

STUDENT VISA RESPONSIBILITIES



STUDENT VISA RESPONSIBILITIES AS A FULL-TIME STUDENT

As you are sponsored by Birkbeck University of London for a Student visa, it is important you understand your responsibilities outlined by the Home Office.

This guidance explains the responsibilities and obligations of studying on a Student visa sponsored by Birkbeck and provides information on protecting your Student visa status.

Birkbeck is required to comply with the Immigration Rules and regulations in order to maintain its sponsorship licence. The College is required to maintain records and make reports to the Home Office such as:

- inform the Home Office if you do not enrol, register or arrive by the expected time
- notify the Home Office if your Student visa has an error, for example incorrect length or conditions of stay
- notify the Home Office of any information which suggests you are in breach of the conditions of your visa, for example exceeding the maximum permitted working hours
- hold a copy of your current passport and UK immigration documents
- keep your historic and up-to-date UK contact details including both address and telephone number
- monitor your engagement with your studies
- notify the Home Office if you stop engaging with your studies
- notify the Home Office if there is a change of circumstances with your studies, for example if you change course, interrupt or withdraw from your study.

Student visa holders must comply with the conditions of their visa, which includes the following:

- study in the UK only for the programme at Birkbeck for which your Student visa was granted
- no access to [public funds](#)
- observe the work restrictions
- notify the Home Office of changes to your personal details, for example change of your address, name, nationality, or facial appearance.

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

Failure to comply with the rules and regulations set by the Home Office will have severe penalties for Birkbeck including a £10,000 fine or removal of our Sponsor Licence.

A breach of your immigration conditions can cause serious problems for your current and any future immigration applications you may make. Therefore, it is important to understand these conditions and contact International Student Administration if you have any questions.

Last updated: 6 September 2023

CONTACT DETAILS

International Student Administration
Registry Services
Birkbeck, University of London
Malet Street, Bloomsbury London WC1E 7HX

E. isa@bbk.ac.uk





ENROLMENT AND REGISTRATION

You need to complete your enrolment and registration before the start date of your course so that you can start attending. If you are unable to arrive in time for the start of your course or latest arrival date stated on your Confirmation of Acceptance for Studies (CAS), whichever is the later, you must inform the International Student Administration (ISA) team by [submitting an ASK query](#) or emailing at isa@bbk.ac.uk

Birkbeck is required to notify the Home Office if you do not complete your enrolment and registration by the deadline within 10 working days.

PASSPORT AND IMMIGRATION DOCUMENTS

Collecting BRP if you apply for your visa from outside the UK

If your Student visa application is successful, you will be given a temporary Student visa in a sticker format in your passport (also known as vignette) valid for 90 days. You can enter the UK using this visa from its 'valid from' date and go to a designated post office to collect your BRP.

EEA (European Economic Area) and Swiss nationals

If you are an EEA or Swiss national and use the [IDV mobile app](#) to verify your identity, you will receive a visa decision by email and will only be issued with a digital status.

You will need to forward a decision notification email and provide a share code which you generate from <https://www.gov.uk/view-prove-immigration-status>.

Receiving BRP if you apply for your visa from the UK

If your Student visa application is submitted from the UK and use the [IDV mobile app](#) to verify your identity, you will receive a visa decision by email and will be issued with a digital status. Additionally, if you are [a visa national](#), a BRP will be issued and posted to your contact address.

You will need to forward a decision notification email and provide a share code which you generate from <https://www.gov.uk/view-prove-immigration-status>. If you are issued with a BRP, you will also need to provide a copy of its front and back to ISA.



If you are waiting for a Student visa after submitting the application from the UK

If your immigration status is in the process of changing to Student, you must provide evidence of making a valid Student visa application before your current immigration permission expires. You will then be required to complete the Registration upon receipt of your Student visa.

If your current immigration status does not permit you to study, such as Graduate route visa or High Potential Individual visa, you must provide evidence of obtaining your Student visa before you can be invited to enrol or register.

If your immigration status changes during studies

If you have changed your immigration status from Student to a different type, such as Skilled Worker or Dependant visa, you must provide a scanned image of your new visa to ISA. Birkbeck is required to notify the Home Office of this change within 10 working days.

If your passport or BRP is lost or stolen, or replaced

If your passport is lost or stolen, you must [report this to the UK Police](#) and apply for a replacement passport through your country's embassy in the UK. Once your replacement passport is issued, you must notify the Home Office using [a change of circumstances form](#). You are also required to inform ISA and provide a scan of your new passport.

If your BRP is lost or stolen in the UK, you must [report this to the Home Office](#) and [apply for a replacement BRP](#). You must also inform and provide a copy of your replacement BRP to ISA immediately.

If your BRP is lost or stolen from outside the UK, you must [report this to the Home Office](#) and ISA. You will need to [apply for a 'replacement BRP visa' from outside the UK](#), which will allow you to re-enter the UK and [apply for a replacement BRP](#). You must provide a copy of your replacement BRP visa and of your new BRP to ISA immediately.

If your name or personal details are changed and you have a BRP, you must [apply for a new BRP](#) if any of the following details change:

- name, for example if you have got married
- nationality
- facial appearance



- date of birth, for example if it was wrong
- gender

You must provide a copy of your new BRP to ISA immediately.

Birkbeck is required to notify the Home Office if you fail to complete the Registration by the deadline within 10 working days.

ERRORS ON STUDENT VISA

If you spot any errors on your Student visa, you need to inform the Home Office and request them to be corrected. The correction process differs depending on your location and where you applied from. There is also a time restriction on requesting an error correction. Please contact ISA immediately to correct the error.

Birkbeck is required to notify the Home Office within 10 working days of the relevant information is noticed.

UK CONTACT DETAILS

You need to keep Birkbeck up to date with your UK contact details, including your residential address and phone number, using [MyBirkbeck](#).

If you have a BRP, you must report a change of address to the Home Office which can be done [online](#). Alternatively, you can [fill and post a form](#) to notify the change of your address.

Birkbeck is required to maintain students' historic and current contact details at least for the period of Student visa sponsorship.

ACADEMIC ENGAGEMENT AND ATTENDANCE

You are expected to attend consistently all in-person and online timetabled sessions, including lectures, examinations, seminars, group and individual tutorials, learning support sessions, workshops, laboratories, field trips inductions and demonstrations. You are responsible for accurately recording your attendance by tapping your [Student ID](#) on an [eRegisters](#) reader (or signing a paper register if a card reader is not available) for in-person events, or by clicking 'Join live session' link on your timetable for online sessions.



If you are unable to attend sessions temporarily, you must inform your academic department in advance where possible.

You should read the College's [Student Engagement and Attendance Policy 2023/24](#) and pay particular attention to the International students section and relevant Appendixes.

Birkbeck is required to monitor your continued academic engagement and attendance regularly; and to withdraw the Student visa sponsorship if you are deemed to have stopped engaging with your studies.

CHANGES TO YOUR COURSE

Your Student visa allows you to study the course specified on your CAS, and a change of course is only permitted in limited situations. If you are considering a change of your course, your first point of contact is your academic department to discuss this possibility. If it is deemed academically viable, ISA will need to assess whether either your existing Student visa would permit this change, or if you need to apply for a new Student visa from your home country.

If a change of your course is officially approved and no new Student visa is required, Birkbeck is required to report this change to the Home Office within 10 working days.

If you complete your course ahead of the course end date stated on your CAS, Birkbeck is required to report your early completion to the Home Office within 10 working days.

INTERRUPTION OR WITHDRAWAL

If you decide to take a break in studies (interruption) or withdraw from your course, you must notify your intention to your academic department by submitting a change of study status request via [MyBirkbeck](#).

If your registration is terminated due to lack of payment or academic progression for example, you will not be permitted to attend the course.

Birkbeck is required to withdraw the Student visa sponsorship within 10 working days of this change.



ATAS CERTIFICATE

If your course is subject to Academic Technology Approval Scheme (ATAS), you must ensure that your certificate covers the duration of your course. If you require further time to complete your study, so are applying for an extension of your Student visa, you need to obtain a new ATAS certificate. You need to provide a copy of it to ISA.

If you are transferring your course to a course that requires an ATAS clearance, you must obtain an ATAS certificate before transfer can be approved.

WORK CONDITIONS

If you are a full-time degree student, Student visa permits you to work a maximum of 20 hours per week during [term-time](#), and full-time duration vacation.

Certain [term date exceptions](#) apply if you are completing a full-time taught master's degree (including MRes) or Postgraduate Diploma or are a research student, and you may be expected to study beyond the end of the summer term in order to complete your dissertation.

If your BRP or immigration document states it differently, you must abide by the conditions set out in the document and seek advice from ISA.

You can take up most kinds of jobs, but you must **not**:

- be self-employed or engage in business activity
- be employed as a professional sportsperson or sports coach
- be employed as an entertainer, e.g., actors, musicians, dancers and other performers
- take a permanent full-time job, or
- work as a doctor or dentist in training.

Further information on work conditions is available through your decision notification and [our website](#). It is important that you read and understand the requirements.