



**BLOOMSBURY
INSTITUTE
LONDON**

STUDENT VISA

INTERNATIONAL SPONSORED STUDENT GUIDE

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INTRODUCTION



This guide aims to provide information on complying with the conditions of your student visa at Bloomsbury Institute London.

MEET THE COMPLIANCE TEAM

The Compliance Team has the responsibility to ensure that we achieve and maintain a consistently high level of compliance with the UKVI immigration rules.

Our trained and experienced team provide free and confidential advice and support to prospective and current international sponsored students at Bloomsbury on visa and immigration-related matters.

The team adheres to the current regulations of immigration advice and complies with the codes of standards published by the Office of the Immigration Service Commissioner.

Appointments are available in person as well as online via MS Teams. Please book an appointment [here](#). Otherwise, please contact us on visa.compliance@bil.ac.uk or call us on +44 (0)20 7078 8840.



PRIOR TO YOUR STUDIES



During your enrolment with us, you must complete the Right to Study check to ensure that you have the correct immigration status to study in the UK.

RIGHT TO STUDY

All international sponsored students are required to provide us with the following documents to be uploaded via CAS Shield prior to their enrolment date:

- Passport
- A Share Code to verify your Digital Immigration Status
- UKVI Decision Letter or Email
- Entry Vignette

UK CONTACT DETAILS

You must provide us with your UK term time address and UK mobile number during enrolment. If you change any of these details during your studies with us, you must inform the Compliance Team by updating new contact details directly on the Student Self-service portal (SSP).

DURING YOUR STUDIES

Throughout your studies, you are required to comply with the conditions of your Student Visa. As a Student Visa holder your responsibilities include:

ENGAGING WITH YOUR STUDIES

It is vital that you engage with your studies and attend all scheduled classes. The Compliance Team monitors the engagement of all international sponsored students and informs the UKVI if a student has stopped engaging and withdraws sponsorship. We monitor engagement through attendance at classes, submission of assessments, and engagement with the virtual learning environment. It is your responsibility to make sure you are engaging with your studies. If you do not engage with your studies, this could result in your Student visa being withdrawn. Further details can be found in our [Engagement Policy](#).

WORKING HOURS

On the Student Visa, you are allowed to work a maximum of 20 hours during the term time. Please refer to our term dates on our website. You are only allowed to work full-time during the vacation periods, or once you've successfully completed the course. Contact the Compliance Team if you are unsure about your working hours.

CHANGES IN YOUR CIRCUMSTANCES

You must inform the Compliance Team of any of the below changes:

- If you switch to a new immigration category
- Withdrawal/ Interruption of your studies
- Absence request*
- Request for Visa Extension

*Please note that we will only approve an absence request in exceptional circumstances such as bereavement or illness of an immediate family member. Please ensure that you inform the Compliance Team regarding any absence from your studies and provide supporting evidence. Otherwise, your visa sponsorship could be withdrawn for non-engagement.

AFTER YOUR STUDIES

GRADUATE VISA

You are eligible to apply for the 2-year Graduate Visa, once you have successfully completed a Bachelor's degree or Master's degree in the UK. The Graduate Visa allows you to work full-time (un-sponsored) throughout the 2 years.

Full information about it can be found on the [gov.uk](https://www.gov.uk) and [UKCISA](https://www.ukcisa.org.uk) websites.

You have to apply for the Graduate Visa from within the UK, after you have successfully completed your degree, and before your current Student Visa expires.

The process is as follows:

- You must pay any outstanding tuition fee payment [otherwise we will not inform the Home Office that you have successfully completed your degree].
- Subject to you having paid all tuition fees, once you have completed your degree, we will inform the Home Office and notify you by email.
- You should provide all right to study documents and information to the Compliance Team upon request.
- DO NOT apply until you receive the email from us notifying you that we have informed the Home Office. Your application could be refused if you submit it before we have notified the Home Office.



SKILLED WORKER VISA

The Skilled Worker Visa is a sponsored route that enables you to work in an eligible job with an approved employer. You must wait until you've completed your degree with Bloomsbury Institute before you can switch to a Skilled Worker Visa.

Full details about who is eligible to switch to this visa category can be found [here](#).

More guidance can also be found on the [UKCISA](https://www.ukcisa.org.uk) website.



7 Bedford Square,
Bloomsbury, London
WC1B 3RA

<https://www.bil.ac.uk/international/>

visa.compliance@bil.ac.uk