



International Students

Student Visa Information Document

#LeicesterCollege



Protecting your Student Visa

As the holder of a Student Visa sponsored by Leicester College, it is important that you understand what you can and cannot do under the provisions of your visa (your visa conditions) and what is expected of you (your responsibilities).

You must also comply with College requirements, so that we can continue to sponsor you as a student. If you don't adhere to your visa conditions and responsibilities, you may be required to stop studying. Your visa may be cancelled and you may be required to leave the UK.

Leicester College wants to support You in protecting your Student Visa. Please keep this brochure in a safe place for future reference.

Your Responsibilities

As the holder of a Sponsored Student Visa, you are required to:

- Attend and engage regularly with your course of study
- Never take paid work of any kind
- Keep your personal contact details up-to-date and let the College know if any of your circumstances change
- Register with the police, if required
- Seek support if you are having problems with your studies or any aspect of life impacting on your studies or your attendance



The College's Sponsorship Responsibilities

The International Office is responsible for the College's Student Sponsor Licence and for ensuring compliance with the immigration rules, and the College is required to:

- Hold a copy of your passport and relevant immigration documents (BRP).
- Keep up-to-date UK contact details for all sponsor students.
- Inform the Home Office / UKVI if you do not arrive as expected.
- Monitor your attendance and your engagement with your studies.
- Inform the Home Office / UKVI if your circumstances change with your studies – e.g.: you withdraw from study or you complete early.
- Inform the Home Office / UKVI if we believe you are breaching your visa conditions (e.g. working when you are not permitted to work).

Your Biometric Residency Permit

When your permission to enter the UK was granted, your visa will usually have been issued as a visa 'vignette' (sticker) in your passport. The vignette is generally valid for 30 days from the date you said you would arrive in the UK (even if you arrived at a later date).

Your 30-day vignette will be accompanied by a letter from the Home Office (your visa decision letter). When you enter the UK you should show the immigration officer your 30-day vignette and your visa decision letter.

As soon as you arrive in the UK, you will have ten (10) days to go to the designated Post Office to collect your Biometric Residence Permit (BRP).

This is a document issued by the Home Office to students (and their partners and children) as evidence of their immigration permission. They are the shape and size of a credit card and show your photograph on the front, together with information about how long your permission is valid.

They also show whether you are required to register with the Police. It may also show your eligibility for free NHS hospital treatment.

Your visa decision letter will tell you when your BRP will be available and which Post Office branch you can collect it from. Generally, students need to visit St Peter's Post Office to collect their BRP.

The address is: 114 Melbourne Rd, Leicester LE2 0DS.

You will need to take the following information with you:

- Your passport
- Your visa decision letter issued by the Home Office
- Your UK address
- Your contact mobile number

Note: You will not be able to enrol at Leicester College without your BRP

If you do not collect your BRP within ten (10) days of arriving in the UK you may have to pay a fine and/or your visa may be cancelled.

If you need more information or assistance with collecting your BRP, or getting to the designated Post Office, please contact the International Office as a priority.

For more information please visit:
gov.uk/biometric-residence-permits

Attendance Monitoring and Engagement

Students who do not attend class regularly generally do not do well. Your course tutors and lecturers will monitor your attendance. The International Office is also required to monitor your class attendance to ensure you continue to meet your visa requirements.

Accordingly, please ensure you attend all classes and inform your tutor if you need to be absent for any reason. In the case of prolonged absence, a sick note from a doctor will be required.

Separately and in addition to regular attendance monitoring, as a Student Visa sponsor, Leicester College is required to ensure that sponsored students attend a series of "expected contact points" throughout the academic year, when student attendance and engagement is formally monitored. A minimum of the (10) expected contact points will be set, however, more than ten (10) may also be stipulated.

Sponsored students will be advised by the International Office, in writing, of all expected contact points at the beginning of the academic year and you are required to attend all expected contact points, unless there are extenuating circumstances such as illness.

All expected contact points will be defined as either Academic or Administrative Contact Points.

Attendance at each key contact point will be monitored by relevant curriculum teaching staff and International Office staff and recorded on a student's immigration file by International Office staff.

Irrespective of overall attendance, if a sponsored student misses two consecutive Contact Points, the Attendance Management Procedure will be invoked.

You must arrange non-urgent medical, dental and other appointments outside of class time. Holidays are not permitted during term time.

Early departure at the end of term

Students are advised not to book flights to return home at the end of term before the 'end of term' date specified. It may be possible to get permission from your course tutor to depart slightly earlier than the last day of term. However, you must request permission from your tutor in writing and you must not make any arrangements until you have received permission in writing.

If your course tutor approves your request, you must ensure that you meet any additional requirements or conditions placed on that approval – such as completing and handing in any outstanding work, or any other condition that is imposed.



Police Registration

Some students from certain countries are obliged to register with the police on arrival in the UK. If an immigration officer at your airport of entry has stamped your passport with this requirement, or if it is noted on your visa, you must register with the Police within 7 days of arriving in the UK.

The nearest police station for registration is:

**Leicestershire Police
Overseas Visitors Record Office
Mansfield House, 74 Belgrave Gate
Leicester LE1 3GG**

**Opening Hours:
Monday – Friday 8.30am-3.30pm**

The International Office will provide a letter to confirm your student status before you go to register at the police station. You will first need to register with the Leicester Police online and pay the registration fee to be able to book an appointment (see below on how to register). Once you have an appointment booked, take your passport, your BRP, proof of address and the college letter to complete the registration process at the police station.

You must inform the police if any of the information you've provided subsequently changes. You can do this by visiting the police station where you registered.

For more information on how to register, please visit: <https://www.leics.police.uk/advice/advice-and-information/ov/registering-overseas-visitor/af2/how-to-register/>

Updating your Contact Details

You must advise the International Office if any of your contact details change – UK residential address, mobile telephone number, email address etc.

Complete an 'International Change of Contact Details Form' as soon as changes occur. **Find it online: [leicestercollege.ac.uk/international/](https://www.leicestercollege.ac.uk/international/)**

We will remind you of this requirement in our newsletters and by email from time to time.

You must also advise the Home Office / UKVI if any of your contact details change. Please ask the International Office staff if you require assistance contacting UKVI.

Work is Not Permitted

Students studying at Leicester College on a Student Visa (or a Short-term Study or Standard Visitor Visa) are NOT entitled to work under any circumstances.



Leaving the UK when your study is complete

Students studying with us on a sponsored Student Visa can apply for a new Student Visa to continue studying in the UK at another institution, or to continue studying with us at a higher level, at the end of their course. The new visa application can be made in the UK.

Students studying with us on a Standard Visitor Visa or Short-term Study Visa cannot switch visa categories in the UK and must return to their home country to make a new application.

You must leave the UK to make an application for a new visa or to switch visa categories.

If you lose your passport or your BRP you must report this immediately to the police and obtain a police report.

You must also advise the International Office as soon as possible.

If you lose your passport

1. Apply for a new passport at your country's nearest Embassy, High Commission or Consulate in the UK.
2. Contact the International Office for assistance in applying for a replacement visa.

If you lose your BRP

If your BRP was valid for three months or more it is mandatory to replace your BRP.

If you do not do this you may receive a fine, have your leave curtailed, and/or any future immigration applications you make to come to the UK may be affected.

The processes of 1) reporting the loss/theft/damage of a BRP and 2) replacing it are combined in one online process. See the gov.uk info:

(gov.uk/biometric-residence-permits/lost-stolen-damaged).

Students should follow this process as soon as possible after you notice the loss/theft of your BRP and you have reported the loss/theft to the police.

If you have between 1-3 months remaining, applying for a replacement is optional and for less than 4 weeks of leave you do not need to apply.



Travelling abroad while you are studying

If you wish to travel abroad while you are studying with us you will need to be aware of any additional visa requirements, especially when re-entering the UK.

You should apply for a Schengen Visa if you are planning to visit EU / European Economic Area countries during your studies and you are from a country that requires a visa.

Under the Schengen scheme you only

need to apply to the embassy or consulate of one Schengen member state, but you would still be able to visit other member countries.

You should apply to the consulate/embassy of the country where you plan to spend most of your time, or where you will go first.

Please note that the UK is not part of the EU or the Schengen scheme and having a visa to travel to the UK will not allow you to visit Schengen countries if you are from a country that requires a Schengen visa.

For more information please visit:
schengenvisainfo.com/

The International Office can provide a Letter of Introduction in support of your Schengen Visa Application if you intend to travel to a Schengen Area country on a College-sponsored study trip.



Suspending / withdrawing from your studies

If you wish to suspend your studies and / or withdraw for any reason, the College is obliged to inform the Home Office / UKVI.

- It is not possible to take an extended break from study and remain in the UK
- You will need to leave the UK as soon as possible after suspending your studies.
- Your visa will be curtailed (ie, cancelled)
- You will need to apply for a new visa before returning to the UK



Contact the International Office

Room 0.03
St Margaret's Campus
St John Street
Leicester LE1 3WL

Telephone: 0116 224 4111

Email:

international@leicestercollege.ac.uk

Website:

leicestercollege.ac.uk/international

Abbey Park Campus

Painter Street
Leicester
LE1 3WA

St Margaret's Campus

St John Street
Leicester
LE1 3WL

Freemen's Park Campus

Welford Road
Leicester
LE2 7LW

For all enquiries call **0116 224 2240**
visit **leicestercollege.ac.uk** or
email **info@leicestercollege.ac.uk**

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