

# **International Sponsored Student Guide**



# Index

<b>1.</b>	<b><u>General Information</u></b>	<b>3</b>
1.1	What is the new Student route?	3
1.2	Who needs to apply?	3
1.3	What we check	3
<b>2.</b>	<b><u>Before you arrive</u></b>	<b>4</b>
2.1	Receiving your Confirmation of Acceptance for Study (CAS)	4
<b>3.</b>	<b><u>During your studies</u></b>	<b>111</b>
3.1	Enrolment	111
3.2	Police registration	11
3.3	Work rights	122
3.4	Academic engagement monitoring	122
3.5	Visa extension and academic progress	12
<b>4.</b>	<b><u>Student procedures</u></b>	<b>133</b>
4.1	Updating contact details	133
4.2	Enrolment status changes	144
4.3	Additional Information	14
<b>5.</b>	<b><u>Useful Contacts</u></b>	<b>166</b>
<b>6.</b>	<b><u>Related Documents</u></b>	<b>16</b>
6.1	Internal documents	16
6.2	External documents	177

## Committee Approval

<b>Committee</b>	<b>Committee Action</b>	<b>Date</b>
SMLT	Approved	19 May 2021
	<b>Date in force</b>	19 May 2021

This International Sponsored Student Guide will be reviewed and approved annually by our Senior Management and Leadership Team (SMLT). A change in the regulations may also trigger a review at any time. Any amendments will be subject to approval by the SMLT.

# 1. General information

## 1.1 What is the new Student route?

The Student route is a points-based visa system for all international students, including EU, EEA, and Swiss students, who want to study in the UK.

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:

For more details on this see: [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?

All international students intending to study on a degree course need to apply through the Student route. This includes students from Europe and Switzerland who will be coming to the UK to study after 31 December 2020.

If you are from the EU and you began your course before 31 December 2020, you can apply to the EU Settlement Scheme to remain in the UK after 30 June 2021, to complete your studies. You must make your application by the deadline date of 30 June 2021. Find out more about the EU Settlement Scheme here: [EU Settlement Scheme<sup>2</sup>](#).

## 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 previous UK study and immigration history.
- Whether you have enough time to study your course (you must not spend more than 5 years studying a degree level course in the UK). \*

<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/settled-status-eu-citizens-families>

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

\* The 5 years 11 months concession will be applied if you are studying a course taught by a Higher Education Provider with a track record of compliance and the strict application of the five-year time limit would prevent you from completing a fifth academic year at degree level.

\*\* You will not be required to submit your academic qualifications with your visa application as you would have provided them at the admission stage. The qualifications you provided will be listed on your CAS. You will however be expected to bring your original qualifications to enrolment.

## 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.

#### 2.1.1 Making a CAS application

There are a number of documents that you will need to show to our Compliance Manager to ensure that you have the required documents for a student visa application.

##### Passport

This must be a current passport with an expiry date after your expected course end date plus an additional wrap up period (usually 4 months) granted by the UKVI. For example: If your course ends in September 2022, your visa will usually expire 4 months afterwards (i.e. January 2023).

##### English language requirement

You will need to show proof of your English Language level when making your student visa application by passing a Secure English Language Test (SELT). The following are [tests approved by the UKVI](https://www.gov.uk/guidance/prove-your-english-language-abilities-with-a-secure-english-language-test-selt#approved-test-providers)<sup>3</sup> which you can take for visa applications made outside the UK: You must take the test at a [centre approved by the UKVI](https://www.gov.uk/guidance/prove-your-english-language-abilities-with-a-secure-english-language-test-selt#approved-test-providers)<sup>4</sup>.

<sup>3</sup><https://www.gov.uk/guidance/prove-your-english-language-abilities-with-a-secure-english-language-test-selt#approved-test-providers>

<sup>4</sup><https://www.gov.uk/guidance/prove-your-english-language-abilities-with-a-secure-english-language-test-selt#approved-test-providers>

SELT Provider	Approved SELT	CEFR Level	Minimum Score Required for each Component	Components
IELTS SELT Consortium	IELTS for UKVI (Academic)	B2	5.5	Listening, Speaking, Reading, Writing
LanguageCert	LanguageCert International ESOL SELT B2	B2	33/50	Listening, Speaking, Reading, Writing
Pearson	PTE Academic UKVI	B2	59	Listening, Speaking, Reading, Writing
Psi Services (UK) Ltd	Skills for English UKVI B2	B2	Pass	Listening, Speaking, Reading, Writing

For IELTS for UKVI (Academic) tests, we accept the following scores for our undergraduate courses:

- IELTS 5.5 overall with all components at 5.5 or above (for all 4-year undergraduate courses).
- IELTS 6.0 overall with all components at 5.5 or above (for all 3 and 2-year undergraduate courses).

If you met the English requirement in a previous successful visa application and you require the same level of English in the new application, you don't need to provide a new UKVI Secure English Language Test (SELT). As an institution, we require for the SELT to still be valid. A SELT must not be more than two years from the date of submitting your online visa application.

### Exceptions to the English language requirement

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 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 course which was taught in a "majority English-speaking" country - see Table 1 below. A UK ENIC Statement of Comparability confirming the degree is equivalent to a UK degree qualification must also be provided. Click [here](#)<sup>5</sup> for further details on Statement of Comparability.
- You are a national of a majority English speaking country – see Table 2 below.
- You previously completed an academic qualification equivalent to a UK degree course which was taught in a "non-majority English-speaking" country and the qualification;
  - was taught in English;
  - is equivalent to a UK bachelor's level degree or above; and

<sup>5</sup> <https://enic.org.uk/Qualifications/SOC/Default.aspx>

- is academic, not technical or professional.

A UK ENIC Statement of Comparability confirming the degree is equivalent to a UK degree qualification and was taught in English must also be provided. Click [here<sup>6</sup>](#) for further details on Statement of Comparability.

- 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

Please note: if you are an Irish national you benefit from the Common Travel Area (CTA) Arrangement, so you will not need to prove your English language ability to the UKVI.

To assess the equivalency of an overseas qualification, you will need to provide a UK ENIC Statement of Comparability, but we may also still require you to take a UKVI SELT.

### Financial requirement

There is a UKVI requirement for you to evidence how you will be able to afford to live in the UK during your studies through a required balance for living expenses. The UKVI rules and regulations state that you will need £1,334 per month for up to 9 months. Therefore, you will need to show a minimum balance of £12,006 plus any outstanding course fees in your bank account.

The minimum requirement of funds must be held in your 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.

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

- Building Society account.
- Investment account.

The documents showing funds held in a current, savings or investment bank account can either be a bank statement or bank letter. If you are using 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.

You can also obtain a student loan or official financial sponsorship from bodies approved by the UKVI. You must provide either a loan letter or financial guarantee letter for your visa application and the letters must confirm how much money is granted to you for your living costs and/or course 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 of statement.
- The amount of money available.
- Financial institution's name and logo.

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 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 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) have given you their consent to use the funds in the bank account.

Student loan letters and official guarantee letters can only be accepted in your 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.

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



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.
- The financial institution must use electronic record keeping.
- The UKVI decision maker must be able to make satisfactory verification checks with the financial institution.

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

### **Health requirement**

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

### **Deposit payment**

Before we can issue you with a CAS, you will need to make a minimum payment of 50% towards the cost of your course tuition fees. You can make a payment via our website here: [Make a Payment<sup>10</sup>](#).

Please ensure that for any payment your 'full name as appears in your passport' is referenced for payment identification purposes.

### **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 the differential evidence requirement under the differential agreement. This means you will not be required to submit your financial and academic documents for your visa application although you will still be expected to meet the requirements. The UKVI may however, at any stage during the application process or at the UK port of entry request for these documents. 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 para ST22.1 - [Appendix Student<sup>11</sup>](#).

### **Pre-CAS credibility interviews**

A UKVI credibility interview is part of the Student visa application process. The interview is conducted by a UKVI Officer to assess whether the applicant is genuine or not.

In order to assist applicants with preparing for this interview, the Compliance Manager will conduct a pre-CAS credibility interview to help reduce their chances of a UKVI credibility visa refusal. Not all applicants will be interviewed, only applicants from non-low risk countries making an application from their country of nationality or residence. However, the UKVI may interview applicants from any country so all applicants must always be prepared.

If you are invited to a pre-CAS credibility interview, the interview will include questions about your intended course of study, the reason for choosing to study in the UK and with us, any study gaps you may have and your future plans after completing the course. The interview will be held electronically or via telephone and will take approximately 30 minutes. Feedback regarding the interview will be provided within 2 working days.

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<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/>

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

It is important to note that if you receive a credibility visa refusal, any subsequent visa application may also be at a higher risk of being refused. Hence why it is important for you to always prepare well for the pre-CAS credibility interview in order to do well in the UKVI credibility interview.

## 2.1.2 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 the 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. As of October 2020, the charge is £470 per year. That will be £1,880 for a 4-year visa or £1,410 for a 3-year visa. 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>.

You must pay the surcharge as part of your application. It is recommended that you pay this charge prior to making your application or when you book your appointment to ensure that your application will be processed.

### 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 from the region where you will be making your visa application, please check here: [Processing times](#)<sup>16</sup>.

After you have read the requirements, you can apply for a student visa on the following link: [Apply](#)<sup>17</sup>. You need to register an account and it is important to use the information from your CAS and documents supplied to the Compliance Manager when making the application. If your application is successful, you will get a 30-day entry clearance vignette in your passport which will allow you to travel to the UK within the 30 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 the Post Office where you must collect your BRP from when you arrive in the UK. 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 would 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. 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. You need to collect your BRP from the Post Office which is nearest to the UK address you provided in your visa application. The address of the Post Office will also be on your decision letter from the UKVI. Once you collect your BRP you must bring it to the Compliance Manager,

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<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>

along with your 30-day entry clearance vignette for copies to be taken. For more information on biometric residence permits click here: [Biometric Residence Permits<sup>18</sup>](#).

### Key visa application information

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

- The standard service which takes up to 15 working days and costs 348 GBP.
- The priority service which takes 5 working days and costs an **additional** 220 GBP.
- The super priority service which takes up to 24 hours and costs an **additional** 956 GBP.

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. On the application form:

- For Visa type, choose 'student'.
- Select the country where you will provide your biometrics. Check the location of biometric enrolment and ensure you can travel to the location.
- You will then be directed to the screen where you can apply. Make sure you read the data statement and guidance for your application.
- Thereafter you will be asked to register an email and create a password.

If you have any queries on any of the questions, please email [visa.compliance@bil.ac.uk](mailto:visa.compliance@bil.ac.uk).

## 2.1.3 Visa application management

It is important that there is a continual line of communication between you and the Compliance Manager. You must let us know when you have made an application and if there are 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 to [visa.compliance@bil.ac.uk](mailto:visa.compliance@bil.ac.uk). The reasons for refusal will be checked by the Compliance Manager and you will be advised on your options. If it is ascertained that a refusal decision might be wrong, there is a process in which you can make an Administrative Review (AR) application. We may be able to support your AR application and make suitable recommendations. In any case, 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 requirements, correctly complete the application form and address any queries or concerns before submitting the application. It is also important that you go with the correct documentation to the Visa Application Centre for submission.

## 2.1.4 Visa refusal

Visa applications can be refused under the 'general grounds for refusal'. The UKVI staff 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

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

- medical grounds.

The UKVI can also refuse your application 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. You can find more information about this and about receiving NHS treatment in the UK via the following link: [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 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 application form has questions about 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, your application being refused and any other applications you may make in future being refused also.

## 3. During your studies

### 3.1 Enrolment

Once your visa application has been approved by the UKVI and you have the 30-day entry clearance vignette in your passport, you need to upload a scanned copy of the vignette on the Self-service Centre (SSC) where you made your application for the course. Once you have uploaded this, you will be permitted to enrol provisionally online, once enrolment opens.

Once you are provisionally enrolled you will be assigned a student number which will help you access your timetable, course materials on Canvas (our Virtual Learning Environment), and your Student Self-service Portal (SSP) where you can communicate with the different departments within the college. It will also mean that your ID card will be printed prior to your arrival and given to you at your enrolment in the UK.

Your enrolment will remain provisional until you have arrived in the UK and had a face-to-face enrolment meeting with the Compliance Manager at which stage you will need to provide all the following documents:

- Original documentation supplied at the admissions stage.
- Copy of your 30-day entry clearance vignette.
- Copy of your Biometric Residence Permit (BRP).
- Signed Tuition Fee Payment Plan (TPP) (only if you have outstanding fees).
- Proof of your address (if not already provided).

### 3.2 Police registration

It may be a requirement for you to register with the police within 7 days of arriving in the UK. Please check your entry clearance vignette which will state if you need to register with the police. For more information regarding police registration, please check here: [Police Registration<sup>20</sup>](#). If you do require

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

<sup>20</sup> <https://www.gov.uk/register-with-the-police>

police registration, we will require a copy of your police registration certificate for record keeping purposes. You must also update the police if any of the information you gave them has changed, including your UK residential address.

### 3.3 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 (RQF level 6 (or equivalent)) 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. For these courses, the UKVI will permit a maximum of 20 hours per week of work rights during term time and full-time during holiday periods. This means that for all our courses you will be allowed to work 20 hours per week during term time and full-time during the holiday period.

### 3.4 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.

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

- Submission of coursework.
- Engaging with the Virtual Learning Environment.
- Sitting examinations either online or in person.
- Other formal assessment activities.
- Taking part in meetings relating to your assessment.

Your attendance and engagement will be monitored from the beginning of the academic year and you will be contacted if you repeatedly miss classes or fail to engage. Your student ID card is also your attendance card, and you must swipe into each class you attend on your personal timetable.

We will also monitor your attendance and engagement in line with the UKVI contact point requirement. The UKVI define a single contact point as one day of scheduled timetabled classes. A typical student will be scheduled to attend classes face to face or online, or a combination of both, three days each week. Thus, if you attend a class on a day when classes are scheduled, you will not be recorded as having a missed contact. Conversely, if you fail to attend a class on a day when classes are scheduled, you will be recorded as having a missed contact. If you are absent for three whole teaching weeks, you would accumulate 9 consecutive missed contacts.

As a sponsored student, if you miss ten consecutive contact points (i.e.10 consecutive days of scheduled face-to-face or online classes, or a combination of both), we will terminate your course, withdraw sponsorship and report this to the UKVI within 10 working days of you reaching the ten missed contact points. See section 7 of the [Student Sponsor Guidance](#) – see Document 2 (Version 12/2020)<sup>21</sup>.

### 3.5 Visa extension and academic progression

If you have already been studying in the UK on a Tier 4 or 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:

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<sup>21</sup>[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/939471/Student\\_Sponsor\\_Guidance\\_-\\_Doc\\_2\\_-\\_Sponsorship\\_Duties\\_2020-12.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/939471/Student_Sponsor_Guidance_-_Doc_2_-_Sponsorship_Duties_2020-12.pdf)

- you have successfully completed your 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 successfully complete an undergraduate degree course 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 course in the form of your degree certificate and final academic transcript. Alternatively, you can provide a formal written confirmation from the course organiser confirming that you have completed your course or, based on all progress to date are highly likely to successfully complete your course.

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.

If you will be studying a new course at the same academic level, to meet the academic progression requirement the 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>22</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 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 contact the Compliance Manager via the SSP to update your contact details on our student database Oracle.

Contact details include your:

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

#### 4.1.1 Reporting to the UKVI

As part of your visa conditions, you are responsible for updating your contact details directly to the UKVI. 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).

<sup>22</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)

- 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>](#).

## 4.2 Enrolment status changes

### Non-enrolment

Once a CAS is issued, you will have a deadline by which you have to arrive in the UK and enrol on your prospective course. On the CAS, this is called the 'last date a student can be accepted on to the course.' International students must enrol by this date or they will have their sponsorship withdrawn for 'failure to enrol.' If there are any delays to your arrival to the UK, you must alert the Compliance Manager immediately.

### Withdrawal from the course

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

- Self-withdrawal – this is when you request to leave the course. As an international student, you are recommended to meet with the Compliance Manager before commencing the withdrawal process.

You would need to contact the academic administration at [academic.admin@bil.ac.uk](mailto:academic.admin@bil.ac.uk) and fill out a withdrawal form which can be found [here<sup>24</sup>](#). As part of this process, you could be asked to meet with the Compliance Manager unless you already did. Please note that once a withdrawal form is signed and processed the Compliance Manager 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. If you are not attending or engaging with your course and you reach ten consecutive missed contact points, you may be withdrawn from the course and subsequently have your sponsorship withdrawn.
- Academic failure – at the end of each year you will have an examination board that will ratify your grades for the academic year. If you have failed most of your course resulting in accumulated 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.

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

<sup>24</sup> <https://www.bil.ac.uk/student-portal/student-forms/>

### **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 you wish to open an account with. 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.

#### **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. 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(s) you wish to visit and the dates of travel.

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

In the event of an emergency, call **999** and request the service you require: Police, Ambulance or the Fire Brigade. 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 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>25</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>26</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

<sup>25</sup> <https://www.nhs.uk/service-search/find-a-GP>

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



insurance for your initial trip to the UK in case you lose your belongings. Please contact the Compliance Manager 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. Here are a few independent accommodation providers you can contact:

- Urbanest – more details can be found on their website: [Urbanest<sup>27</sup>](https://uk.urbanest.com/).
- The Stay Club – more details can be found on their website [The Stay Club<sup>28</sup>](https://www.thestayclub.com/).
- LHA London – more details can be found on their website [LHA London<sup>29</sup>](https://lhalondon.com/).

### **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>30</sup>](https://www.heathrow.com/transport-and-directions/getting-to-central-london) and [From Gatwick airport<sup>31</sup>](https://www.gatwickairport.com/to-and-from/gatwick-to-london).

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>32</sup>](https://tfl.gov.uk/plan-a-journey/).

## **5. Useful Contacts**

### **Compliance Manager**

Email: [visa.compliance@bil.ac.uk](mailto:visa.compliance@bil.ac.uk)

Telephone: +44(0)20 7078 8840

### **Admissions**

Email: [admissions@bil.ac.uk](mailto:admissions@bil.ac.uk)

Telephone: +44(0)20 7078 8840

### **Academic Administration**

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 provisionally enrolled.

## **6. Related Documents**

### **6.1 Internal documents**

- International Sponsored Student Policy and Compliance Procedures.

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<sup>27</sup> <https://uk.urbanest.com/>

<sup>28</sup> <https://www.thestayclub.com/>

<sup>29</sup> <https://lhalondon.com/>

<sup>30</sup> <https://www.heathrow.com/transport-and-directions/getting-to-central-london>

<sup>31</sup> <https://www.gatwickairport.com/to-and-from/gatwick-to-london>

<sup>32</sup> <https://tfl.gov.uk/plan-a-journey/>

- Admissions Policy.
- Student Records Policy and Retention Schedule.

## **6.2 External documents**

- Student Sponsor Guidance Document 2: Sponsorship Duties.
- Student Sponsor Guidance Document 3: Student sponsor compliance.
- Immigration Rules: Appendix Student ST 22.1 (Low-risk countries).
- Immigration Rules Appendix Finance.