

CHICHESTER INTERNATIONAL ADVICE

STUDENT ROUTE VISA GUIDE



Important Information for Student Route visa holders

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1. Introduction

Understanding the UK immigration rules and responsibilities that come with having a Student Route visa can be confusing. This guide contains information about your student visa and what it means to hold such a visa. It also explains how your attendance and engagement will be monitored and how you can keep your visa safe by following the University of Chichester's academic regulations and UK Visas and Immigration (UKVI) rules.

It is important that you carefully read and save this document, as you may require it during your studies with us.

Remember that it is your responsibility to understand the immigration rules and conditions of your student visa. Breaching your visa conditions can have serious consequences for your visa status and any future immigration applications you may make. If you have any questions or your circumstances change, please contact Chichester International Advice.

This guide has been created by Chichester International Advice to help you understand and protect your visa status. If you have any queries relating to the information in this document, please email international@chi.ac.uk

2. Enrolment/registration and in-person ID check

When you start your studies at the University of Chichester you will be invited to register onto your course online via Chiview student portal.

In addition to registering online, you will need to show your original documents in-person as soon as you have arrived on campus. It is important that you do this in a timely manner.

We will need to see the following original documents:

- A valid passport
- A valid visa (Entry Clearance vignette or Biometric Residence Permit or evisa sharecode)
- Original qualifications/certificates/transcripts (see your CAS “evidence used to obtain offer” for the list of documents you need to show).

If you have an Entry Clearance vignette (sticker in your passport) and have not yet collected your Biometric Residence Permit (**BRP**) from the nearest post office, you can use your vignette to complete your in-person ID check in the first instance. Please note that all Student Route visa holders will have an evisa from 1st January 2025 onwards

If you have an evisa, you need to use the “UKVI view and prove your share code” function to prove your right to study in the UK.

You must take your BRP to Registry once you have collected it within 10 days of arrival.

Please see page 8 for information on how to collect your BRP.

If you fail to provide the required documentation within the given timeframe, we may have to withdraw you from your course and report this to the Home Office. This type of reporting will result in visa cancellation.

Online registration and re-registrations during the academic year

At the start of each semester and after the Spring Break (usually in April), you must re-register online via Chiview when invited to do so. Our visa compliance team will ask you to re-confirm your details and amend any information that has changed since your last registration point. Failure to complete this re-registration process, within the given timeframe, will lead to termination of your registration and visa curtailment.

You must include your UK contact details when you do your online registration/re-registration. This is a UKVI requirement and must be adhered to.

New visa or passport

You must present any new ID/immigration documents (for example, a new passport or BRP) to a member of staff in Academic Registry as soon as possible after receiving the document. This could be after a passport renewal or a visa extension or switch to a new visa category. This is a UKVI requirement and must be adhered to.

3. Attendance, engagement and progression

The University of Chichester has a 'Student Attendance, Engagement and Absence' policy that all students must adhere to regardless of their immigration status. This policy is accessible through Moodle (under the 'Study Related' tab, in the Student Handbook). The consequences of not following the policy are severe for Student Route visa holders, as, in some circumstances, non-adherence can lead to a termination of registration and visa curtailment.

What is expected of you?

You are expected to attend ALL timetabled sessions, including, lectures, seminars, studio practice, tutorials, work placements and other activities prescribed by your programme.

Your Module Handbook should make clear to you what counts as timetabled sessions.

- 100% attendance is expected.
- You must promptly register your attendance for every session using your student card and the Student Attendance Management (SAM) system and stay for the whole period.
- Regularly check your Moodle and student email account to keep up to date with your programme.
- Keep in touch with your Module Tutors and your Academic Adviser.
- Reply to all emails and letters from staff at the University.

Postgraduate writing-up period

Postgraduate students who are writing up a dissertation or thesis, or waiting to complete a viva (PhD), are monitored by their supervisor throughout this period. You should make sure you know what contact expectations your academic department/supervisor have during this period. This writing-up period is considered full-time study. You must be based in the UK during the write-up period. If you do not need to be in the UK to do your write-up, then this must be reported to the UKVI and your visa will be curtailed.

What happens if you miss a session?

There are some events that might make it difficult or impossible for you to attend a session. For example: illness, urgent medical treatment, a court appearance, religious observance, personal circumstances and bereavement. Just as you would do if you were at work, you are expected to inform someone at the University if you must miss a session. You can contact your tutor, academic adviser or the programme administrator to tell them if you are going to be absent. In some cases, you may be required to provide evidence of why you cannot attend a session. This will count as an authorised absence.

If you do not let the University know that you are absent, then this counts as an unauthorised absence and this may put your visa at risk.

If you have a certain number of unauthorised absences and there are concerns about your progression, we may have to terminate your registration. This will ultimately lead to a UKVI reporting and visa curtailment.

If you miss 10 consecutive expected contact points without authorisation or if you miss an online re-registration checkpoint, you will be reported to the UKVI and your visa will be curtailed.

What should you do when you miss a session?

You must contact your module tutor or the academic adviser in your academic department. You will need to agree if and how you are going to make up the missed session.

What if you already have some unauthorised absences?

It is important that you get in touch with your module tutor or academic adviser as soon as possible, so that you can decide what to do about the missed sessions.

If you are experiencing personal problems that are making it difficult for you to come to class, then you can speak to a member of Student Support and Wellbeing. We can help you decide how best to address your problems. We can also advise you on your visa and how this might be affected. In some cases, unauthorised absences can be changed into authorised absences after the event. Speak to your tutor/academic adviser about any past absences see if they can authorise them retrospectively.



What if you don't have a good reason for missed sessions.

Sometimes it can be hard to manage all that is expected of you, and you may experience stress and worry. If you are finding it difficult to engage with your programme, you may want to talk this over, in confidence, with a Wellbeing Adviser. Sometimes, you may have personal problems, you might be feeling homesick, you might be unhappy with your course or about something else in your life, and this can affect your studies. Student Support & Wellbeing Services are here to help you if you are having difficulties.

If you have a genuine reason for your absence, but it is a very personal matter.

If you would prefer not to, you do not have to tell everybody all the details of your absence. You just need to give enough information to show that your absence was for a genuine reason. You could tell one member of staff who you trust, in confidence, what the true reason is. Then they can confirm just the minimum of details with other members of staff. If you are not sure who to speak to, contact Student Support & Wellbeing Services, who can help you decide what to say.

What happens if you miss several sessions or if you have been de-registered from a module or more than one module?

You may have missed too many sessions to be able to continue on a module. If that happens, then you will be de-registered from that module. Your tutor will check if you can make up for this missed module during the same academic year and discuss this with you.

As you are a Student Route Visa holder, it is necessary to be studying on a full-time degree and we need to be certain that your continued participation in the UK is required.

If you are de-registered from more than two modules (or one module if you are a postgraduate student) and if this leads to a situation where we are unable to monitor your continued participation and/or your programme believes you are not making academic progress, you may have to leave your course. Your Module Coordinator or the Board of Examiners will make this decision.

If your Module Coordinator or the Board of Examiners decide that you need to leave your course, the University will no longer be your Educational Sponsor. We will have to report this to the UKVI, and this will lead to your visa being curtailed. If this happens, UKVI will write to you advising you of the curtailment.

What happens when your visa is curtailed?

Normally, if you have more than 60 days left on your visa, your visa will be reduced to 60 days. If you have less than 60 days left, UKVI may leave it as it is. You should expect to receive "a notice of cancellation" email from UKVI to the email address you used when you first applied for your visa. This email will confirm your visa cancellation and confirms your new end date. Your visa is usually curtailed within 60 days of the date of the email. You should avoid becoming an overstayer and leave the UK, apply for a new Student Route visa or switch to a different visa category (whichever is applicable in your circumstances) as soon as possible.

What other circumstances could lead to a visa curtailment?

As your Educational Sponsor, we are required to report withdrawals, deferrals, terminations of registration and intermissions to the UKVI. All these actions may lead to your visa being curtailed and the above 60-day curtailment practice applies in these circumstances.

And outstanding debt

An outstanding debt, which has resulted in you being barred from teaching and assessment, can also result in a termination of registration and visa curtailment, so it is important that you keep to your tuition fee payment plan, and you get in touch with our finance team as soon as possible if you are experiencing issues with paying your fees.

Completing your course earlier

Completing your course earlier than expected will also be reported to the home office and can lead to a visa curtailment. However, you should be given the same wrap-up period of leave you were originally given (i.e. 2 months for courses less than 12 months in duration and 4 months for courses 12 months or longer in duration).

4. Intermitting, withdrawing & termination of registration



Below are definitions of the terms of 'Intermitting', 'withdrawing' and 'termination of registration' followed by advice relating to these scenarios.

Withdrawal: You decide to leave the University without the option of coming back. This is most likely due to personal reasons.

Intermitting: You plan to have a break from your studies, with the intention of returning to your studies within two years. You will need a new visa to return to your studies.

Termination of registration: The University decides that you can no longer study on your degree and stops your student registration. Termination of registration can have a negative impact on any future visa applications.

If you are thinking about withdrawing or intermitting from your studies, please contact Chichester International Advice (international@chi.ac.uk) as soon as possible to get correct guidance and visa advice.

Your registration may be terminated due to following reasons:

- Failure to start your studies;
- failure to meet the attendance, absence and engagement requirements;
- failure to progress on your course or inability to achieve the qualification you were original sponsored for;
- exclusion from your course; or
- outstanding debt, which has resulted in being barred from teaching and assessment.

If you intermit or withdraw from your studies, or if we terminate your registration, we must report this to the UKVI, and they will curtail (=shorten) your visa.

Please see the curtailment information above for how soon you will have to leave the UK. It is important that you leave the UK or switch to a different visa category before your visa is curtailed. Becoming an overstayer will have a negative impact on any future visa applications you may wish to make, so it is important that you do not overstay in the UK.

We must notify the UKVI of your departure details. Our Academic Registry will ask you to provide evidence of your plans to leave the UK in their email to you.

5. Changing course



If you change your mind about your degree after starting your studies, it may be possible to change to a different one within the University of Chichester.

A Student Route visa holder, studying at the University of Chichester, is permitted to change course with the same sponsor, without first making a new visa application), only if **all** the following requirements are met:

- You have not completed the course for which your CAS was assigned; and
- your sponsor (the University of Chichester) is a Higher Education Provider with a track record of compliance; and
- the new course is at degree level or above (RQF 6+); and
- the new course is not at a lower level than the course for which your current permission was granted *; and
- you will be able to complete your new course within your current period of leave. Please note that if your new course ends AFTER the current permission expires you will need to apply for a new visa from outside the UK and must do this before you can start your new course**; and

- we must confirm that the new course is related to the course for which the current permission was granted. This means that it either needs to be connected to the previous course or involves deeper specialisation or that the current course and the new course in combination support your genuine career aspirations; and
- If you need an ATAS clearance, you need a new one for your new course.

*Exception: Students sponsored to study an Integrated Master's or an Integrated Doctorate are effectively permitted to change to the lower-level award without first making a new application. This is not covered by their study condition but has become possible through exceptions to the academic progress requirement and the definition of "successfully completed".

****You should talk to the International Student Advisers if you are planning to change your course after you started your studies with us. You may need to apply for a new visa (outside the UK) before your request to change can be actioned.**

6. Additional Study (supplementary study)

You can do a supplementary course (for example, an evening class) in addition to your main course of study. This supplementary course can be in any subject and does not have to relate to your main course of study.

You do not need permission to undertake a supplementary course and you are not required to tell your sponsor. However, you must make sure that your supplementary course does not hinder your progress on your main course of studies.

7. Course ends early

If you have successfully completed your course earlier than expected, UKVI will curtail your leave, allowing you enough time to finish your studies. Depending on the length of your degree you will be allowed to keep your wrap-up period of 2 months (courses less than 12 months long) or 4 months (courses longer than 12 months long).

In all other circumstances, the Home Office will limit your permission to stay to 60 days, unless you have less than 60 days leave remaining.

8. Changing institution

If you want to leave your current degree to study the same degree, or a different degree, at a different UK University, you will need a new CAS to apply for a new visa. You can't use the University of Chichester visa for this purpose. You should contact the University of your choice to get appropriate visa advice and to find out about their CAS issuing process. You

will most likely have to leave the UK to apply for a new visa as you will not meet the academic progression rules for a UK based visa application.

9. Re-sits and repeats

If you fail a module, you will normally be given one chance to resubmit work later in the year. Sometimes this can be after your course end date and your visa expiry date. If you are required to be in the UK for your reassessment or repeating study, you may be able to have your Student Route visa extended, or you can return to the UK on a visitor visa to attend an exam/practical assessment.

If you fail the same assessment twice (this is called an irrevocable fail,) it is not possible to resubmit for the third time, unless you have submitted a claim for mitigating circumstances (Apply via Chiview). The Board of Examiners may terminate your registration or offer you the opportunity to continue your studies.

If you fail an assessment or a module, it may be possible for you to continue your studies, as long as you meet the University's academic regulations, and the course is a full-time course and UKVI regulations are met with regards to the level of study and there is a requirement for continued participation in the UK.

It is normally not possible to move to a different level of study (e.g from year one to year two) with more than 30 credits outstanding at the previous level.

For example, if you fail 3 modules in your first year, the Board of Examiners may recommend that you repeat your first year and complete the outstanding credits before you are allowed to move to your second year. This means that you will study temporarily on a part-time basis and that you will need to apply for a visa extension after your second year to be able to complete your degree in the UK.

The main issue for students who need to re-sit examinations or repeat modules is their mode of attendance, which temporarily ceases to be full-time. This should not be a problem as long as the course continues to be a full-time course and meets all other requirements.

It may be that your visa expires before the repeat/resit takes place. Depending on your circumstances, you have two options: Student Route visa or Visitor Route visa. You should contact the international student advisers to get advice to help you decide what option will be best for you.

10. Submitting a visa extension application in the UK

You may need to apply for a Student Route visa in the UK. We call this a student visa extension. To apply for a visa in the UK, you need to meet a certain criterion and you should speak to Chichester International Advice (international@chi.ac.uk) to find out more.

11. Change of address and personal circumstances

It is your responsibility to keep your contact details up to date by editing your Chiview student portal. It is important that you notify the University of your new address every time you move. This is a UKVI requirement and must be adhered to.

The UK Visas and Immigration will also need to be informed of your changed circumstances. You can find a form/ online reporting tool on this website:

[Report any changes of circumstance to the UKVI](#)

You should also let the following organisations know if you have changed your address:

- Your financial sponsor
- Your home country's embassy (if they require it)
- Your bank
- Your GP (doctor)
- Your insurance company

12. Biometric Residence Permit

If your degree is longer than 6 months long, you will get a Biometric Residence Permit, which you will need to collect on arrival to the UK. University of Chichester students collect their BRPs from the nearest post office, which is in Southsea, Portsmouth.

Collecting your BRP

Please note that from January 2025, all student route visa holders will have a digital visa status. If your current BRP is due to expire on 31st December 2024, but your course is due to end after this day, do not worry, you can create an online account and transfer to a digital visa from August 2024. See more information on the next page under "eVisas".

Keeping your BRP up to date

You must inform the Home Office, and obtain a new card, if any of the following details about you change:

- name
- nationality
- gender
- significant change to your facial appearance (so that it would be difficult to recognise you from the photograph on your current identity card)

See link below for further guidance: gov.uk/change-circumstances-visa-brp

You can be fined for up to £1000 or your immigration permission could be curtailed if you do not keep your BRP up to date.

Lost or stolen BRP

If you lose or have your BRP stolen you will need to apply for a replacement as soon as possible. Please [check our website](#) on what to do if you lose your BRP. We can help you with the process so email international@chi.ac.uk for advice.

Transferring conditions and applying for a BRP if you have a new passport

If you have a new passport and need to prove your right to work, you will need apply for a transfer of conditions. This means that you need to apply for a new BRP online via the home office website. Please see more information [here](#).

13.eVisa

An eVisa will fully replace a BRP by the 31st December 2024. All visa holders will soon have an eVisa. An eVisa is an online record of your immigration status and it will show the conditions attached to your permission as a student in the UK.

EEA nationals who use the “UK Immigration: ID check app to apply for a visa” receive an eVisa automatically already. If you have an eVisa you do not get a physical document, but you will have access to your digital status via a UKVI portal. You will need to produce a [share code](#) and have evidence of your travel bookings/boarding pass to show our Registry staff when you do your ID check at the beginning of your studies.

The UK Visas and Immigration (UKVI) are currently rolling out a digital immigration system for everyone. This means that all physical immigration documents will be replaced with an online record by the 31st December 2024. You may still have a physical document, for example an entry clearance vignette and a BRP, at the start of your studies, but you will be invited to create an online account too. This which will allow your immigration permission to be transferred to an eVisa in readiness for the new digital system in 2025. You should hold on to your BRP until the expiry date, especially if you travel outside the UK

For further information please visit gov.uk [website](#).

If you have an issue with your eVisa, for example with accessing it or if you spot an error to do with the dates or conditions of your visa, you should contact the International Advice team who can help you contact the UKVI.

14.Working during studies

As a Student Route visa holder, you have restrictions on the number of hours you are allowed to work and the type of work you are allowed to do.

Student studying at degree level or above can work up to 20 hours per week during university term-time and full-time during holidays.

You must not be self-employed, take part in business activities or work as an entertainer, professional sports person or a coach.

See our [website](#) or [UKCISA](#) for more information on employment rules.

You should not plan to rely on income from employment while you are on a student visa. The Home Office expect you have funds in place for living costs and tuition fees without having to work.

Your work permission is printed on your Biometric Identity Permit (BRP) or Entry Clearance Vignette and available via the evisa online portal. Your employer needs to be satisfied that your permit is valid, and you may be asked to provide a student status letter for this purpose. Student Status letters are available via Chiview.

If your current Entry Clearance sticker is in a passport that has now expired, you will need to apply to transfer your leave into your new passport. You cannot work until the transfer has taken place.

15. Graduate Route visa

The Graduate Route visa may be an option for you when you have successfully completed your studies. This visa route allows you to stay in the UK to work after you have completed your degree. Please note that this is not an automatic right. Your eligibility for this visa will depend on meeting the eligibility criteria, applying before the expiry date of your student visa and after successfully completing your degree and paying the associated application NHS fee. For more information please visit Chichester International Advice [Moodle page](#) (Moodle> Student Services > Support and Wellbeing) or visit the UKCISA website.

A promotional graphic for UKCISA. The background is dark teal with light blue geometric shapes. On the right, a circular inset shows a group of diverse students, with a young man in a white shirt speaking into a microphone. On the left, the UK Council for International Student Affairs (UKCISA) logo is displayed in white. Below the logo, the text 'Want to know more about the Graduate route?' is written in white. Further down, a paragraph states: 'We are the number one source of information, advice and guidance for international student support.' At the bottom right, the website 'ukcisa.org.uk' is shown in white text inside a dark blue rounded rectangle.

UK Council
for International
Student Affairs

UKCISA

**Want to know more about
the Graduate route?**

We are the number one
source of information,
advice and guidance for
international student
support.

ukcisa.org.uk

16.TABLE - STUDENT AND SPONSOR RESPONSIBILITIES

UKVI requirement	University of Chichester (UoC) responsibilities	Student responsibilities
Notify UKVI if a student fails to enrol/register.	UoC reports this within 10 working days of the enrolment period ending	Make sure you enrol promptly and by the latest arrival date stated on your CAS. If you are delayed or unable to join your programme, you must email international@chi.ac.uk .
Notify UKVI if a student has their visa refused.	UoC reports visa refusals to UKVI within 10 days of receiving the information.	If your visa is refused, you must tell the admissions team (admissions@chi.ac.uk) that this has happened. The team will refer you to Chichester International Advice to decide whether your refusal can be overturned and if you can be issued a new CAS for a new visa application.
Keep copies of immigration documents.	UoC must keep copies of your passport, and your visa.	<p>New students: you must visit Student Records office to show your passport and visa when you start your studies with us.</p> <p>Pending visa application: In some circumstances you can register to study if your visa application is still pending. If you have applied for a visa in the UK and the decision is still pending, you must show</p>

		evidence of this when you register and keep registry updated with your visa application progress.
Notify UKVI if a student fails to attend their programme without being granted authorised absence.	UoC must report within 10 days if a student has missed 10 consecutive contact points without authorisation.	Attend all your sessions and engage with your studies as outlined in your module handbook. If you are absent, make sure you contact your academic department as soon as possible.
Notify UKVI of any significant changes in student's circumstances.	UoC must inform UKVI of any significant change of circumstances within 10 days of the change. For example, change of course, study location or work placement etc.	You must keep UoC informed of any changes to your course or location or if you decide to go on a work placement.
Notify UKVI if a student withdraws, intermits or if their registration is terminated.	UoC reports change of circumstances within 10 days of the change and emails the student when this has taken place.	You must inform UoC if you decide to take a break or if you withdraw from your studies. The University will inform you if your registration is terminated. You will need to leave the UK if any of the above takes place, as UoC will no longer be able to sponsor you. You must inform Student Records of your plans to leave the UK. If you are returning to your studies at a later point, you will need a new CAS to apply for a new visa.
Notify UK if student's immigration status changes	UoC must report within 10 days of the change taking place.	You must inform student records immediately as your immigration changes and provide copies of your new document(s).
Keep each student's UK details and updated them as necessary.	UoC must keep student's historic and current contact details for the period of sponsorship.	You must keep UoC informed of your current contact details. You can update your details via Chiview.

Notify UKVI when a student successfully completes their studies.	UoC must inform UKVI when a student successfully completed their studies for the purposes of the Graduate Route scheme. Student receives an email confirming when this has been done.	You must successfully complete your studies before your visa expires in order to be eligible for the Graduate Route visa. If you have any reassessments in your final semester, this may prevent you from being able to apply.
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17. USEFUL RESOURCES AND WEBSITES

Chichester International Advice Moodle page

<https://moodle.chi.ac.uk/course/view.php?id=86214>

UK Council for International Student Affairs (UKCISA)

<https://www.ukcisa.org.uk/>

UK Visas and Immigration (UKVI)

<https://www.gov.uk/student-visa>