



Anglia Ruskin  
University

**International Office**

# **Tier 4 Student Visa: What you need to know 2018-19**



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 rules and explain how they can affect your immigration status and your studies at Anglia Ruskin University.

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

Our International Student Advisers are here to help you. They are the only staff at Anglia Ruskin permitted to give you visa advice. If you have questions then please ask or visit [anglia.ac.uk/isas](http://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.

## Key Points to Remember

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

If not, then you cannot study at this University until permission has been granted.. See an International Student Adviser immediately

### **Remember to take your Tier 4 visa and passport to our iCentre for scanning**

Our University must have a record of your most recent passport, 30 day vignette 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.

if you ever 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.

### **Remember to collect your Biometric Residence Permit (BRP) from our iCentre (Tier 4 students only)?**

If you chose to collect your (BRP) from us when you applied for your visa, you must collect it from our University's iCentre within 10 days of arriving in the UK. If you chose 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.

**Important** - 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 dependants' BRPs in the same way.



## **Keep your BRP card very safe**

You do not need to carry it round with you unless you are leaving the UK. If you lose it you will have to report it to the Police, apply and pay for a new one. It can take up to 3 months for the replacement to arrive. You won't be able to work, travel, open a bank account or rent a room without your BRP.

## **Check your visa is long enough**

Sometimes the Entry Clearance Officers in your home country issue shorter or longer visas in error. Check your BRP 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.

## **Remember to register with the Police**

ONLY students from specific 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 card. 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.

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.

The Police Registration Certificate is a compulsory document for future visa applications. If you lose it or do not update it, your future applications could be refused.

## Remember you have a limit on the hours you can work

Tier 4 students are permitted to work up to 20 hours per week during their semester or trimester and full time during published University vacation dates. You can check the published vacation dates here: [anglia.ac.uk/isas/work](https://anglia.ac.uk/isas/work).

The Home Office defines the working week as Monday to Sunday inclusive.

Term time varies depending on which course you are studying so find out the term dates before you start 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 faculty prior to working more than 20 hours per week. They have an annual holiday entitlement of normally 35 days per year (including public holidays).

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 engage in business activity. Working as an entertainer or professional sports-person on a Tier 4 visa is prohibited.

## Remember you cannot claim '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.

## Remember you must attend all your 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. Also remember to get up and tap at the start of each lecture, even when there are no breaks in between a series of lectures. In addition, you **MUST** sign the Tier 4 register weekly.

If you are a PhD student, you must sign the Tier 4 register once a month and ensure you meet with your supervisor at least once per month.

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.

For more information on attendance monitoring please see:

[anglia.ac.uk/compliance](https://anglia.ac.uk/compliance)

## Remember to pay 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.

## **Remember you need to complete your course on time.**

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.

## **If you finish your course early**

If you complete your course earlier than the date stated on your CAS statement, we will report your early completion to the UKVI. The UKVI will cut short your visa to 4 months from your course completion date.

## **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/re-entry stamps in your passport, before issuing the new CAS.

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

### **Tier 4 student register locations**

#### **Faculty of Arts, Humanities & Social Sciences**

Cambridge: HEL 245

Chelmsford: Mar 314

#### **Faculty of Health, Social Care & Medicine**

Cambridge: Young Street, Ground Floor

Chelmsford: William Harvey Building, Ground Floor

#### **Faculty of Business & Law**

Cambridge: SCI 708

Chelmsford: MAB 301

#### **Faculty of Science and Engineering**

Cambridge: SCI 001

Chelmsford: Mar 325

## **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 and the change meets the Home Office criteria. You may have to return home to obtain a new visa. 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.

## **Remember to keep your address on e-Vision 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 and telephone number online at any time, day or night, at **[e-vision.anglia.ac.uk](https://e-vision.anglia.ac.uk)**

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

## **Do not break the law whilst in the UK**

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

## **Be careful**

Do not 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.

## **Remember to check 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 **[visacompliance@anglia.ac.uk](mailto:visacompliance@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](mailto: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](https://anglia.ac.uk/isas)**

## **Confidentiality**

The International Student Advice Service provides confidential advice. Your information will not be shared with any third party who is not a member of our team without your consent UNLESS:

- you have breached UK immigration law, for example working more than your 20 hours or overstaying your visa
- we are required by law to do so
- there is a risk of immediate physical danger to you or others. If we disclose information it will be done in accordance with our University policy.

You can view our full confidentiality policy at **[anglia.ac.uk/isas](https://anglia.ac.uk/isas)**

## To do immediately

- **Take your passport and visa** to our i-centre to be scanned
- **Collect your BRP within 10 days** of arrival and scan it at the i-centre.
- Check that your visa details are correct
- Collect your ARU student ID card from the i-centre
- **Register with the Police.** Contact an International Student Adviser to arrange an appointment if you have to register with the police. **VERY Important: You MUST register with the police within 7 days of arriving in the UK.**

## To do during your studies at Anglia Ruskin University

- Keep your passport, BRP (and Police Registration certificate) safe
- Update changes to your address and contact details via e-vision
- Attend all classes, tap-in on time and sign the Tier 4 register
- Pay your fees on time. Speak to an International Student Adviser early if you are facing problems
- Inform your faculty beforehand if you cannot attend your classes
- Respond immediately to emails about your visa or attendance
- Scan any new passport/visa at the i-centre
- Update the police within 7 days every time you change address or passport/visa



## **Cambridge Campus**

Email: [internationaladvice@anglia.ac.uk](mailto:internationaladvice@anglia.ac.uk)

Telephone: 01223 698 074  
01223 698 073

Drop-in Sessions:

Mondays to Fridays: 10.00-12.00

Location:

Helmores 123 (International Office)

## **Chelmsford Campus**

Email: [internationaladvice@anglia.ac.uk](mailto: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](https://anglia.ac.uk/isas)

**Any  
questions?  
Please ask**

