



UNIVERSITY OF  
LIVERPOOL

# STUDENT GUIDE

**FOR UK VISA HOLDERS**



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[liverpool.ac.uk](https://liverpool.ac.uk)



# Getting Started

## Your Quick Guide

- Check your new visa for errors including the expiry date. The expiry date is usually four months after the end date of your course. If there are any errors, **contact International Advice and Guidance (IAG)** immediately for advice.
- If your visa states that you are allowed to work, do not work more than 20 hours per week during term time. Find out what your **term/vacation** dates are.
- Inform **Student Administration** if you get a new passport or visa. The University must keep up-to-date copies of these documents.
- When asked to provide your immigration documents you must respond and take action within the University's given timeframes. Failure to follow these timescales can result in your Student visa sponsorship being withdrawn.
- If your visa application is refused or rejected, you must **contact IAG** immediately.
- Attend all of your classes, meetings, tutorials etc. Report any unavoidable absence as soon as possible to your academic department.
- If you are doing your Masters dissertation; writing-up your PhD thesis or making corrections following your viva then this still counts as term time. Do not plan to travel or work more than 20 hours per week during this time.
- You should remain living in the Liverpool area during your studies.
- Keep your Liverpool address, telephone number and personal email address up-to-date on Liverpool Life.
- Your Student visa is only valid if you are studying 'with attendance' on a full-time course.
- Interrupting or withdrawing from your course will cancel your Student visa and you will be required to leave the UK.
- Repeating study with no attendance or partial attendance in only one semester will cancel your student visa and you will be required to leave the UK.
- Leave the UK before your visa expires. Overstaying, even by just one day, is a criminal offence.
- Keep your passport safe, especially if you are abroad. If you lose them, **contact IAG** immediately.
- Do not claim any UK welfare benefits.
- Do not set up your own business or work as an employer in any way. Find out what type of work you are allowed to do. IAG can provide **information about this**.
- Read the general good practice guide published by the UK Council for International Student Affairs (UKCISA): [www.ukcisa.org.uk/information-Advice/Visas-and-Immigration/Protecting-your-Student-status](http://www.ukcisa.org.uk/information-Advice/Visas-and-Immigration/Protecting-your-Student-status)



# Introduction

The University of Liverpool has a licence with the UK Home Office to sponsor international students for visa purposes. As a visa sponsor with a Student licence, the University has specific duties and responsibilities to UK Visas and Immigration (UKVI) for all of its international students holding any type of visa whilst in the UK.



This document explains the duties the University has as a visa sponsor. It also explains what you need to do during your studies to protect your immigration status in the UK. By registering with the University, you agree to meet these responsibilities. If you do not, it may affect your stay in the UK.

The UK Home Office can contact the University at any time to ask about your status, progress and attendance on your course. They may also ask the University for your UK contact details. If you hold a Student visa, any changes to your student status will be reported to the Home Office by the University.

Please remember to read the government's full guidance for Student visa holders: [www.gov.uk/student-visa](https://www.gov.uk/student-visa)

We recommend you read the general good practice guide from UKCISA: [www.ukcisa.org.uk/information-advice/visas-and-immigration/protecting-your-student-status](https://www.ukcisa.org.uk/information-advice/visas-and-immigration/protecting-your-student-status)

There is also a glossary of terms and abbreviations at the end of this document for you to refer to.

As a licensed sponsor, the University is required to keep accurate records for all international students, including:

- Copy of current passport pages
- Evidence of when you arrived in the UK and a copy of your e-visa showing your right to study with University of Liverpool
- Up to date UK contact details, with full history of changes
- Records of attendance and absence (authorised and un-authorised)
- Copy of entry qualifications and references

- Copy of Academic Technology Approval Scheme (ATAS) certificate, if required
- Evidence of any visa refusal and, if applicable, any appeal or administrative review.

As a licensed sponsor, the University is required to report the following changes in Student visa holders circumstances to UKVI:

- Failure to enrol/register on time
- Voluntary withdrawal from a programme, or a termination of studies
- Deferral, suspension or interruption of studies
- Repeating study with or without attendance, where you will not be required to be in attendance for a period of more than 60 days
- Transfer of programme or research area
- Earlier than expected completion of programme
- Change of programme location (e.g. a work placement/study abroad)
- Where it is known or suspected that a student is breaking the conditions of their visa
- Where a student moves into a different immigration category (e.g. skilled worker visa).

All students are expected to help the University by co-operating with requests for information and documentation.

Please refer to the University's Policy on UKVI Compliance (Student Route) for further information on our processes and timescales [liverpool.ac.uk/student-administration/policies-procedures/](https://liverpool.ac.uk/student-administration/policies-procedures/)

# Registration and re-registration

New international students

Initial registration with the University is your first formal student interaction that will be monitored for UKVI compliance purposes.

Initial registration requires you to:

- 1. Complete online registration, including financial registration
- 2. Confirm your arrival on campus via Liverpool Life
- 3. Have your immigration documents (passport, e-visa and qualifications) checked and approved.

International students will not be considered fully registered until all of these steps have been completed.

If you fail to complete registration on time (normally within two weeks of your start date), the Admissions Team will investigate why this is. They might agree to defer your place until the next academic year. They would then report this as a ‘failure to enrol’ to UKVI. **This would cancel your existing CAS.**

In exceptional cases they might agree a later date of arrival for you. If agreed, the later date will be entered onto your record and reported to UKVI. **In these cases, the existing CAS will continue to apply.**

Your Student visa must contain the University of Liverpool’s Sponsor Licence Number (N5WWG40J6), as this shows you have the right to study with us and not a different university. You can also show proof that you have submitted your Student visa application using the CAS given to you by the University.

If you do not produce acceptable immigration documentation by the registration deadline then the University reserves the right to defer your registration until the next available entry point (usually the next academic year) and/or to de-register you from your programme of study. This would be reported as a ‘failure to enrol’ to UKVI. This would cancel your existing CAS or Student visa (if issued). **In most cases, this would require you to leave the UK.**

Continuing international students

All students are required to re-register at the beginning of each academic year during the registration period. Students on taught programmes are required to confirm their arrival back on campus via Liverpool Life and update their contact details. Students on research programmes are also required to have a completed Annual Progress Report (APR) for the previous academic year before they will be permitted to re-register.

If you fail to re-register in time (within two weeks of the start of term), this will be investigated by your academic department and may result in you being deemed withdrawn from your studies. If you hold a Student visa, this will be reported as a ‘withdrawal of sponsorship’

to UKVI. **This will cancel your Student visa and you will be required to leave the UK.** Any later agreement to return to your studies would require a new CAS in order to apply for a new Student visa to enter the UK.

Documents the University is required to keep:	When you must provide them:	Updates during your studies:
Copies of current passport pages	Seen and scanned at registration	You should inform the <b>Student Administration</b> team if you get a new passport
Copies of e-visa and evidence of the date you arrived in the UK.	Seen and scanned at registration	You should inform the <b>Student Administration</b> team of any change to your e-visa.
Up to date UK contact details, with full history of changes	Collected as part of online registration	You must update your contact details on Liverpool Life every time they change
Records of attendance and absence (authorised and un-authorised)	Collected by Schools/ Departments throughout the year for taught students.  Supervisor meetings must be recorded onto the PGR Toolbox, a minimum of one per month, for research students	You must inform your academic School/Department or supervisor if you will be absent for any reason
Copies of entry qualifications, references and English Language certificates	Collected before arrival or seen at registration if requested	No updates required
Copy of Academic Technology Approval Scheme (ATAS) certificate, if required	Must be seen before arrival (before a CAS can be issued). ATAS is only required for certain subject areas	You must apply for a new ATAS certificate and provide it to Student Administration: <ul style="list-style-type: none"><li>• you transfer your programme of study</li><li>• your area of research changes</li><li>• you need to apply for a new visa or get an extension of more than 3 months</li></ul>
Evidence of any visa refusal and, if applicable, any appeal or administrative review	Must be seen by the IAG as soon as you receive it	You must keep <b>in touch with IAG</b> for further advice

# University reporting duties for student visa holders

We are required to report to UKVI any changes to your registration. **Changes that will cancel your student visa:**

- If you fail to register or re-register
- If you complete your studies earlier than the end date on your CAS
- If you withdraw from your studies for any reason
- If your studies or research is terminated for any reason
- If you are deemed withdrawn from your studies or research for any reason.
- If you interrupt or suspend from your studies for any reason
- If you need to interrupt or suspend to take a work placement that is not an integral part of your programme
- If you are suspended from your studies by the University for any reason
- If you are repeating studies with no attendance (Externally Repeating)
- If you are repeating studies with attendance in one semester only (Partially Repeating).

**Changes that will be reported to UKVI but will not cancel your visa:**

- Transfer into another programme of study or research discipline if you can complete the new programme before the expiry date of your current visa and the new subject is related to the old subject.
- Some transfers will require you to obtain a new visa before you can transfer, you should speak to IAG to find out
- Change of study location (e.g. a work placement, study abroad or research off campus).

**We will not report the following non-exhaustive list of events to UKVI:**

- Any authorised short-term absence from study or research
- Any isolated instance or limited sequence of absence from timetabled activity



In all circumstances listed above, the change will be reported as a ‘withdrawal of sponsorship’ to UKVI.

**This means your current visa will be cancelled and you will need to leave the UK.** To return to your studies or research in the future you will need a new CAS in order to apply for a new Student visa to enter the UK.

What has happened:	Can I stay in the UK?	Further advice
Failure to register/enrol on time	<b>NO.</b> If you have not arrived in the UK yet you cannot now travel as your visa will be cancelled	You should <b>speak with Admissions</b> if you want to defer your place
Voluntary withdrawal from studies, or a termination of studies for any reason	<b>NO.</b> You will no longer be studying at the University so you must leave the UK.	You should <b>speak with IAG</b> if you are thinking of withdrawing from your studies
Deferral, interruption or suspension of studies for any reason, voluntary or enforced	<b>NO.</b> You will not be studying at the University during this break in your studies so you must leave the UK.	You should <b>speak with IAG.</b> You will need a new CAS and to apply for a new Student visa in order to return to your studies at a later date.
Repeating study without attendance or “externally repeating”	<b>NO.</b> You will not be studying on campus during this time so you must leave the UK.	You should <b>speak with IAG.</b> You will need a new CAS and to apply for a new Student visa in order to return to your studies at a later date.
Repeating study with partial attendance, attendance only required in one semester.	<b>NO.</b> If your repeat module is in semester 1, you must attend this and leave the UK at the end of the semester as you will not be studying at the University for semester 2. If your repeat module is in semester 2, you must not stay in the UK during semester 1 as you will not be studying at the University during this break.	You will need a new CAS and to apply for a new Student visa to return to your studies for the following year.  You will need a new CAS and to apply for a new Student visa to return to your studies for the start of semester 2.
Repeating study with attendance required in both semesters.	<b>YES.</b> If the modules you are repeating are yearlong or you have modules in both semesters then your current Student visa remains valid.	You must attend all your classes for the modules you are repeating ‘with attendance’. You may need to extend your Student visa later.
Transfer of programme or research area	<b>MAYBE.</b> You may have to apply for a new visa from outside of the UK before you can transfer.	You should <b>speak with IAG</b> if you are thinking of transferring.
Earlier than expected completion of studies	<b>NO.</b> You will no longer be studying at the University so you must leave the UK.	You should <b>speak with IAG</b> if you are unsure whether this applies to you.
Change of study location (e.g. a work placement/ study abroad)	<b>YES.</b> If the placement is part of your course then this will not affect your visa.	You must attend your placement or your classes abroad as this will be monitored by your School.
Where it is known or suspected that a student is breaching the conditions of their visa	<b>MAYBE.</b> If you breach the conditions of your visa then the University will need to consider what action to take.	You should <b>speak with IAG</b> if you are unsure of the conditions of your visa or if you think you have breached them.
Moving to a different immigration category	<b>YES.</b> If you have been granted a different UK visa then you <b>must inform IAG.</b>	



# Your attendance

(expected interactions)

The University is required to keep records of your attendance and absence. We are also required to monitor your attendance and engagement with your studies to ensure you are engaging with and progressing on your course.



The following are interactions that may be considered for attendance and engagement monitoring, not just academic, for students on **taught** programmes of study:

Interaction:	Timescale:
Initial registration	September/October or January
Re-registration	Annually; September/October
Payment of fees	Throughout each year
Attendance at lectures, seminars, laboratory sessions, tutorials, field work etc.	Throughout each year (some programmes will have higher attendance requirements than others)
Attendance at work or clinical placements	Throughout each year (programme specific)
Submission of continuously assessed work (coursework etc.)	Throughout each year
Attendance at assessments (in class tests etc.)	Throughout each year
Attendance at examinations	Annually; normally January, May, August (where applicable).
Consideration of academic progress	Annually; February, June, September

The following are interactions that may be considered for attendance and engagement monitoring, not just academic, for students on **research** programmes:

Interaction:	Timescale:
Initial registration	October (can also take place at the beginning of other months of the year)
Payment of fees	Throughout each year
Attendance at meetings with supervisor (as recorded in PGR Toolbox online facility)	Monthly (at least one per month is required)
Attendance at seminars, laboratory sessions or workshops, including attendance at skills workshops and poster day events	Throughout each year (research programme specific)
Annual Progress Review	Annually; May–October

# Applying for a new student visa

If you need a new student visa in order to start a new programme at the University, you will be issued with a CAS as part of the admissions process.



If you need a new student visa in order to complete your current programme, you must request a CAS from **Student Administration (E: [studentcentre@liverpool.ac.uk](mailto:studentcentre@liverpool.ac.uk))** three months before your existing visa expires. If you need a new visa in order to resume your current programme (e.g. following a period of interruption or repeating without attendance), you must request a CAS three months before you are expected to return to your studies.

Failure to request a CAS when needed and allowing your visa to expire will result in de-registration from your studies.

If applying for your new visa inside the UK, you must submit evidence of your visa application to Student Administration immediately.



As soon as you receive your new visa you should provide the new visa details through **Service Now** so your student record can be updated. You must respond to the University's request for an update on your situation, if you do not reply then this may result in Student visa sponsorship being withdrawn and de-registration from your studies.

IAG offer a range of workshops, presentations and individual advice on how to apply for a new Student visa from inside or outside of the UK.

For more information please visit: [liverpool.ac.uk/studentsupport/visas-and-immigration/](https://liverpool.ac.uk/studentsupport/visas-and-immigration/)





# Visa conditions

All international students are responsible for understanding and complying with the conditions of their own visa.

International students are expected to help the University by following all reasonable requests for information and/or documentation, including regular requests to confirm or update their contact details. Students are expected to update their contact details via Liverpool Life whenever they change.

The University reserves the right to request satisfactory evidence from a student that they are complying with the conditions of their visa.

If the University finds or suspects a student is failing to comply with the conditions of their visa, or does not hold the correct visa for studying at the University, or where a student is otherwise deemed to be putting the University's Student sponsor licence at risk,

**the University reserves the right to administratively suspend or withdraw the student from their programme of study, in order to protect its Student sponsor licence.**



# Visa refusals and rejections

If your visa application is refused or rejected, you must inform the University immediately and seek **advice from IAG**.

You must provide the University with a copy of your visa refusal or rejection letter **within 7 calendar days** of receiving it, and a copy of any appeal or administrative review you may have submitted.

If you submit an in-time appeal or an in-time request for an administrative review and can provide satisfactory evidence of this to the University, then, in most cases, you can carry on studying until you get a decision from UKVI.

If you have not submitted an in-time appeal or an in-time request for an administrative review but you want to, you must present all relevant documentation to IAG so they can assess the likely success of an appeal or administrative review.

If IAG assess that an appeal or administrative review might be successful then they will help you apply for this and you can carry on studying until you get a decision from UKVI.

If IAG assess that an appeal or administrative review is likely to fail, you will be advised to voluntarily interrupt your studies.

If you are on a Student visa, we will report this change to UKVI and you will need to leave the UK. In order to return to your studies you will need a new CAS and to apply for a new Student visa to enter the UK.

## Outcomes of an appeal or administrative review

If your appeal or administrative review is successful, you will need to provide proof of your successful outcome immediately to the **Student Administration** team.

If your appeal or administrative review is rejected, you must inform Student Administration immediately and seek further advice from IAG. You will be advised to voluntarily suspend or withdraw from your studies and this will be reported to UKVI.

This will mean that you will need to leave the UK. In order to return to your studies you will need a new CAS and to apply for a new Student visa to enter the UK.

If your appeal or administrative review is rejected and you do not voluntarily suspend or withdraw, the University reserves the right to administratively suspend or withdraw you from your studies in order to protect its Student sponsor licence. This will be reported to UKVI and, as a result, you will need to leave the UK. In order to return to your studies you will need a new CAS to apply for a new Student visa.



# Support for international students

International Advice and Guidance (IAG) provides professional and expert advice to international students on a range of immigration and welfare matters.

Staff are qualified to advise international students who require an extension to their current visa, as well as international students who wish to come to the UK with their families.

International students should contact IAG if they require any advice regarding their ability to stay in the UK to study at the University.



**International Advice and Guidance**, Student Welfare Advice and Guidance, Alsop Building, Brownlow Hill, Liverpool  
T: +44 (0)151 795 1000  
E: [iagteam@liverpool.ac.uk](mailto:iagteam@liverpool.ac.uk)

In Person: see IAG's webpage: [liverpool.ac.uk/studentsupport/visas-and-immigration/](https://liverpool.ac.uk/studentsupport/visas-and-immigration/) for details of their drop-in times.

# English Language Centre (ELC)

The ELC runs a number of Pre-sessional English courses as well as an extensive programme of English language support for all students who would like to improve their use of academic English.

The prescribed enrolment period for students starting on the Pre-sessional English programmes will normally be 5 days following the programme start date, as indicated in their offer documentation.

Students do not need to enrol for the English language support classes but may need to register their details for some of the support.

Failure to register for the Pre-sessional English programmes would be dealt with in the same way as in section 2 of this Policy.

The ELC will monitor attendance and engagement regularly and may deem a student withdrawn if their attendance and/or progress is unsatisfactory.

ELC staff are able to offer help to international students based at the ELC. For more information please visit [liverpool.ac.uk/english-language-centre/](https://liverpool.ac.uk/english-language-centre/)

# Study abroad

Student visa holders going on a period of study abroad as an integral part of their programme are allowed to keep their existing Student visa for the duration of their time studying abroad. Students must meet all the immigration requirements of the country they are going to study in.

The University must continue to monitor attendance and engagement on the course, so if the required monitoring duties cannot be fulfilled at the study abroad location, the University reserves the right to withdraw its sponsorship of the student (so cancelling their UK Student visa).

In these cases, return to the UK would require the student to be issued with a new CAS in order to apply for a new Student visa.



# Work placements

Student visa holders undertaking work placements as an integral part of their programme, whether based inside or outside the UK, are allowed to keep their existing Student visa for the duration of their work placement(s).

The University must continue to monitor attendance and engagement during the work placement. Where poor attendance is reported, the academic department will investigate this and, where applicable, action will be taken.

Student visa holders whose work placement does not form an essential part of their programme would need to interrupt their studies for the duration of the placement(s). This would be reported to UKVI as a 'withdrawal of sponsorship' and would cancel the student's current visa.

**The student would need a new CAS in order to apply for a new Student visa to return to their studies.**

## Intercalating students

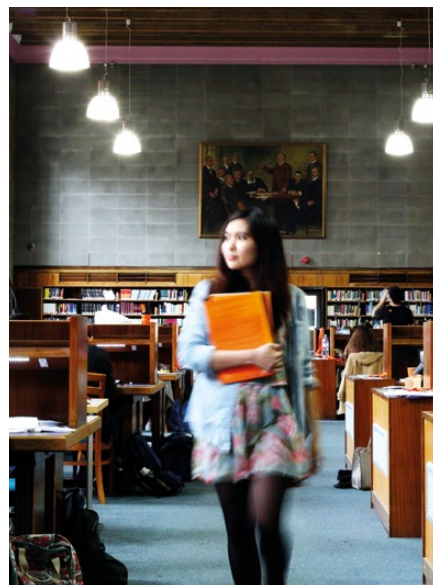


Student visa holders are allowed to keep their existing visa whilst intercalating at another University on certain programmes.

During this time, the new institution will be responsible for ensuring Student compliance. Students will be required to provide evidence of enrolment to **Student Administration**.

Student visa holders coming to The University of Liverpool for an intercalating year are permitted to do so whilst holding a Student visa for their previous institution. These students must provide evidence to **Student Administration** that their Student visa sponsor has notified UKVI of the change of institution.

# Working during your studies



If your visa conditions state you are allowed to work full time during vacation time and on completion of your course then you need to check your term dates here: [liverpool.ac.uk/term-dates/](https://liverpool.ac.uk/term-dates/). They are different depending on the level of programme you are on.

**Undergraduate:** Vacation includes the winter, spring and summer University breaks.

**Postgraduate taught:** Vacation includes the winter and spring University breaks. You are still classed as full time during the summer until the end date of your course.

**Postgraduate Research:** There are no set vacation times. Any vacation periods should be approved by your supervisor. You are still classed as full time up until you have had your viva and submitted your final thesis, including any corrections you were required to make.

There are also restrictions on what type of work you can do, you should find out what these are. For example, you may not:

- Open up a business of your own
- Work on a self-employed basis (this includes business based outside the UK or online businesses)
- Act as an employer in any way
- Work as an entertainer
- Work as a professional sports person
- Sign a permanent contract of employment.





# Academic Technology Approval Scheme (ATAS)

ATAS is a UK Government scheme designed to prevent those undertaking postgraduate study from acquiring knowledge that could be used in Weapons of Mass Destruction (WMD) activities. Applicants for certain subject areas must obtain an ATAS certificate before they make an application for a UK visa.

The list of subject areas that require ATAS clearance can be found on the University's Admissions pages:

[liverpool.ac.uk/postgraduate-taught/applying/atas/](https://liverpool.ac.uk/postgraduate-taught/applying/atas/)

Applicants whose subject area requires ATAS clearance must provide the correct ATAS certificate before the University will issue a CAS for a Student visa.

An ATAS certificate will display the University and the programme of study/research that an applicant has applied to for clearance. Current students applying for a new Student visa for any reason (e.g. an extension or suspension) must re-apply for ATAS clearance and provide a new ATAS certificate together with their request for a new CAS to **Student Administration**.

Current students who transfer programme, change their research discipline or get an extension of more than 3 months **must apply for a new ATAS certificate to cover their new subject area and provide the University with the new ATAS certificate.**



# Graduate Route Visa

The Graduate route visa is an immigration route designed to give Student visa holders who have been awarded an eligible qualification an additional 18 month or 3-year visa in which to look for and engage in employment, become self-employed, or potentially start a business in the UK. Those who are awarded a PhD will be granted 3 years under the Graduate route, for all other eligible qualifications 18 months will be granted.

The Graduate route visa is independent from the University. A graduate from the University is responsible for ensuring they meet the requirements of the visa and applying for the visa when eligible, if they wish to.

Students can only apply for this visa after being successfully awarded an eligible qualification and after receiving confirmation from the University that a report has been made to the UKVI confirming this.

The IAG team provide advice and support to students regarding this, please see their webpage here: [liverpool.ac.uk/studentsupport/visas-and-immigration/visas-for-working-in-the-uk/graduate-route-visa/](https://liverpool.ac.uk/studentsupport/visas-and-immigration/visas-for-working-in-the-uk/graduate-route-visa/)





# Glossary of Terms

Abbreviation	Description
APR	Annual Progress Report. Online portal whereby research students' progress is recorded and monitored.
ATAS	Academic Technology Approval Scheme.
BRP	Biometric Residence Permit.
CAS	Confirmation of Acceptance for Studies.
ELC	English Language Centre.
HEI	Higher Education Institution.
International student	A student or an applicant who has been categorised by the University as 'overseas' for fee payment purposes. An international student may not need a Student visa, and may hold any nationality, including British and/or other EU/EEA member states.
IAG	The International Advice and Guidance team, based in Liverpool.
Liverpool Life	Online portal which, amongst other things, allows prospective and current international students to register on a programme of study, confirm their arrival on campus and maintain their personal contact details.
PGR Toolbox	Online facility where, amongst other things, students on research programmes can record their monthly meetings with their research supervisors.
SLN	Sponsor Licence Number. A reference number that shows a Student visa holder is allowed to study with the University. The University of Liverpool's SLN is N5WWG40J6.
Student visa	Category of the UK Home Office's Immigration System that covers studying in the UK.
Student visa holder	A student or applicant who holds, or who has applied for, permission to enter or remain in the UK under the Student immigration route.
UK Home Office	UK government department responsible for immigration.
UKVI	UK Visas and Immigration. A Division of the UK Home Office responsible for making decisions on who has the right to enter and remain in the UK.
Visa vignette	A sticker placed in the holder's passport which allows entry into the UK.





## Contact Us

### Student Administration Centre

Live Chat: [liverpool.service-now.com/sas](https://liverpool.service-now.com/sas)

T: 0151 7946758

E: [studentcentre@liverpool.ac.uk](mailto:studentcentre@liverpool.ac.uk)

[liverpool.ac.uk](https://liverpool.ac.uk)

### Disclaimer

This document is an overview of the University's and student's responsibilities and is a guide for general information only. It does not represent a full statement of legal requirements and is not intended to be relied upon in any specific student's case.

The University will not accept any responsibility for any omission, loss or damage arising from using this document. The University is entitled to revise it at any time.

**THE ORIGINAL**

**REDBRICK**