bark).

7. There are also restrictions on the amount of tobacco, alcohol and gifts you can bring to the UK. If you exceed your duty-free allowance and do not declare them, all of your items could be taken away from you.

8. Never bring in counterfeit goods, illegal drugs, offensive weapons or indecent or obscene material. Some items are restricted and will require a licence or permit.

9. You must declare cash of 10,000 Euros or more (or the equivalent in another currency) if you are travelling from a country outside the EU.

10. Never give false or misleading information (including forged or counterfeit documents).
2. Enrolment & Registration

Enrolment and Registration processes which you will need to follow in order to commence your programme of study at Birkbeck, University of London.
2.1 Enrolment

2.1.1 What is enrolment?

If you have accepted our unconditional offer, including Academic, Non-academic and General Conditions of Entry, to study at Birkbeck, you will then need to formally enrol online with the College.

During the enrolment process you will need to

- accept the Terms and Conditions of Study 2015/16;
- confirm your personal details; and
- pay or arrange to pay your tuition fees.

Access to the College’s online enrolment facility will normally open after your CAS has been issued, if you require a Tier 4 visa. You will receive an email notification to confirm this in due course.

Your Birkbeck ITS username and password are required to access this facility and these details will be automatically emailed to you when your enrolment record is set up.

Once you have enrolled, you will need to formally register with the College in person (see section 2.2).

2.1.2 What happens after the enrolment?

The School or department that organises your course will provide you with information on your programme of study near to the start date of your course. This may include:

- preliminary reading lists
- details of any special arrangements about the first meeting of your course

You will also be invited to attend a College orientation event and inductions organised by your school or academic department.
2.2 Registration

2.2.1 Registration with the College

2.2.1.1 Initial Registration in first term of study

As part of your formal registration with the College, under the University of London’s regulations and Home Office’s requirements outlined in the Tier 4 Policy guidance, you are required to present your original documents.

The documents required are:

- Passport
- Tier 4 (General) visa, i.e. either vignette in your passport if granted before introduction of BRP scheme, or BRP
- Certificate or transcript of qualifications listed on your CAS statement
- English language test certificate (normally IELTS Academic), if applicable

You must provide the original language version of your qualification and its certified English language translation if not in English.
If you applied to extend your stay in the UK before you register at Birkbeck and your application is still under consideration, you will need to show all of the following:

- a copy of your passport;
- a copy of your UK visa valid at the time of submitting a Tier 4 (General) visa application; and
- a copy of your Tier 4 (General) visa application Coversheet confirming your application submission date.

and one of the following:

- proof of posting your Tier 4 (General) visa application and supporting documentation;
- confirmation of a premium appointment with the Home Office;
- a biometric enrolment invitation letter from the Home Office, or

- any other official documentation from the Home Office confirming your application is still under consideration.

It is **your responsibility** to update ISA with the progress of your visa application. Once you receive an outcome of your Tier 4 (General) visa application, you will need to present all original documents listed above to complete your registration.

All students will also be requested to provide their UK contact details, i.e. your residential address, phone number and email address.

Details of the location and registration dates will be emailed to you in the summer. All presented documents will be copied (or scanned) and kept...
on file by the College as part of the requirements for Tier 4 visa sponsors.

Students who fail to complete the required registration and enrolment formalities by the latest arrival date stated on their CAS will not be permitted to study and their student record will be cancelled.

2.2.2 Termly Registrations

After the initial registration at the beginning of your first term of study, the College requires all students who are issued with a CAS to attend further termly registrations, in January and April.

If your programme of study is longer than a year or continues on to a subsequent academic year, you will be required to register in October, January and April of each year of your study.

Termly registration only takes a short time by visiting designated staff in person during a specified period of the start of term.

Students who fail to complete their termly registration may be reported to the Home Office unless, exceptionally, prior agreement has been made.

Students are only permitted to attend the College upon completion of their enrolment and registration.

These students will then be reported to the Home Office within ten working days. They will then cancel their Tier 4 visa. Therefore, it is extremely important that you complete all formalities by the set deadline.
2.2.3 Student ID card

Once you have completed your enrolment and initial registration, you will be entitled to a Birkbeck ID card, which you can request through My Birkbeck Profile. You will need your ID card throughout your study period at Birkbeck; it is your College ID card, Library card and access card.

Further details on how to get your Birkbeck ID is available at:
www.bbk.ac.uk/mybirkbeck/services/you/cards

2.2.4 Contact details while studying in the UK

While registered as a student at Birkbeck you must keep us informed of your current contact details in the UK, including postal address, email address and phone number. You are also required to update any changes to your address using My Birkbeck Profile.

You will also need to inform the Home Office of any changes to your address, and some other changes in circumstances.

Further details are available from:
www.gov.uk/biometric-residence-permits
2.2.5 Police Registration

International students of certain nationalities may be required to register with the UK police within 7 days of arrival in the UK or receiving a new visa.

Further details are available from:

www.bbk.ac.uk/mybirkbeck/guides/international/police-registration

Please check your visa which will tell you whether you need to complete Police Registration.

Failure to register and update any relevant changes with the police could affect your future UK visa applications.

2.2.6 Other information

2.2.6.1 Accommodation

There are a number of options available to students who are looking for accommodation whilst they are studying at Birkbeck.

For more information, visit

www.bbk.ac.uk/mybirkbeck/services/facilities/accommodation

2.2.5.2 September orientation events

Student orientation is designed to ensure you make the best possible start to your course this autumn, provide you with all the information you will need, and help you settle into student life at Birkbeck.

For more information, visit

www.bbk.ac.uk/mybirkbeck/services/orientation/orientation-new
2.2.5.3  British Council guides

The British Council has also prepared pre-departure guides you can print out and keep – this has lots of advice and checklists to help you get everything done before you travel, and when you first arrive.

http://www.educationuk.org/global/articles/safety/

2.2.5.4  Student support and academic skills

There are free workshops offered throughout the year on a range of topics, including academic writing, academic English, computing and IT skills, essay writing, and presentation skills.

For more information, visit
www.bbk.ac.uk/workshops

2.2.5.5  Visas & Immigration Advice

Registry Services offer regular Visa drop-in sessions and appointments for Birkbeck students and offer-holders to answer questions about student immigration and some other related issues.

The drop-in sessions are offered on Tuesdays and Thursdays between 1.30pm - 5pm at Talk Room 7 (Room 456 on 4th floor Main Building, near Birkbeck Student Union Office).

Alternatively, you can submit your query by completing the enquiry form,
https://www2.bbk.ac.uk/mybirkbeck/visa-advice/
call the advisor at +44 (0)20 7380 3023, or
Skype on bbk_Ljackson

For more information, visit
www.bbk.ac.uk/mybirkbeck/guides/international/visa-advice-sessions-for-current-students
2.2.5.6 **Tier 4 visa application checking service**

This is a free service available to Birkbeck students and unconditional offer-holders who wish to submit their Tier 4 visa application to study at Birkbeck in the UK. It is a service whereby Birkbeck's trained immigration advisor can check and submit Tier 4 visa applications on behalf of students, before they are sent to the Home Office for their consideration.

For more information, visit

www.bbk.ac.uk/mybirkbeck/guides/international/student-visa/tier-4-checking-service

2.2.5.7 **Careers and employability**

The Careers and Employability Service is for enhancing career development and employability throughout your time at Birkbeck, from enrolment through to graduation.

For more information, visit

www.bbk.ac.uk/careers/careers-service

2.2.5.8 **Register with a GP**

When you move to London you should register with a local doctor (‘GP’, General Practitioner) as soon as possible. These doctors can diagnose a wide range of health problems. They will refer you to hospital or specialist if necessary.

You can find local GP services at

www.nhs.uk/Service-Search/GP/LocationSearch/4

If you live in one of postal districts listed by Gower Street Practice, which is located within walking distance from the College, you can register as a patient with them, instead of your local GP.
If you have paid or are exempted from Immigration Health Surcharge, you are also entitled to receive free hospital treatment. For more information, visit www.ukcisa.org.uk/International-Students/Study-work--more/Health-and-healthcare/Free-hospital-treatment-in-England-after-6-April-2015/

2.2.5.9 Council Tax exemption

Council tax is set by local authorities in Britain to pay for local services that they provide. It is based on the estimated value of a property.

Households where everyone’s full-time student don’t have to pay Council Tax. You will need to apply for an exemption if you get a bill.

You can request a Council tax exemption letter from My Birkbeck Student Advice Centre.
3. Attendance

All students are required to attend all mandatory teaching sessions and comply with assessment throughout the duration of their study.
### 3.1 Attendance Requirements

All students are required to attend all mandatory teaching sessions and comply with assessment requirements throughout the duration of their programme of study.

*It is your responsibility to make sure you sign the register and touch your Student ID for eRegisters at each class or seminar you attend.*

You will also be expected to complete and submit the assessed work on time and undertake any further reading or preparation outside the classroom deemed necessary by the lecturer.

In addition, Tier 4 students must complete Registration before starting the programme of study, and attend the termly registrations at the beginning of each term thereafter.

If you are unable to attend any scheduled academic contacts, including supervisory session, due to illness or other personal reasons, you should request permission before the absence occurs or as soon as possible after it has happened by contacting your academic department in writing with reasons, duration of your absence and supporting evidence.

Further details of attendance requirements will be provided by your academic department.

#### 3.1.1 Off-campus Study

If you are a research student and to be away from the College for study purposes, such as research field trip or data collection, and would like to retain your Tier 4 visa, it is your responsibility to
obtain the permission from the College before your planned trip. You should discuss your planned trips with your research supervisor and submit the 'Off-campus Study Agreement form' (available from ISA or the academic department) for approval.

Please note that the Tier 4 responsibilities including attendance requirement will continue regardless of your proposed ‘off-campus study’ period.

If you do not obtain the relevant permission prior to your planned trips, it may not be possible for the College to continue your visa sponsorship.

You will also need to report your return to the College at the end of your agreed period.

Failure to adhere to the agreement may jeopardise your student status and your Tier 4 visa.

3.1.2 Work placement

Some degree programmes may offer ‘work placement’ as an assessed part of the programme. If your programme offers it and you wish to take it up, you must discuss this with your academic department. A completed ‘Work placement Agreement form’ (available from your academic department) must be submitted to your academic department for approval. If it gets approved, the Home Office will be informed.

Your responsibility as a Tier 4 student will remain unchanged.

3.2 During your studies

3.2.1 Change of programme

If you wish to change your programme of study part way through, you must discuss it with your academic department first whether it is possible at all.
If the academic department provisionally approves your request, you will then need to contact ISA to enquire if the Tier 4 rules would permit you to take up the new programme of study without having to apply for a new Tier 4 (General) visa.

3.2.2 Unsatisfactory attendance / Interruption / Withdrawal

The College is required to report to the Home Office any Tier 4 student whose level of attendance is unsatisfactory or who interrupts or withdraws from their studies. The Home Office will then curtail the relevant student’s visa to 60 days.

It is, therefore, very important that you maintain attendance and inform your academic department of any possible absences.

3.2.3 Successfully completed early

The College is required to report to the Home Office any Tier 4 student who successfully completes their studies earlier than the date stated on CAS. The Home Office will then curtail the relevant student’s visa so that they have the same wrap-up period of leave after the new course end date as they were originally given for their original course end date.

For example, if you were originally granted leave with a wrap-up period of 4 months after the end date of your course, they will normally curtail your leave so that you have 4 months leave remaining after your new course end date.

3.2.4 Completed prematurely

If your programme of study finishes early and you have not successfully completed your studies, the Home Office will limit your permission to stay to 60 days, unless you have less than 60 days leave remaining.
3.2.5 Completed in time

If you complete your programme of study on track, i.e. by the end date stated on your CAS, you can arrange your departure from the UK or switching to a different immigration status before your current Tier 4 visa expires.

You must ensure not to stay beyond your visa expiry date.

3.2.6 Require more time to complete your study

It may be possible to extend your Tier 4 visa to enable you to complete your programme of study if your academic department confirms the continued engagement including attendance is essential.

You should submit a completed CAS request form with the relevant supporting documentation at least 4 months before your current visa expiry date.
Walking times between stations

Key to lines
- Bakerloo
- Central
- Circle
- District
- Hammersmith & City
- Jubilee
- Metropolitan
- Northern
- Piccadilly
- Victoria
- Waterloo & City
- DLR
- London Overground

Key to symbols
- Interchange stations
- Step-free access from street to train
- Step-free access from street to platform
- National Rail
- Riverboat services
- Victoria Coach Station

© Transport for London
Approximate times, in minutes, based on a moderate walking speed
DISCLAIMER

Whilst every effort is made by Birkbeck, University of London to ensure the accuracy of the information and advice given, the requirements relating to visas are complex and change frequently.

We cannot therefore accept responsibility for any inaccuracy or error in the information or advice given or for the consequences of any actions taken on the basis of the information provided.

You must verify the information given and check the requirements which apply to you on the Home Office website:

www.gov.uk/government/organisations/uk-visas-and-immigration

If you have any queries relating to the information contained in this document, please contact the International Student Administration team

**International Student Administration**

Registry Services

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