



Anglia Ruskin
University

Corporate Marketing, International
& Development Services
International Office



Tier 4 Student Visa: What you need to know

As a Tier 4 (General) student there are many important rules that you must follow during your stay in the UK.

This leaflet will familiarise you with some of these requirements and also explain the effect on your studies at Anglia Ruskin and on your visa.

Please read this information carefully and keep it for future reference.

Our International Student Advisers are here to help you. If you have questions then please ask or visit anglia.ac.uk/isas for more information.

Our International Student Advice Service is based in the International Office and has a drop-in (no appointment needed) 10-12 Monday to Friday.



Check that the Anglia Ruskin sponsor licence number YYEPDGBD6 is stamped on your visa.

If not then you cannot study at this University. See an International Student Adviser immediately.

Have you taken your Tier 4 visa and passport to our iCentre for scanning?

Our University must have a record of your most recent passport and visa. If you do not provide these documents to the iCentre, Anglia Ruskin could withdraw you from your course and inform the Home Office (UK immigration authorities) that you are no longer an Anglia Ruskin student. This will lead to your visa being terminated.

Remember, if you ever need to extend your visa or renew your passport at any time in the future, your new visa/passport must also be taken to the iCentre for scanning.

Have you collected your Biometric Residence Permit (BRP) from our iCentre (Tier 4 students only)?

You must take your passport and visa (30 day Entry Clearance vignette/sticker in your passport) to our University's iCentre within 10 days of arriving in the UK and collect your BRP. If you have chosen to collect your BRP from a Post Office instead, the letter that accompanies your 30-day vignette will contain the details of the post office that you selected. If you change your mind and would like to collect your BRP from a different location then you will have to pay a fee.

Remember, if you do not collect your BRP within ten days of arriving in the UK you may have to pay a fine to the Home Office. In addition, you may not be allowed to study your course with us and your visa may be cancelled.

You can collect your dependents' BRPs in the same way.

Is your visa long enough?

Sometimes the Entry Clearance Officers in your home country issue shorter visas in error. Check your BRP (Biometric Residence Permit Card) carefully as soon as you collect it from our iCentre and report any concerns to your International Student Adviser so that we can help you get the correct length of visa.

Have you registered with the Police?

ONLY students from certain countries must register with the police within 7 days of arriving in the UK. If you are required to register then the condition will be printed on your 30 day entry clearance vignette or BRP. Sometimes the requirement to register with the Police is included in a letter and not on your visa.

You must make an appointment to register with the Police via the International Office.

Failure to register with the police on time could lead to a £1000 fine and the Home Office will be informed.

Remember to contact your International Student Adviser as soon as you arrive on campus. Your adviser will arrange an appointment with the police on your behalf. The Police charge a registration fee of £34. When you register, you will receive a Police Registration Certificate.

During your stay in the UK, you are responsible for taking your Police Registration Certificate to be updated at the Police Station within 7 days of moving home, changing your passport/visa and/or changing your course or place of study.

Your dependants must also register with the Police.



Can you work in the UK?

Tier 4 students are permitted to work up to 20 hours per week during their semester or trimester time and full time during published University vacation dates.

Term time varies depending on which course you are studying so find out the term dates before working. You can't work more than 20 hours if you are writing your Major Project/ Dissertation during our university vacation periods.

PhD students do not follow the same published holidays as other students and have to agree vacation periods in writing with their supervisors prior to working more than 20 hours per week.

If you exceed your 20 hours working entitlement you could be detained and removed from the UK and you may be unable to return to the UK in the future. If a different work restriction is stamped on your visa, contact an International Student Adviser immediately so that we can help you get the correct entitlement.

Please remember that you cannot be self employed or start your own business in the UK on a Tier 4 visa.

Are you claiming Public Funds?

You cannot have access to any 'public funds', which means certain welfare benefits and social housing. During your time in the UK, you (or your dependants) may be offered access to Public Funds. It is your responsibility to refuse claiming such funds.

Seek advice if you are unsure.

What will happen if you miss classes?

The Home Office (immigration authorities) expects you to attend every class/lecture/seminar and meeting with your supervisor.

Familiarise yourself with the attendance policy by visiting your Faculty upon your arrival.

We require you to tap your student ID card against the black box on the wall of the classroom at the start of each lecture, seminar, lab session listed on your timetable. If you tap late - you will be marked as absent. In addition, you **MUST** sign the Tier 4 register weekly.

Tier 4 student register locations

Arts, Law and Social Science (ALSS)

Cambridge: HEL 245
Chelmsford: Mar 314

Health, Social Care and Education (FHSCE)

Cambridge: Young Street, Ground Floor
Chelmsford: William Harvey Building, Ground Floor

Medical Science

Cambridge: Young Street, Ground Floor
Chelmsford: PMI, Ground Floor

Lord Ashcroft International Business School (LAIBS)

Cambridge: LAB 312
Chelmsford: MAB 301

Science and Technology

Cambridge: Cos 010
Chelmsford: Mar 325

If you are a PhD student, you must sign the Tier 4 register once a month. You do not need to sign the register during vacation periods which have been agreed in writing with your supervisor.

If you are ill you must inform the Faculty immediately. You will need to provide medical evidence to explain your absence to your Faculty.

Failing to meet our University requirements will result in your removal from your course, the Home Office being informed and your visa being curtailed to 60 days, unless you already have less than 60 days left on your visa. Your working rights will also cease.

If you receive any emails from our Anglia Ruskin student visa compliance team you must respond immediately.

Are you paying your tuition fees on time?

All students must pay their tuition fees on time. If you don't pay your fees you will be excluded from our University and will be reported to the Home Office. The Home Office will curtail your visa. Our University will not issue any certificates/awards until all fees are paid.

You should speak to an International Student Adviser as soon as you experience any financial difficulties. If you are not able to pay your tuition fees, you may have to take an exceptional break in studies. This means you will have to leave the UK, obtain a new visa and return after you have settled your debt. If you are excluded from our University for debt, we may not sponsor you under Tier 4 in the future.

Do you need more time to complete your course?

You should try your best to ensure you complete your course by the course end date stated on your CAS.

The immigration rules now make it impossible to extend a Tier 4 visa to complete the same course, except in a small number of restricted circumstances. If you believe your visa is not long enough to complete your course, please visit an International Student Adviser at least 3 months before your visa expires to discuss your options.

Overstaying your visa even by one day is an immigration offence for which you could be prosecuted and/or fined. You could also be banned from future visa applications to the UK.

Anglia Ruskin will remove you from your course if you become an overstayer during your studies and may refuse to offer you sponsorship under Tier 4 in the future.

Are there going to be any interruptions in your studies at Anglia Ruskin?

You should not take a break from your studies unless there are exceptional circumstances such as illness or you have no studies in the coming semester/trimester. You will be required to intermit and return to your home country during any break in studies. Your visa in these circumstances will be cancelled and you will need to obtain a new visa from home before returning to complete your course. We will require evidence that you left the UK, such as boarding passes, before issuing the new CAS.

Seek advice from an International Student Adviser as soon as you learn about any changes to your study pattern.

Are you thinking of changing your course at Anglia Ruskin?

This is not normally possible. It can only be agreed on an exceptional basis within the first three weeks of your course. You should seek advice from the International Office as any changes must be reported to the immigration authorities.

Are you considering withdrawing from your course or finishing your course earlier than expected?

If you decide to leave your course permanently, or if you finish your course earlier than the date stated on your CAS statement you must get some advice from an International Student Adviser.

Is your address on e-Vision and with the Home Office up to date?

You must provide Anglia Ruskin and the Home Office with your most recent and up to date home address. You can update your address online at any time, day or night, at e-vision.anglia.ac.uk and <https://www.gov.uk/change-circumstances-visa-brp/youre-in-the-uk-and-have-a-brp>

Failing to do so is a breach of University rules and could affect any future visa applications.

Are you being careful about your general conduct in the UK?

It is very important that you do not commit any criminal offences whilst on a Tier 4 visa. Even a small fine could result in any future visa applications being refused.

Be careful not to fall victim of scams and fraudsters targeting Tier 4 students. Scams can vary and include fake job offers and letters or phone calls that appear to be from the Home Office. The aim of the fraudsters is to use your bank account for illegal activity or to take your money. If you have been a victim of a scam in the past and your account is linked to illegal activity, UK banks could shut down your account permanently. If you are suspicious about a job offer or communication from the Home Office or UKVI, please contact your International Student Adviser for assistance.

Look after your passport and Tier 4 Biometric Residence Permit.

BRP cards can be very difficult to replace especially if they are lost.

Are you checking your Anglia Ruskin email every day?

We will only ever e-mail you at your ARU email address. We may need to send important and urgent information that may require your immediate attention.

Respond straight away to any emails from our UKVI Compliance Team. Their email address is studentvisa@anglia.ac.uk

International Student Advisers are here to help you avoid immigration problems. There are daily drop in sessions, or you can email us at internationaladvice@anglia.ac.uk. We update our pages regularly with any visa changes so we recommend you check our site regularly: anglia.ac.uk/isas



Cambridge Campus

Email: internationaladvice@anglia.ac.uk
Telephone: 01223 698 135
01223 698 073

Drop-in Sessions:
Mondays to Fridays: 10.00-12.00

Location:
Helmore 122 (International Office)
Helmore 101

Chelmsford Campus

Email: internationaladvice@anglia.ac.uk
Telephone: 01245 684 297
01245 684 285

Drop-in Sessions:
Mondays to Fridays: 10.00-12.00

Location:
2nd Floor, International Office,
Rivermead Gate Building

 [@isasAnglia](https://twitter.com/isasAnglia)

anglia.ac.uk/isas

Any questions? Please ask

