

## UNIVERSITY OF WINCHESTER: CONDITIONS OF VISA SPONSORSHIP

BY ISSUING YOU WITH A CAS, THE UNIVERSITY OF WINCHESTER IS ACTING AS SPONSOR FOR YOUR VISA UNDER THE STUDENT ROUTE (PREV. TIER 4). THERE ARE CERTAIN CONDITIONS ASSOCIATED WITH YOUR CONTINUED SPONSORSHIP. AS WELL AS COMPLYING WITH ALL UNIVERSITY OF WINCHESTER REGULATIONS, CODES OF PRACTICE, POLICIES AND PROCEDURES YOU MUST:

- ✓ **Enrol in person** on your programme by the required programme start date.
- ✓ **Provide your passport, visa and UK Entry details** to the University of Winchester and inform them of any changes/renewals to these documents during your time at the University. It is important to cooperate and act honestly in all dealings with the University.
- ✓ **Promptly respond** to all requests by the University of Winchester to present in person, your passport, visa and other documentation for scanning for example.
- ✓ **Contact details**: Your UK contact details, and this must be always kept up to date. This includes: your full, term time address, your full home address, your email address, mobile and telephone number, and any changes to your name. A UK address even if only temporary must be provided at your in-person enrolment. Please note your name must match the name on your visa. As this is a Home Office requirement, you may be asked to evidence this by providing proof of address.
- ✓ **Engagement**: All classes require your physical attendance, there is no online provision. Study all required modules submitting work when required and **engage with all scheduled classes**, meetings with tutors, dissertation meetings with supervisors and any other arranged sessions in line with my programme requirements. Non-engagement may result in your visa sponsorship being withdrawn and your visa curtailed.
- ✓ **Placements**: ensure the International Success Team is made aware if you are to take part in a **study abroad or work placement**.
- ✓ **Work** no more than the **maximum allowable number of hours** per week specified on your visa during term time. Post-graduate students are deemed as term-time students during summer dissertation write-up period. Self-employment, professional sports roles or being engaged in business activity is prohibited. Part-time students are not permitted to work.
- ✓ **Withdrawal or Interruption**: notify the International Success Team immediately if you decide to **withdraw** from your programme or **interrupt** your studies.
- ✓ **Change of Immigration category**: inform International Success Team if you change immigration categories and no longer require visa sponsorship.
- ✓ **Avoid overstaying**: you must leave the UK when your visa expires unless you have applied for or obtained further valid leave. Overstaying can have detrimental impact on any future visa applications.
- ✓ **Inform** International Success Team of your Departure details when you leave the UK.
- ✓ **Attend** any meetings that are required of you by the Head of Student Visa Compliance.
- ✓ **Attend** for interview with the Home Office officers if asked to do so in the event of a Home Office visit to the University of Winchester.

- ✓ **Provide** the University with any Visa Refusal Notice information/ interview notes so that we can assist you if you decide to appeal.

#### THE UNIVERSITY MUST RETAIN COPIES OF:

- Your current passport showing all personal identity details (including biometric details)
- Your current visa either as a biometric residence permit (BRP), entry clearance certificate or other immigration status document showing your period of leave to remain in the UK with entitlement to study at the University of Winchester.
- All qualifications and evidence used to obtain your entry on the programme
- The University is required to keep a record and history of your contact details which includes: your full UK contact address; your full home address; telephone number, mobile phone number and email address.

Please note your personal data (name, qualifications etc) is processed to meet our legal obligations. The University is required by UK Visas and Immigration (UKVI) to also process sensitive (or 'special category') personal data such as biometrics (where used for ID purposes). We do this in accordance with General Data Protection Regulation (GDPR) guidelines from the regulator (the ICO) in the United Kingdom. These are at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/special-category-data/>

#### THE UNIVERSITY MUST MONITOR STUDENT ENGAGEMENT

It is a requirement the UK Visas and Immigration (UKVI) that Universities monitor the engagement of the students it sponsors. Students must fully engage with their programme and engage with all timetabled events. Non-engagement for 60 days (30 days if distance learning by exception) will result in sponsorship being withdrawn as per UKVI regulations apart from in exceptional circumstances.

#### THE UNIVERSITY MUST REPORT CHANGES TO STUDENT CIRCUMSTANCE TO THE HOME OFFICE.

UKVI require the University of Winchester to reports the following circumstances to them:

1. A student does not enrol on a programme or arrive later than the programme start date
2. A student withdraws from the University for any reason
3. A student interrupts study for 60 days or more.
4. A student defers study before enrolling.
5. A student changes their programme of study or completes the programme earlier than expected.
6. A student moves into a different immigration category and/or no longer requires a Student visa
7. There is a breach of any visa condition e.g. working more than the prescribed number of hours per week.
8. A student fails to engage or has an unauthorised non-engagement with the programme
9. A student goes on a work placement/exchange. We will need details of your placement/exchange and also monitor your attendance whilst on it.

Reporting involves detailing the change in circumstance on the Home Office SMS database. Apart from circumstance 9, the university will be required by UKVI to withdraw sponsorship, which will result in curtailment of your visa. You should also be aware, that if you are level 7 post-graduate student with dependents, should your visa be withdrawn their visas will be also.

**Please note it is your responsibility to be fully aware of your visa conditions and keep up to date with any changes to immigration rules for you to protect your immigration status.**

For a full description of immigration and visa rules please see <https://www.gov.uk/guidance/immigration-rules>

Due to its legal obligations as a University in this area, the University may need in certain circumstances to share your (the student's) personal information (both my 'personal data' such as name, and also 'special category data' such as "biometrics where used for ID purposes), pertinent to your immigration status with UKVI (Home Office) should the need arise.

If you have any questions on this, please contact the International Student Success Team on email:  
[international.support@winchester.ac.uk](mailto:international.support@winchester.ac.uk)