

# **International Sponsored Student Guide**

**Effective from 5 April 2023**

# Index

<b><u>1.</u></b>	<b><u>General information</u></b>	<b><u>3</u></b>
1.1	What is the Student route?	3
1.2	Who needs to apply?	3
1.3	What we check	4
<b><u>2.</u></b>	<b><u>Before you arrive</u></b>	<b><u>4</u></b>
2.1	Receiving your Confirmation of Acceptance for Study (CAS)	4
2.2	Making a Student visa application	9
<b><u>3.</u></b>	<b><u>During your studies</u></b>	<b><u>11</u></b>
3.1	Enrolment	11
3.2	Work rights	11
3.3	Academic engagement monitoring	12
3.4	Visa extension and academic progression	12
<b><u>4.</u></b>	<b><u>Student procedures</u></b>	<b><u>13</u></b>
4.1	Updating contact details	13
4.2	Enrolment status changes	14
4.3	Additional Information	14
<b><u>5.</u></b>	<b><u>Useful contacts</u></b>	<b><u>16</u></b>
<b><u>6.</u></b>	<b><u>Related documents</u></b>	<b><u>16</u></b>
6.1	Internal documents	16
6.2	External documents	16

## Committee Approval

Committee	Committee Action	Date
SMLT	Approved	5 April 2023
	<b>Date in force</b>	<b>5 April 2023</b>

This International Sponsored Student Guide will be reviewed annually by our Senior Management Team. A review may also be carried out if there are changes to any of the procedures set out within our International Sponsored Student Policy and Compliance Procedures, or if there are any changes to the UKVI regulatory framework.

# 1. General information

## 1.1 What is the Student route?

The Student route is a points-based visa system for all international students as well as EU students (including Switzerland, Norway, Iceland and Liechtenstein) who want to study in the UK and do not qualify for the EU Settlement Scheme.

To be eligible to apply for a Student visa, you need to be able to score 70 points. You will be awarded points for meeting the requirements of the route as set out in the table below:

Further details for EU students are available at: [The UK's points-based immigration system: An introduction for EU students<sup>1</sup>](#).

Points type	Requirements to be met	Number of points
Study	Confirmation of Acceptance for Studies (CAS) requirement  Course requirement  Approved Qualification Requirement  Level of Study requirement  Place of Study requirement	50
Financial	Financial requirement	10
English Language	English language requirement	10

## 1.2 Who needs to apply?

If you are an international student and intend to study on a degree course, you need to apply for a visa through the Student route. This also applies if you are from the EU, Switzerland, Norway, Iceland or Liechtenstein and you came to the UK after 31 December 2020.

If you came to the UK on or before 31 December 2020 and are from the EU, Switzerland, Norway, Iceland or Liechtenstein, you do not need to apply for a Student visa if you successfully applied to the EU Settlement Scheme. If you have a decision on your application from the UKVI, you would need to provide us with a [share code<sup>2</sup>](#) so we can verify your immigration status. If your application is still pending, you need to provide us with a Certificate of Approval letter to confirm that you submitted your application by the deadline.

The deadline for most people to apply to the EU Settlement Scheme was 30 June 2021. You can still apply to the EU Settlement Scheme if either the deadline for you to apply is after 30 June 2021 or you have 'reasonable grounds' for why you did not apply by the deadline. Find out more about the EU Settlement Scheme here: [EU Settlement Scheme<sup>3</sup>](#).

---

<sup>1</sup>[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/949573/6.703\\_1\\_HO\\_PBIS\\_Guidance\\_Re-Brand\\_Updates\\_Students\\_FINAL\\_WEB.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/949573/6.703_1_HO_PBIS_Guidance_Re-Brand_Updates_Students_FINAL_WEB.pdf)

<sup>2</sup> <https://www.gov.uk/view-prove-immigration-status>

<sup>3</sup> <https://www.gov.uk/settled-status-eu-citizens-families>

## 1.3 What we check

We will check and verify your information whenever possible to determine whether you are suitable for sponsorship.

Key considerations for further checking may include, but are not limited to:

- Your qualifications used to support your application.
- Your English language ability.
- Your previous UK study and immigration history.
- Financial checks.
- Your ability to study and progress.
- Your genuine intention to study.
- Your suitability as per the UKVI requirements for international students.

## 2. Before you arrive

### 2.1 Receiving your Confirmation of Acceptance for Study (CAS)

To support your Student visa application, you will need a CAS. UKVI regulations will not allow us to issue the CAS any earlier than 6 months before the start of your course if you are applying from outside the UK and 3 months if you are applying from within the UK.

You will need to provide us with some documentation and information that we will need to approve before we can issue a CAS.

#### 2.1.1 Passport

This must be a current passport with an expiry date of at least 6 months after your course start date.

If your passport expires before the end of your course, you will need to renew it before it expires to cover the full length of your course.

#### 2.1.2 English Language ability

You will need to prove your English Language ability by passing any English Language Test or English Language Qualification as stated on our [website](#)<sup>4</sup>.

##### ***Password Skills Plus Test***

You can take the online [Password Skills Plus Test](#) as proof that you meet the English Language requirement. It is scored on the same basis as the IELTS for UKVI Academic. There is a charge (currently £95). You can also take a practice test beforehand, and the current charge is £40.

You can book your test [here](#)<sup>5</sup>. Once you have sat the Test, you will normally receive the results within 5-7 working days.

---

<sup>4</sup> <https://www.bil.ac.uk/how-to-apply/international-students/english-language-requirements/>

<sup>5</sup> <https://passwordplus.englishlanguagetesting.co.uk/test-takers/>

## Exemptions from providing an English Language Test/Qualification

You do not have to demonstrate English language competence if you meet one of the following requirements:

- You completed a GCSE, A Level or Scottish Higher in English (and you commenced the course leading to this qualification whilst you were under the age of 18). The qualification must be in English literature or English Language and be issued by an Ofqual, SQA, Qualifications Wales or CCEA regulated awarding body in the UK. You must also have undertaken your education at a UK based school.
- You previously completed an academic qualification equivalent to a UK degree which was taught in a “majority English-speaking” country - see **Table 1** below. A [UK ENIC Statement of Comparability](#)<sup>6</sup> confirming the degree is equivalent to a UK degree may also be required.
- You are a national of a majority English-speaking country – see Table 2 below.
- You successfully obtained an academic degree qualification from an educational establishment in the UK, which is a bachelor’s degree or above.

**Table 1**

A – H	I - P	Q – Z
Antigua and Barbuda Australia The Bahamas Barbados Belize Dominica Grenada Guyana	Ireland Jamaica Malta New Zealand	St Kitts and Nevis St Lucia St Vincent and the Grenadines Trinidad and Tobago United States of America

**Table 2**

A – H	I - P	Q - Z
Antigua and Barbuda Australia The Bahamas Barbados Belize Dominica Grenada Canada Guyana	Jamaica Malta New Zealand	St Kitts and Nevis St Lucia St Vincent and the Grenadines Trinidad and Tobago United States of America

**Note:** If you are an Irish national you benefit from the Common Travel Area (CTA) Arrangement, so you will not need to provide proof of your English Language ability.

To assess the equivalency of an overseas qualification, you may need to provide a [UK ENIC Statement of Comparability](#). We also reserve the right to require you to take one of [our recognised English Language Tests/Qualifications](#).

### 2.1.3 Financial requirement

There is a UKVI requirement for you to evidence how you will be able to pay the balance of your Year 1 Tuition Fees (after payment of the deposit) as well as afford to live in the UK during your studies. The UKVI states that you will need to show that you have liquid (i.e. readily accessible) funds of at least

<sup>6</sup> <https://enic.org.uk/Qualifications/SOC/Default.aspx>

£1,334 per month for up to 9 months **plus** the balance of your Year 1 Tuition Fees. Therefore, you will need to show minimum required funds of £12,006 **plus** the balance of your Year 1 Tuition Fees.

For example, if your Year 1 Tuition Fees are £12,000 and you have paid a 75% deposit of £9,000, you will have to show minimum required funds of  $£12,006 + (£12,000 - £9,000) = £12,006 + £3,000 = £15,006$ .

The minimum required funds must be held in your bank account for at least 28 consecutive days and the bank document provided must not be more than 31 days old on the day of submitting your online visa application. You can show funds from any of the following accounts:

- Current account.
- Deposit account.
- Savings account.
- Building Society account.
- Investment account.

The document(s) you provide showing funds held in an account can either be in the form of a bank statement or bank letter. If you are providing a bank letter, it must state that the money has been held in the account for at least 28 consecutive days from the date of the last transaction. For a Building Society account, you can show a building society passbook and for a deposit account you can show a Certificate of Deposit as well as a deposit receipt.

You can also obtain a student loan or official financial sponsorship from bodies approved by the UKVI. You must provide either a Student Loan Letter or Financial Guarantee Letter for your visa application and the letter must confirm how much money is granted to you for your living costs and/or Tuition Fees. More details can be found here: [Appendix Finance<sup>7</sup>](#).

All bank documents must show all the following details:

- Account holder's name.
- Account number.
- Date.
- The amount of money available.
- Financial institution's name, logo and contact details.

You can provide electronic bank statements and they do not need to be stamped by the bank.

Bank documents can be accepted in either;

- Your own name;
- Your biological parent(s) or legal guardian(s)'s name; or
- Any other person's name (provided you are also named as a joint account holder).

If you rely on money held in your parents(s)/legal guardian(s) bank account, you must also show that your parent(s)/legal guardian(s) have given their permission for you to use their money. You must therefore provide a letter from your parent(s)/legal guardian(s) confirming they have given you their

---

<sup>7</sup> <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-finance>

consent to use the funds in their bank account. You must also provide proof of the relationship between you and your parent(s)/legal guardian by providing one of the following:

- Your birth certificate.
- A court document confirming legal guardianship.
- A certificate of adoption.

If you rely on a joint account, you must provide a letter confirming that the other account holder(s) has given you their consent to use the funds in the bank account.

Student Loan Letters and Financial Guarantee Letters can only be accepted if the application and/or offer was made in your name **only**. We (and the UKVI) will not accept Student Loan Letters or Financial Guarantee Letters in any other name.

Where the funds are held in a foreign currency, this will be converted into British Sterling (GBP) using the spot exchange rate which appears on [www.oanda.com](http://www.oanda.com) for the date of the application.

You need to ensure that you are providing bank documents from financial institutions where any of the following apply:

- The financial institution must be regulated by the appropriate regulatory body for the country in which that institution is operating, or
- The financial institution must use electronic record-keeping, or
- The UKVI decision-maker must be able to make satisfactory verification checks with the financial institution.

Please click on the following link for further details: [Appendix Finance<sup>8</sup>](#).

#### **2.1.4 Health requirement**

Depending on the country from which you are applying, you may need to a Tuberculosis (TB) Certificate. To check whether you need to provide a TB Certificate for your visa application click here: [Tuberculosis tests<sup>9</sup>](#).

#### **2.1.5 Deposit payment**

Before we can issue you with a CAS, you will need to make a minimum payment towards the cost of your Year 1 Tuition Fees. The actual amount of deposit will be set out in your offer letter. You can make a payment via our website here: [Make a Payment<sup>10</sup>](#).

Please ensure that for any deposit payments made, you reference your 'full name as appears in your passport' as well as your Student ID Number which can be found on your offer letter in order for us to identify your payment.

#### **2.1.6 Low-risk nationals (Differential Evidence Requirement - Appendix Student ST 22.1)**

If you are a national from a low-risk country as specified by the UKVI, you will qualify for differential evidence requirements under the differential agreement. This means you will not be required to submit your financial and academic documents with your visa application although you will still be expected to

---

<sup>8</sup> <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-finance>

<sup>9</sup> <https://www.gov.uk/tb-test-visa/countries-where-you-need-a-tb-test-to-enter-the-uk>

<sup>10</sup> <https://www.bil.ac.uk/fees/make-a-payment/>

meet all UKVI requirements. The UKVI can request these documents at any stage during the visa application process or at the UK port of entry. It is therefore advised that you keep these documents to hand until you arrive in the UK. Further information can be found on the following link under [Eligibility Requirements for a Student at paragraph ST22.1 – Appendix Student](#)<sup>11</sup>.

### **2.1.7 Qualification verification**

To ensure that we can detect fraudulent qualifications, and also deter such applications, we have set up an account with ECCTIS-approved Qualification Check (QC), <https://www.qualificationcheck.com/>.

You will be required to upload your certificates and transcripts for verification through our QC Portal. This also includes your English Language Test/Qualification, unless we can verify it.

QC contact the awarding body directly for verification, and it normally takes around 5 working days to receive the verification. If we do not receive verification, we will not be able to proceed with your application (i.e. the application will be rejected) unless we can verify the documents internally or directly with the awarding body.

All applicants (including those from low-risk countries) will be required to go through this verification.

### **2.1.8 CAS Shield, Pre-CAS credibility questionnaire and interviews**

Once you have been made an unconditional offer (subject to qualification verification) you are provided with access to CAS Shield.

You will have to upload your academic certificate(s)/transcript(s) and English Language Test/Qualification. All CAS-related documentation and information is then processed and approved (or rejected) within CAS Shield. This includes: passport; immigration history; details of any criminal convictions; checking personal details against academic certificates/transcripts and English Language Test (and requesting proof of change of name, if applicable); proof of deposit payment; financial evidence; TB certificate (if applicable).

You will be required to complete a Pre-CAS credibility questionnaire.

You may also be required to complete an automated interview through CAS Shield. If you fail this automated interview, you may be invited to attend a live online interview.

Once all the above has been approved, our Compliance Team move the applicant to "Ready for CAS".

Prior to the CAS being issued, the applicant is required to complete an online enrolment form in Radius. This is an important stage because it requires the applicant to provide some personal sensitive information that we require for the HESA submission, and it also pushes the data through into our Student Management System (Oracle) to generate the applicant's @bil.ac.uk email address and Student ID Card, and attach the student to our other IT systems (e.g. timetabling, attendance monitoring, VLE and online library).

The CAS is then issued by our Compliance Team, and the applicant is sent a decision letter (and email) through Radius with full details about how to apply for their Student visa.

The applicant is sent a separate decision letter (and email) through Radius inviting them to face-to-face enrolment and induction, both of which take place during Welcome Week.

The applicant is requested to complete post-CAS formalities within CAS Shield: upload a copy of their Student visa application form; copy of entry vignette (or refusal letter); travel tickets. The applicant is subsequently requested to upload copies of the stamped entry vignette (when they have entered the UK) and copy of their Biometric Residence Permit (BRP).

---

<sup>11</sup> <https://www.gov.uk/guidance/immigration-rules/appendix-student>

## 2.2 Making a Student visa application

Once all the above criteria have been met and a CAS has been issued, it is important to make a visa application as soon as possible to ensure that you are granted a visa in enough time prior to the start of your course. It would be useful to read the UKVI [Student Route](#)<sup>12</sup> Guidance, before making an application.

### ***Immigration Health Surcharge (IHS)***

All applicants are required to pay a healthcare (NHS) surcharge at the time of applying for the visa. The amount to be paid will be based on the length of leave applied for and will be calculated automatically during the application process. The current charge is £470 per year. The surcharge is calculated on the full length of the visa and not the length of the course. To calculate how much you will need to pay, please click here: [Pay for UK healthcare](#)<sup>13</sup>.

### ***Online application***

An overview of the requirements for an application can be found here: [Student visa](#)<sup>14</sup>.

It is important to know where your local Visa Application Centre is in your country of application and this can be checked here: [Visa application centre](#)<sup>15</sup>. If you would like to check the processing times for the region from which you will be making your visa application, please check here: [Processing times](#)<sup>16</sup>.

After you have read the application requirements, you can apply for a Student visa on the following link: [Apply](#)<sup>17</sup>. You need to create an account and it is important to use the information from your CAS when making the application. If your application is successful, you will get a 90-day entry clearance vignette in your passport which will allow you to travel to the UK within the 90 days of its validity period. It is important that you are aware of this when planning for your stay within the UK. Your vignette will be accompanied by a decision letter which will also state the address details of where you must collect your Biometric Residence Permit (BRP) from when you arrive in the UK. This can either be from our Compliance Team or the Post Office, depending on whether or not you entered our ACL code on your visa application form. You must keep the letter and bring it with you to the UK.

### ***Biometric Residence Permit (BRP)***

As you will be applying for a visa to come to the UK for more than 6 months, you will be required as part of the process to provide biometric information. After you arrive in the UK, you will need to collect your Biometric Residence Permit (BRP) showing the full length of your visa.

**Important:** When you apply for your Student visa, you can opt to have your BRP to be delivered to our offices. You will then be able to collect your BRP once you arrive in the UK and attend your face-to-face enrolment session. You must ensure that you enter our ACL code, which is 3HE292, on the visa application form. The code must be entered into the Alternative Location field on the BRP Collection Page. It is much more convenient for both you and ourselves if you opt to have your BRP delivered to our offices.

You will need to collect your BRP usually before the entry clearance vignette in your passport expires or within 10 days of arriving in the UK, whichever is later.

---

<sup>12</sup>[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/976139/student-route-casework-guidance-v3.0-ext.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/976139/student-route-casework-guidance-v3.0-ext.pdf)

<sup>13</sup><https://www.gov.uk/healthcare-immigration-application/how-much-pay>

<sup>14</sup><https://www.gov.uk/student-visa>

<sup>15</sup><https://www.gov.uk/find-a-visa-application-centre>

<sup>16</sup><https://www.gov.uk/guidance/visa-decision-waiting-times-applications-outside-the-uk>

<sup>17</sup><https://www.gov.uk/student-visa/apply>

If you do not elect to have your BRP delivered to our offices, you are required to collect your BRP from the Post Office. Once you have collected it, you must bring it to our Compliance Team, with your passport for ID purposes, so that we can keep a copy. For more information on Biometric Residence Permits click here: [Biometric Residence Permits<sup>18</sup>](#).

### **Key visa application processing times**

There are three service options to pay for the processing of your application:

- The standard service which takes up to 15 working days.
- The priority service which takes 5 working days.
- The super priority service which takes up to 24 hours.

When you select the country of your application, please be aware that you can **only** apply from within the country of your nationality or country of residence.

If you need any guidance on how to complete the Student visa application form, please email [visa.compliance@bil.ac.uk](mailto:visa.compliance@bil.ac.uk).

## **2.2.1 Visa application management**

It is important that you keep our Compliance Team fully updated throughout your visa application process. For example, you must let us know when you have made an application and if you are facing any delays. You must also let us know immediately if your visa application has been refused and provide us with the refusal notification letter. The visa refusal letter should be emailed urgently to [visa.compliance@bil.ac.uk](mailto:visa.compliance@bil.ac.uk). The reasons for refusal will be checked by our Compliance Team and you will be advised on your options. If we feel that a refusal decision might be wrong, there is a process by which you can make an Administrative Review (AR) application. We may be able to support your AR application and make suitable recommendations. However, there is no guarantee that we will be able to allocate you an additional CAS to enable you to make another visa application. It is therefore important that you meet all the visa requirements, correctly complete the visa application form and address any queries or concerns our Compliance Team might have before submitting the application. It is also important that you submit the correct documentation when you attend your appointment at the Visa Application Centre.

### **2.2.2 Visa refusal**

Visa applications can be refused under the 'general grounds for refusal'. The UKVI will check applications for evidence of any adverse:

- Behaviour (use of deception including false representation, fraud, forgery, non-disclosure of material facts, failure to co-operate);
- Character, conduct or associations (criminal history, deportation order, travel ban, exclusion conducive to public good, threat to national security);
- Immigration history (breach of conditions, use of deception in an application); or
- Medical grounds.

---

<sup>18</sup> <https://www.gov.uk/biometric-residence-permits>

Your application can also be refused if you have an outstanding debt for NHS treatment of £500 or more. UK Council for International Student Affairs (UKCISA) publishes useful information on this topic and also about receiving NHS treatment in the UK via the following link: [Health and healthcare](https://ukcisa.org.uk/Information--Advice/Studying--living-in-the-UK/Health-and-healthcare)<sup>19</sup>.

Other general grounds for refusal include:

- Staying in the UK beyond the end of your immigration permission (being an overstayer).
- Not attending an interview with the UKVI if you are asked to do so.
- Breach of conditions, which means doing something your immigration permission does not permit you to do, for example working more hours than allowed.

The visa application form has questions pertaining to these matters, and it is very important to answer them honestly. Not answering questions honestly could have very serious consequences including being accused of deception, which will lead to your application being refused and this may also affect any future visa applications you might make whether to the UK or any other country.

You can submit an Administrative Review (AR) if it is deemed that the visa application was refused in error. An Administrative Review is where a refused application can be checked for errors made by the UKVI decision-maker. You must apply for an Administrative Review within 28 calendar days of receiving the visa refusal and it will take up to 6 months or more for a decision to be made.

If the visa or Administrative Review application is refused, there is no guarantee that we will be able to issue you with an additional CAS to enable you to make another visa application.

### 3. During your studies

#### 3.1 Enrolment

Once your visa application has been approved by the UKVI and you have the 90-day entry clearance vignette in your passport, you need to upload a scanned copy of the vignette within CAS Shield. You will also be required to upload a full scanned copy of your visa application and your flight ticket.

Once you receive your CAS you will be issued with a letter (and email) with a date and time of when you should attend your face-to-face enrolment, after your arrival in the UK. This letter (and email) will also inform you of the date and time for you attend a separate induction session. Both of these take place during the Welcome Week, that is held the week before teaching starts.

For your face-to-face enrolment, you will need to bring with you the following:

- Original passport you used to enter the UK with the 90-day entry clearance vignette and entry stamp. You will also be requested to upload a copy of your vignette with entry stamp into CAS Shield.
- Original documentation you provided us with at the admissions and CAS stage.
- Your Biometric Residence Permit (BRP) (if you collected it from the Post Office). You will also be requested to upload a copy of your BRP into CAS Shield.

#### 3.2 Work rights

The main purpose of a Student visa under the Student route is that you come to the UK to study a course. Although work is permitted if you join a full-time course at degree level or above which is sponsored by a Higher Education Provider with a track record of compliance, the intention is that this should be to supplement your income while studying and not to finance your studies. Therefore, if you

---

<sup>19</sup><https://ukcisa.org.uk/Information--Advice/Studying--living-in-the-UK/Health-and-healthcare?q=Healthcare&ExactMatch=False>

are studying any of our courses, you will be permitted to work a maximum of 20 hours per week during term time and full-time during holiday periods.

### 3.3 Academic engagement monitoring

We will expect you to attend all your classes as this is the best way you will succeed in your studies. In line with UKVI requirements, we must monitor your attendance and engagement and there may be serious implications if you do not attend classes or fail to engage with formal scheduled activities. This could result in your sponsorship and Student visa being withdrawn which would mean you would have to leave the UK.

Academic engagement is not limited to the scheduled face-to-face classes. It also includes other activities such as:

- Submission of assignments.
- Sitting examinations either online or in person.
- Participating in other formal assessment activities (including participation in meetings).
- Engaging with the Virtual Learning Environment.

Your student ID card is also your attendance card, and you must swipe into each class you attend as detailed on your personal timetable.

We record attendance at face-to-face classes electronically using a swipe card system called Timing Data Service (TDS). Your attendance monitoring is used to ensure that you are participating and to seek out any anomalies in attendance if, for example, you are consistently missing certain classes or days which could result in you breaching the conditions of your stay.

Your attendance and engagement will be monitored from the beginning of the academic year and, if you repeatedly miss classes or fail to engage, you will be contacted by our Centre for Student Engagement, Wellbeing and Success. This is fully explained in our [Engagement Policy](#)<sup>20</sup>.

If there is a cause for concern that you are not engaging with your studies, you will be referred through to the Compliance Team. The Compliance Team will also contact you, and if your non-engagement continues without a valid reason, your sponsorship will be withdrawn and we will report this to the UKVI. The UKVI will withdraw your Student visa and this means you will have to return to your home country.

### 3.4 Visa extension and academic progression

If you have already been studying in the UK on a Student visa, normally you will only be able to get a Confirmation of Acceptance for Study (CAS) to apply in the UK for a further permission to study if:

- You have successfully completed your previous course;
- You will be studying at a higher academic level; and
- You do not have more than 28 calendar days between your visa expiry date and your new course start date.

For example, where you have successfully completed an undergraduate degree course previously and will be starting a master's degree course within 28 calendar days from your current visa expiry date.

You will need to provide proof of successfully completing your previous course in the form of your qualification certificate and final academic transcript. Alternatively, you can provide a formal written confirmation from the Institution confirming that you have successfully completed your course.

---

<sup>20</sup> <https://www.bil.ac.uk/qem/policies/>

If you do not meet all the above three criteria, you would need to leave the UK and make your visa application from your country of nationality or residence.

In some cases, you may be permitted to apply for a visa to study a new course at the same level as your previous course. If you will be studying a new course at the same academic level, to meet the academic progression requirement the new course should either be connected to the previous course, which means it must be part of the same subject group or involve deeper specialisation; or in combination with the previous course support your career aspirations. For full information, see the Student Guidance (academic progression section) which can be found here: [Student Guidance<sup>21</sup>](#).

You do not need to show academic progression if you apply for a visa extension to retake an exam or coursework, repeat a section of your course or complete your course where you need extra time because you needed to retake an exam or coursework. This means you can make your visa extension application within the UK.

## 4. Student procedures

### 4.1 Updating contact details

It is completely understandable that you may change your contact details in the UK. It is very important that we are always aware of your latest contact details whilst you study with us. You must update your contact details via your Student Self-service Portal (SSP).

Contact details include your:

- UK address.
- UK mobile number.
- Personal email address.

#### 4.1.1 Reporting to the UKVI

As part of your Student visa conditions, you are also responsible for updating your contact details directly to the UKVI. You can do so by completing the form [here<sup>22</sup>](#). If you change your UK address, you can update the UKVI without having to apply for a new Biometric Residence Permit (BRP). However, if you change any one of the following, you must apply for a new BRP within 3 months of the change:

- Name.
- Date of birth (if incorrect).
- Gender.
- Nationality.
- Facial appearance.

For more information regarding updating the UKVI and other changes that must be reported, please check here: [Report a change of circumstances<sup>23</sup>](#).

---

<sup>21</sup>[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/976139/student-route-casework-guidance-v3.0-ext.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/976139/student-route-casework-guidance-v3.0-ext.pdf)

<sup>22</sup> <https://www.gov.uk/government/publications/notification-of-change-of-circumstances-form-mcc>

<sup>23</sup> <https://www.gov.uk/change-circumstances-visa-brp>

## 4.2 Enrolment status changes

### 4.2.1 Non-enrolment

Once a CAS is issued, you will be issued with a letter with a date and time of when to attend your face-to-face enrolment when you arrive in the UK. You must make sure you attend your enrolment appointment. If there are any delays to your arrival to the UK, you must notify our Compliance Team immediately.

### 4.2.2 Withdrawal from the course

There are four ways in which you can be withdrawn from your course, which would result in a withdrawal of our sponsorship.

- Self-withdrawal – this is when you request to leave the course. As an international student, you are recommended to meet with our Compliance Team before commencing the withdrawal process.
- You would also need to contact the Academic Administration team at [academic.admin@bil.ac.uk](mailto:academic.admin@bil.ac.uk) and fill out a [withdrawal form](#)<sup>24</sup>. As part of this process, you could be asked to meet with the Compliance Manager unless you have already done so. Please note that once a withdrawal form is signed and processed, our Compliance Team will be informed and your visa sponsorship will be withdrawn.
- Lack of attendance and engagement – throughout your studies you will have your attendance and engagement monitored, as stated above. If you are not attending or engaging with your course, you may be withdrawn from the course and subsequently have your sponsorship withdrawn.
- Academic failure – at the end of each year, there will be an examination board that will ratify your grades for the academic year. If you have failed most of your course resulting in academic failure, you will not be able to progress to the next year. Therefore, you will be withdrawn from the course and subsequently have your sponsorship withdrawn.

## 4.3 Additional Information

This section provides you with useful information as an international student living in the UK, to ensure a successful stay throughout your studies.

### 4.3.1 Letters

#### ***Enrolment Letter***

As a student, there may be times when you will need to provide written evidence that you are a student in the UK. You can do this by raising a request on your Student Self-service Portal (SSP) and requesting an enrolment letter which will provide details of your student status with us.

#### ***Banking***

For those who may not have a bank account in the UK, you may wish to open one for the duration of your course. You can do this by submitting a request on your Student Self-service Portal (SSP) for a bank letter. Please clearly state in the request that the letter is required to open a bank account and write the name of the bank with which you wish to open an account. It can take up to 5 working days for letters to be issued at the beginning of the academic year, so please ensure that you have sufficient funds to use until you open a bank account.

---

<sup>24</sup> <https://www.bil.ac.uk/qem/policies/>

## **Council Tax**

Council Tax is a tax paid on a property for those living in a property either as owners of the property or as a renting tenant. As an international student, you do not have to pay council tax whilst you are studying with us. To claim your exemption from paying Council Tax, you will need to request a Council Tax Exemption letter from your Student Self-service Portal (SSP). You should then send this letter to your Local Borough Council who should exempt you from this tax.

## **Schengen Visa**

While studying in the UK, you may wish to travel to Europe during your holidays. To travel to other countries in Europe you will need to apply for a [Schengen visa](#)<sup>25</sup>. You can do this by raising a request on your Student Self-service Portal (SSP) for a visa letter. In your request, you should state the country or countries you wish to visit and the dates of travel.

### **4.3.2 Emergencies and medical information**

In the event of an emergency, call either **101** and request for the non-emergency service you require. For an emergency service you require call **999** and request the service you require: Police, Ambulance or the Fire Brigade. If you have an urgent medical problem and you're not sure what to do, you can call **111**. Please note that this service should only be used in an emergency where you need immediate assistance.

#### **Registering with a doctor**

You are entitled to register with a local General Practitioner (GP) for medical check-ups and consultations with the National Health Service (NHS). The service is free, but you will need to pay for any prescriptions from the doctor and other specialist services. To register with a GP practice in your local area, you will need a letter proving your enrolment as a student. To find your local GP services please click here: [Find a GP](#)<sup>26</sup>.

#### **Dentist**

You can also register with a local dentist and charges will depend on the medical treatment. Please check the NHS website for more information: [Find a dentist](#)<sup>27</sup>.

### **4.3.3 Other**

#### **Insurance**

It is advisable to apply for insurance whilst in the UK. There are options to have content insurance to cover your personal belongings and medical insurance during your studies. You can also have travel insurance for your initial trip to the UK in case you lose your belongings. Please contact our Compliance Team who may be able to advise you further.

#### **Accommodation**

While we do not provide accommodation as an institution, there are many places around London where you can stay for the academic years you will be studying with us.

We also work with trusted Accommodation providers who are experts in providing specialist student accommodation. More information is available on our website [here](#).

---

<sup>25</sup><https://ukcisa.org.uk/Information--Advice/Studying--living-in-the-UK/Travel-in-Europe?q=schengen+visa&ExactMatch=#layer-5145>

<sup>26</sup> <https://www.nhs.uk/service-search/find-a-GP>

<sup>27</sup> <https://www.nhs.uk/service-search/find-a-dentist>

You can also contact our Student Guild Manager at [michelle.brown@bil.ac.uk](mailto:michelle.brown@bil.ac.uk) for more information about accommodation.

### ***How to get from the airport***

One thing to ensure is that when you are coming to the UK you know how to get from the airport into the city of London. You can find the many options to get from Heathrow or Gatwick Airport, our main international airports, from the following sites: [From Heathrow airport<sup>28</sup>](#) and [From Gatwick airport<sup>29</sup>](#).

Once you arrive in London there are a range of transport options to get you around the city like buses, trains and the London Tube. For more information including how to plan your journey to your accommodation and to Bloomsbury Institute, please check on the Transport for London (TFL) website here: [Plan a journey<sup>30</sup>](#).

## **5. Useful contacts**

### ***Compliance Team***

Email: [visa.compliance@bil.ac.uk](mailto:visa.compliance@bil.ac.uk)  
Telephone: +44(0)20 7078 8840

### ***Admissions Team***

Email: [international-office@bil.ac.uk](mailto:international-office@bil.ac.uk)

### ***Academic Administration Team***

Log a request via the Student Self-service Portal (SSP)

Email: [academic.admin@bil.ac.uk](mailto:academic.admin@bil.ac.uk)  
Telephone: +44(0)20 7078 8840

Note: you will have access to the Student Self-service Portal once you have enrolled.

## **6. Related documents**

### **6.1 Internal documents**

- Admissions Policy
- Engagement Policy
- International Sponsored Student Policy and Compliance Procedures
- Student Records Policy

### **6.2 External documents**

- Student Sponsor Guidance Document 2: Sponsorship Duties
- Student Sponsor Guidance Document 3: Student sponsor compliance

---

<sup>28</sup> <https://www.heathrow.com/transport-and-directions/getting-to-central-london>

<sup>29</sup> <https://www.gatwickairport.com/to-and-from/gatwick-to-london>

<sup>30</sup> <https://tfl.gov.uk/plan-a-journey/>

- Immigration Rules: Appendix Student ST 22.1 (Low-risk countries)
- Immigration Rules Appendix Finance