

# Procedure for Admitting and Monitoring Students within Tier 4 of the Points Based System (PBS) for Immigration

## General

1. Effective administration of processes relating to Tier 4 students requires the co-operation and engagement of staff across the University.
2. This will primarily involve Student Experience staff involved in admission, registration and student support services and Faculty and Departmental staff involved in the same functions and also in the administration and delivery of teaching and research.
3. *Student Experience responsibilities:*
  - To have an overview of the University's Tier 4 compliance activities and to prepare the University for possible compliance audits.
  - To operate admissions, enrolment and student administration procedures to ensure that they comply with Tier 4 requirements
  - To share and disseminate relevant information on Tier 4 policy and good practice to relevant departments and services within the University.
  - To advise staff on Tier 4 matters relevant to students of the University and compliance with Tier 4 requirements
  - To provide an advice service to students on Tier 4 and related immigration matters including a service to assist students in making applications to extend their stay under Tier 4 and the Tier 1 Graduate Entrepreneur route.
  - To use information gathered through departmental and faculty monitoring activities using the Student Engagement and Attendance Monitoring System (SEAMS) to make appropriate reports to the Home Office where students have failed to engage
  - To report appropriately all other relevant changes to student status to the Home Office, including but not limited to: failure to enrol, suspension of studies, early completion of studies and withdrawals
  - To advise University colleagues on Tier compliance matters
4. *Departmental/Faculty responsibilities:*
  - To work with Student Experience staff to ensure that the admission, enrolment, teaching and administration of students is conducted in such a way that risk to the University's Tier 4 status is minimised
  - To nominate a Tier 4 contact for each department and informing the Information and Advice Team of the name and role of this contact. Any changes to the department contact must be promptly shared with the Information and Advice Team via email to: [tier4@strath.ac.uk](mailto:tier4@strath.ac.uk) in order to ensure that accurate and up to date information is available.
  - To encourage students to enrol in within ten working days of their recorded programme start date and assist in the dissemination of information about Tier 4 arrangements to students.
  - To monitor the engagement of their Tier 4 students in an appropriate manner and recording this engagement using the SEAMS system
  - To investigate apparent non-engagement identified through SEAMS

- To raise any concerns with Student Experience about Tier 4 compliance issues relating to procedures and practices, individual students and to larger cohorts
- To provide clear and accurate information to Student Experience colleagues about study arrangements for Tier 4 students requiring extensions of stay

## Admissions and Registration

5. The University is required to consider immigration requirements and implications for all prospective students who are not European Economic Area (EEA) nationals or Swiss nationals<sup>1</sup>. Depending on the mode of study or programme, different considerations and procedures may apply.

## Immigration Control and University Study

6. Anyone coming to the UK who does not hold a British Passport or a passport from a European Economic Area (EEA) member state or Switzerland will normally be subject to full immigration control. This means that they need immigration permission to enter and stay in the UK (this permission, properly called “leave to enter” or, if extended in the UK, “leave to remain”, is often referred to as a “visa”).
7. In dealing with non-EEA international students the University must consider whether it is appropriate to offer a place to a student and also to consider the immigration implications of any offer.
8. In general terms there are three ways in which international students can come to the UK to study:

- *Under Tier 4 of the Points Based System for Immigration*

Full time students will normally come to the UK under Tier 4. Under this route, the University is responsible for ensuring that students are admitted in accordance with the Tier 4 rules and guidance and that their enrolment and attendance are monitored appropriately. The University is the immigration “sponsor” of the student.

- *As a Student Visitor*

The immigration rules permit people to enter the UK for short term study as “Student Visitors”. This may be appropriate for some short term students but it is **not** an appropriate category for students intending to study for more than six months.

- *Under a category unrelated to studies*

Students may have permission to stay in the UK for another purpose: for example on the basis of marriage or as a Tier 2 worker. The student’s permissions to stay in the UK is therefore not connected to their studies. Most immigration categories

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<sup>1</sup> The EEA currently consists of: Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom.

permit study but there are important considerations in enrolling a student who has a visa for non-study purposes. These include the duration of the visa in comparison with the duration of the course, and whether their proposed studies are likely to bring about a change in immigration status. Students whose permission to stay will expire before the end of their course or who are likely to need to change immigration status will need advice from the Information and Advice team before deciding whether to enrol.

## Mode of Study and Immigration

9. Non-EEA international students usually study full time with attendance at the main campus in Glasgow. Staff should note the guidance below on how other modes of study may affect immigration options:

*Distance Learning:* The majority of Distance Learning programmes do not routinely involve a trip to campus. However, where a visit is required for a period of less than six months, such trips would be covered by a Student Visitor Visa. The University will not sponsor a student under Tier 4 for a distance learning programme.

*Part-time:* international students cannot enter the UK as a Tier 4 (General) Student on the basis of part-time study. However, those who enter the UK under a different type of visa (e.g. spouse, dependant) may apply for a part-time course. Such students may need advice about their immigration status from the Information and Advice team before deciding to start their course. Tier 4 sponsorship will be withdrawn from Tier 4 students who switch from full time to part time study.

*Joint/Collaborative PhDs and External PhD Study:* Arrangements for joint/collaborative PhDs and periods of external study within a PhD programme must be formally established prior to the commencement of study. Expected periods of study in the UK should be pre-determined and approved by the appropriate Head of Department and forwarded to the Admissions team for processing. If the proposed period of study in the UK is less than six months, the student can enter as a Student Visitor. If the period of study is greater than six months the student must enter the UK as a Tier 4 student, and must be registered with the University of Strathclyde on a full-time basis for the duration of the study period. In these circumstances, Tier 4 requirements will apply and must be followed in relation to the admission of students.

*Postgraduate Certificates:* students studying full time may be sponsored under Tier 4.

*Exchange and Non-Graduating Visiting Students:* Students with passports issued by countries in the EEA do not require a visa to enter the UK. Exchange/visiting students from outside the EEA would normally enter the UK as Student Visitors if they will be attending for one semester or as Tier 4 students if they will be attending for a longer period.

## Immigration Advice at the University

10. Immigration advice is regulated by the Office of the Immigration Services Commissioner (OISC). Universities are permitted by OISC to offer advice to students and prospective students but must ensure that this advice is given by staff who have appropriate training and operate within frameworks of standards for immigration advice.

***The Information and Advice Team and the Student Support and Wellbeing Manager are responsible for immigration advice within the University. Any queries about the immigration status of a student or prospective student and the implications for study should be discussed with the Information and Advice Team or the Student Support and Wellbeing Manager.***

## **Applications for Study**

11. All University Application forms, both paper and online must ask applicants whether they require a visa to study in the UK. The applicant will be required to provide a self-assessed, 'Yes' or 'No' response which will then be assessed for accuracy by staff within the Admissions team.
12. Where an applicant answers 'Yes', the status is flagged to note that the applicant must be assessed as a Tier 4 applicant and administrative conditions are added before the application is released to the selector for consideration, or an offer is released to the applicant.
13. Administrative conditions added by staff within the Admissions Team include:
  - Copies of photograph and personal details pages of the passport
  - A signed statement as to whether the applicant has previously lived and/or studied in the UK along with copies of all previously held visas (a typed name or electronic signature is acceptable). Where previous visas are not available (because of loss of a passport or the return of a Biometric Residence Permit to the Home Office), students should be asked to give as much detail as possible about previous UK visas.
  - Provision of information of all study previously undertaken in the UK (whether successfully completed or not) in order to allow academic progression to be confirmed and to check the application of immigration time limits on UK study.
  - Deposit of £2000 or satisfactory evidence of sponsorship/scholarship
  - Final Check – this allows the Admissions Team to make a final check that information is correct before a CAS is issued.
14. Further conditions may be applied by the Admissions Team as necessary to an application/offer.
15. Where an applicant indicates that they do not require a student visa, staff within the Admissions team will carry out checks on the applicant's residency, nationality and the information provided within any uploaded documents. All international applications will be considered as potentially carrying Tier 4 requirements until appropriate evidence is in place to confirm otherwise.
16. Where an application is flagged as relating to a Tier 4 applicant, all Tier 4 related conditions will remain outstanding until evidence has been provided to confirm they have been met. The 'Final Check' provides an opportunity for a complete review of an application and the information and documentation provided in support, before a CAS is issued.

17. In line with the University's Admissions Policy and procedures, the outcome of an application may be an unconditional offer of a place, a conditional offer of a place or rejection.
18. Where an academic offer can be made, the Selector must detail the following:
- Information and documentary evidence used to assess the academic suitability of the applicant to successfully complete the programme of study, including appropriate English language ability (detailing relevant test/examination results); and
  - For academic qualifications held, details recorded must include level and subject of study, awarding institution, country of award and the date a qualification was gained.
19. If the offer is a conditional academic offer, the Selector must also detail the following as appropriate:
- The academic qualification(s) including type, level of study, necessary grades/outcomes upon which an offer is conditional; and
  - Any references that are required; and
  - In relation to English language ability, it must be confirmed whether the condition is for IELTS/TOFEL/other English language qualification or attendance at a Pre-Sessional English module(s).
20. Even where academic conditions have been met, all offers to Tier 4 applicants will remain conditional on meeting the required administrative conditions. The offer will detail the applicant's pre-allocated University Registration Number and instructions will be provided on how to use this number to pay the required deposit.
21. English language ability must in all cases conform *at least* to the Home Office minimum required under Tier 4 for the level of study. The University sets requirements at a higher level for many courses.
22. The University reserves the right to withdraw an offer to an applicant if the offer is not accepted within the appropriate timescale.
23. The applicant will be required to satisfy academic and administrative conditions before their offer can become unconditional. Satisfying conditions includes providing all information and documentary evidence that is required by the University to confirm an applicant's suitability for both internal and immigration purposes.
24. **Deferrals:** Only one year of deferral is normally permitted, and the final decision as to whether a deferral is possible in terms of academic entry to the programme of study will rest with the Academic Selector. If a deferral is agreed as being academically possible and a visa has already been granted, the Admissions Team will report the student to the Home Office on the basis of deferral. If a visa has not been granted, the Admissions Team will withdraw the CAS and hold the application as a deferral. If an applicant has already paid the deposits required by the

University's admissions procedure, these will not be refunded and will be held in relation to the deferred place being held.

## **Confirmation of Acceptance for Studies (CAS)**

25. When the University is satisfied that an applicant meets all internal academic and administrative requirements and is likely to meet Home Office visa requirements, the Admissions team will issue a CAS.
26. A CAS is a virtual document, similar to a database record. It is created on the Home Office Sponsor Management System (SMS) when the University (the Tier 4 Sponsor) enters the relevant personal and admissions information about the applicant and their offer for study. Applicants will be emailed a summarised statement of the CAS which will include their unique CAS reference number, required when applying for entry clearance and a visa.
27. A CAS can only be used once for a visa application. Since a CAS is only valid for a period of six months, no CASs will be issued more than six months prior to the start date of the programme to which an applicant has been admitted. It should be noted that applications for Entry Clearance overseas must be submitted *no earlier* than 3 months before the start of the course.
28. A CAS statement will be used by the applicant to apply for their Tier 4 (General) Student visa. When the CAS has been issued by the University, the status of a CAS will show as 'Assigned' on both the SMS and the University's Admissions System.
29. If a student's course includes a compulsory work placement this must be indicated on CAS along with the percentage of the overall course duration/attendance which is taken up by the work placement.
30. Once an applicant has applied for entry clearance and a decision has been made by the Home Office, the CAS status will show as 'Used- Approved' or 'Used –refused' on the SMS depending on the outcome of the visa application.
31. If a CAS is not used within its six month period of validity it will become invalid and show as 'expired' on the SMS.
32. Applicants can hold multiple CAS from different institutions. If they apply for a visa using a CAS from another provider, the CAS issued by the University of Strathclyde will become redundant and show as 'Obsolete'.
33. Minor changes to a CAS such as correction of an error or a minor change in course dates can be noted in the "Sponsor Notes" field of the CAS if the main record field cannot be changed on SMS. If there is a significant change to an individual's circumstances after a CAS has been issued and before it is used, for example, a deferred start, the CAS must be 'withdrawn' and a new one issued.
34. If the successful completion of Pre-Sessional English modules is a condition of an offer, the individual will be issued with a CAS covering the period of their Pre-Sessional English course only. In order to secure a CAS for the main programme of

study the individual must successfully complete the modules of Pre-Sessional English as stated on the offer. A deposit of £2000 will be payable in relation to each CAS.

35. A combined CAS will only be issued where an applicant has fulfilled all conditions of entry to their main programme of study and they elect to undertake an optional Pre-Sessional English course.
36. If an applicant is already present in the UK and wishes to make a visa application prior to beginning a programme of study at Strathclyde, they must contact the Information & Advice Team for advice before making an application. The Admissions Team will ensure that this requirement is effectively communicated to applicants as appropriate, along with details of how to contact the Information & Advice Team.

## Deposits

37. The University requires international applicants to pay a deposit of £2000 before an unconditional offer will be made or a CAS issued. The amount paid to the University by the applicant will be notified to UKVI as part of the CAS.
38. The following list details the only exceptions to this:
  - Applicants who have acceptable evidence of sponsorship/scholarship
  - Applicants/students taking part in an exchange program where there is a zero fee.
  - Students on study abroad programmes where the tuition fees are paid by the partner institution
  - Applicants applying for a distance learning course who do not require a CAS
  - Applicants applying for a course with a duration of less than six months and who intend to enter the UK using a Student Visitor Visa and who therefore do not require a CAS.
39. The applicant must pay the standard University deposit before a CAS will be issued. This can be done online using the University's secure payment system, by Travelex or by direct transfer of funds to the University's bank account.
40. The amount of deposit will be reviewed regularly by the Admissions Management Committee.
41. Deposits will be refunded to applicants who are refused entry clearance as a student and who will not pursue their visa application further. To receive the refund, the applicant must provide documentary evidence that they have been refused a visa.
42. Deposits will be refunded to applicants who fail to meet the academic conditions of a conditional offer of a place at the University. Deposits will **not** be refunded to applicants who have been offered a place at the University and who choose not to take up this place. Applicants who choose to defer their entry to the University will not have their deposit refunded and it will be held against their deferred place

43. Where an applicant's place is deferred and they have secured sponsorship in relation to this place, an up to date sponsorship letter will require to be submitted before a CAS will be issued.
44. Deposits will **not** be refunded to an applicant who has held more than one CAS and applies for a visa to study at another institution.

## **Registration**

45. On first enrolment all non-EEA international students will be required to present an original immigration document confirming that they have appropriate permission to stay in order to follow the course. This will normally be an entry clearance sticker ("visa"), an immigration stamp in their passport or a Biometric Residence Permit.
46. As a Higher Education Tier 4 sponsor, it is open to the University to allow students who have Tier 4 permission to stay for a course at another provider to register pending an application to the Home Office to change Tier 4 sponsor. The procedure for dealing with students in this situation is at Appendix 1
47. If there is any doubt about a student's immigration status at registration, staff should consult the Information and Advice Team or the Student Support and Wellbeing Manager for further advice.
48. Students are informed by the Admissions team, to bring, where possible, original versions of academic qualifications and any other documents used to apply for their student visa with them when they come to register at the University. A copy is kept on their student record. This will ensure that they can be registered promptly and within required timescales.
49. During the main registration period, students are advised of appointment times for police registration provided by the Police Nationality Section. The member of staff checking the student's documents will give them an appointment time to register with the police if they require one, and information on the documents to take with them.
50. All students, including research students, must be encouraged to register with the University at the earliest opportunity. Students who do not register within 10 working days of their recorded programme start date must be reported to the Home Office by the University.

## **Monitoring and Reporting Arrangements**

### *Failure to enrol, withdrawals and suspensions of study*

51. The University must report any Tier 4 student who fails to register, withdraws temporarily or interrupts their studies. A student in any of these situations must be reported by the University to the Home Office through the Sponsor Management System within 10 working days of the enrolment period, withdrawal confirmation date or suspension.



52. Failure to register, suspension, withdrawal and early completion of studies are identified through student administration processes by Student Experience staff. It is vital that students who wish to suspend, withdraw or otherwise alter their enrolment status do so through Student Business. These changes will then be identified and appropriate action taken with regard to Tier 4 status.

#### *Attendance and engagement*

53. The University must also report any student who has failed to attend or engage with their studies and for whom the University has decided to withdraw Tier 4 sponsorship. Academic departments/schools, and the Information and Advice Team have joint but separate responsibilities to complete the required monitoring of student attendance and engagement.
54. Attendance and engagement is monitored by departments. From the session 2013/14 the Student Engagement and Attendance Monitoring System (SEAMS) will be available to all departments and should be used to record engagement. SEAMS identifies enrolled students flagged as Tier 4. Departmental users can see a list of their Tier 4 students through SEAMS. This list is updated daily.
55. Each department/school should ensure that they have in place a robust process through which they can monitor the engagement of Tier 4 students with their studies. SEAMS allows departments to set expected contacts and to record them consistently alongside other student contacts such as use of University facilities. This system also provides for reminder emails to be sent to students who appear not to be engaging. Nominated departmental/school staff must liaise with the Information and Advice Team and SEAMS support staff in dealing with any students identified by the system as failing to engage.
56. Students must be informed by the academic department/school as to any specific attendance or engagement requirements that are arranged locally such as attendance at specific classes or events or signing in to a register on a regular basis.
57. Students who have missed contacts monitored using SEAMS will receive an automated email requiring them to report in person to a designated contact within the department. They will be flagged on the SEAMS system as “amber”.
58. If a student fails to report at that stage and/or continues to miss contacts and/or fail to engage, they will receive further warning emails and will be flagged on the SEAMS system as “red”. At this stage or before, departments/schools must make every reasonable effort to establish whether the student has ceased to engage or has genuine reasons for failing to engage or respond to emails. Genuine reasons will normally be illness or other serious personal circumstances
59. Students who have ceased to engage and whose status remains at “red” on the SEAMS system will be reported to the Information and Advice Team for the withdrawal of Tier 4 sponsorship. The Vice Dean (Academic) for the relevant faculty will be asked to confirm that the student should be suspended or withdrawn from registration and Student Experience staff will action this and also withdrawal of Tier 4 sponsorship.
60. Expected contacts which can be recorded using SEAMS include:
- Attendance at lectures, seminars, tutorials, labs;
  - Attendance at a specific “sign-in” activity organised by departments.

- Attendance at any test or examination;
  - Submission of assessed or un-assessed coursework;
  - Attendance at any meeting with a supervisor or personal tutor;
  - Attendance at a viva
61. It is for each department/school to determine which interactions with students should constitute “expected contacts” that will be recorded using SEAMS.
62. SEAMS will also utilise basic data already recorded by the University about students’ use of University facilities such as library, PCs and Myplace to supplement course-specific contacts determined by the Department/School,
63. Every effort should be made to ensure that the Information and Advice team are kept informed about the circumstances of students who may need to be or have already been reported to the Home Office.
64. Any required reporting to the Home Office is undertaken by the Information and Advice Team.

*Authorised absence*

65. Students may be absent from the University for legitimate reasons such as field research, using facilities elsewhere and for reasons of illness or personal difficulties. In the case of illness, students may self-certify an absence of up to five working days. For longer absences a medical certificate is required. It is for departments to determine whether other absences should be authorised. In general absences for study related reasons (such as field work) and because of serious personal circumstances can be authorised provided the absence is reasonable in the context of the circumstances.
66. All authorised absences should be recorded on SEAMS to avoid students receiving unnecessary attendance emails.

*Students who do not Enrol*

67. The University has an obligation to report students who fail to complete enrolment to the Home Office no later than 10 days after the end of the registration period. Student Experience staff will determine non-registered students and complete any required reporting within the appropriate timescale.

*Students who Fail to make Academic Progress*

68. The University may need to report to the Home Office students who fail to make academic progress or who are allowed to progress on an amended programme of study. These students will be identified in the normal administration of progress decisions and the Information and Advice Team will assess each case and report to the Home Office accordingly. Tier 4 sponsorship will be withdrawn from students who are not permitted to continue study.

*Academic Suspension*

69. If a student enters Academic Suspension, this will be notified to Student Business as an Examinations Board decision. The Information Services Business Systems team makes a report available to the Information and Advice Team on a weekly basis, detailing any Tier 4 students who have entered Academic Suspension. This report

facilitates the required reporting of these students to the Home Office, and must be made available to the Information and Advice Team within 7 working days of the date of the student entering Academic Suspension to ensure timely reporting. If the student has an opportunity to take resits at the next examination diet, the student must return to their home country in the interim period until they are required to return to the UK to re-sit.

#### *Students who Withdraw*

70. Students who voluntarily withdraw from a programme of study must be reported to the Home Office within 10 working days of the withdrawal being confirmed within the University. In order to formally withdraw, students must inform Student Business in writing. The Information and Advice team will report these students to the Home Office and Student Business will terminate the students' record and automatically instruct IT to remove students IT access.

#### *Students who Request Voluntary Suspension*

71. Requests for Voluntary Suspension, if approved, must be passed from academic departments/schools to Student Experience immediately in order to allow the required reporting to the Home Office to take place within the necessary timescale of within 10 working days of the approval date. If the student has an opportunity to take resits at the next examination diet, the student must return to their home country in the interim period until they are required return to the UK to re-sit.
72. Because of the University's obligations to monitor student engagement it is not possible to implement a retrospective Voluntary Suspension for Tier 4 students. Any applications from Tier 4 students for voluntary suspension must be dealt with immediately and the Information and Advice Team informed in order for the student to be reported to the Home Office within 10 working days.

#### **Visa Extensions**

73. The Information and Advice Team will post current visa extension forms, guidance on applying for visas and any other relevant Home Office announcements on the website: [www.strath.ac.uk/sees/infoint](http://www.strath.ac.uk/sees/infoint) and will advertise the availability of this information via the weekly email to all international students. These documents are updated regularly in keeping with Home Office changes.
74. The Information and Advice Team will offer individual advice and workshops on the Tier 4 visa extension process. Information on the timing and locations of advice services and workshops will be available both from the Advice Centre and the website noted above.
75. The Information and Advice Team run an internal report at the end of each month, of students whose visa will expire within the next month. These students will be contacted and asked to attend a discussion with a member of staff on the arrangements for extending their visa.
76. Completed visa extension applications which have been checked by an Adviser will have a CAS issued by the Information and Advice Team, complete application copied and recorded on the Information and Advice Team database and sent to the Home Office via the Student Batch Scheme in Sheffield using Royal Mail special delivery.

77. For taught students, a CAS will be issued on the basis of the expected end date of the student's course. For Research students, the department will be asked to confirm the expected thesis submission date. An allowance of a further three months will be made to facilitate preparation for the *viva voce* examination. Departments are asked to note that accurate information about research student submission dates is vital to the administration of visa extensions. Where a research student requires more than four years in total to complete a doctorate, the Information and Advice Team may require further information from the department/faculty in order to support the issue of a further CAS.
78. All biometric appointment letters, returned documents and new visas will be returned to the Information and Advice Team by the UKVI, where they will be checked, recorded and the student notified. Any errors will be reported to UKVI and amended if necessary.
79. Any issues or queries relating to an application, or in the event of an application being returned as invalid by UKVI, will be dealt with by the Information and Advice Team in the first instance. The student will be notified of any issues arising and will be informed by the Adviser on what they need to do next.
80. In the event of a visa extension application being refused, an adviser from the Information and Advice Team will contact the student to discuss the reasons for refusal and options available. If the student wishes to challenge the decision, and where there are valid grounds for seeking administrative review, the adviser will discuss with the student whether this process is best supported by the Information and Advice Team or through external legal advice services engaged by the student.

#### **Tier 4 Students and University Employment**

81. Most Tier 4 students have permission to stay in the UK which permits a limited amount of part time and vacation work. Where such students are employed in any capacity by the University, the students' department, Student Experience and Human Resources must work collaboratively to ensure that such employment does not breach the terms of the student's permission to stay.

## Appendix 1

### **Tier 4 Students – Registration procedure where there is an outstanding application at the Home Office.**

When an applicant is issued with a CAS number they are advised in the email that if they are applying for a visa from within the UK they must submit their application through the University's Information and Advice Team. This allows for checking of the documents submitted and for the University to be as confident as possible that the visa application will be successful. When this has been done the Information and Advice Team will confirm to Admissions that they can register the student pending the issuing of a new Tier 4 Visa.

In the event of a student directly submitting a visa application without the assistance of Information and Advice the following action should be taken.

1. Student must supply satisfactory evidence that they have applied to renew or extend their visa using the CAS issued by the University of Strathclyde eg acknowledgement from the Home Office, confirmation that biometric details have been submitted.
2. Student must supply evidence that they submitted their application before their previous visa expired.
3. Evidence provided should be checked with the Student Support and Wellbeing Manager or the Information and Advice Team before allowing the student to register.
4. If registration is allowed student should be advised that it is at their own risk and asked to sign a disclaimer stating that they understand that if the visa application is unsuccessful they will be required to leave the course.
5. Students should be advised that they can seek more information and guidance on Tier 4 issues from the Information and Advice Team.
6. Students should be asked to call at the Admissions counter at regular intervals in order to supply updates on the progress of the visa application.
7. Students should be advised that the Information and Advice Team will make regular checks with the Home Office with regards to their visa application until the Home Office have made a final decision.
8. All documents supplied as evidence should be scanned into the student's file.