



Terms & Conditions for Student visa holders

Introduction

The following are the terms and conditions for students receiving a Confirmation of Acceptance for Studies from Queen's University Belfast and enrolling as a full-time student at the University.

Definitions

- "UK Visas & Immigration" UKVI
- "CAS" Confirmation of Acceptance for Studies
- "Permission to Stay" Visa extension
- "Entry clearance" Applying for a visa from outside the UK
- "Leave" Immigration permission to be in the UK
- "Student" Individual who will receive the CAS

Part 1: Issue of Confirmation of Acceptance for Studies

Introduction

To ensure that the University complies with UK immigration laws, CAS must only be assigned to students who, to the best of our knowledge and belief, will meet the requirements of the Student route, and will comply with the conditions of their leave. Please note that by accepting your offer at Queen's, it is implied that you are agreeing to the terms and conditions set out in Part 1.

General principles

- A CAS will not be issued before an unconditional offer has been accepted.
- A CAS will not be issued if the University judges that there is substantial reason to believe that the student will not comply with the requirements and conditions of their leave.
- A CAS will not be issued to any student who has broken University regulations.
- A CAS will not be issued to any student who is suspended from the University for any reason.
- For the purposes of permission to stay, a CAS will only be issued to students whose current visa provides for extension or switching to the Student category.
- Where sponsorship has been withdrawn by the University previously the student must provide evidence to the University that they have switched to another immigration category or returned home and intend to apply for new Student visa to return to UK and their studies.
- Where sponsorship has been withdrawn by the University previously due to non-engagement in studies a further CAS will not be assigned unless the student provides evidence of exceptional circumstances (i.e., hospitalisation, incapacitation).

Course of study and qualifications

- The course of study must meet the acceptable course regulations as stipulated by UKVI, including work placement rules.
- The mode of study must be full-time.
- The University must have official confirmation that the student has met the academic qualifications as stipulated by the University, including English language requirements in accordance with the immigration rules.



- 1) For the purposes of initial admission to the course this must be as part of the Admissions process;
 - 2) For the purposes of permission to stay this must be:
 - a. Verification of original certificates or transcripts of entry qualifications by the Immigration Support Service;
OR
 - b. Where applicable, confirmation from Admissions that the student meets the course and English language requirements and that these have been assessed by other means.
- For the purposes of permission to stay applications, the University must confirm academic progression for the student.

Maintenance requirements

For the purposes of permission to stay, before a CAS will be issued, where applicable the Immigration Support Service must be satisfied that the individual can demonstrate the maintenance requirements to apply for permission to stay under the Student Route.

Students re-sitting exams or repeating periods of study

A CAS will be issued for re-sits or repeats providing:

- The University regulations allow them to do so;
- The student has repeated the exam or module no more than once unless it is the recommendation of the SSPC that, due to exceptional circumstances, a further re-sit / repeat is required;
- The re-sit exam or repeat of study will take place / begin within 60 days of the start of the student's last instance of academic participation. Where the University does not require continued participation within 60 days (with the exception of recognised institutional vacation periods), the student will be required to return home before a CAS is issued to allow them to return.

Part 2: Compliance with UKVI requirements and visa conditions

Introduction

As a Student visa holder, you must meet certain UKVI requirements, and any conditions attached to your visa. Failure to do so may affect your stay in the UK. Please note that by enrolling with the University, it is implied that you agree to meet the terms and conditions set out in Part 2.

Students should be aware of immigration guidelines and keep up-to-date with changes to immigration legislation or rules during their stay in the UK, in order to protect their immigration status. Students should be aware that UKVI may revise its policies at any time and that the law is subject to change. Please see information about how to protect your immigration status on UK Council for International Student Affairs (UKCISA) website:

<https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Protecting-your-Student-status>

UKVI requirements

Significant changes to your student status are reported to UKVI via your CAS number through the Sponsorship Management System. Below is a list of the obligations which need to be carried out by Queen's University and students who have a Student visa.



Obligation	University	Student
<p>Keep a copy of passports and immigration documents for all Non-UK/ Non-Rol national students.</p>	<p>We have taken a copies of your:</p> <ul style="list-style-type: none"> • passport • visa and/or biometric residence permit (BRP) and digital permission <p>We will record and monitor the expiry date of your documents and contact you prior to its expiry. You may have a 'block' or negative service indicator on your student record until you present the Immigration Support Service with your new documents.</p>	<p>Tell the Immigration Support Service if you have lost your passport or BRP card, if you want to change to a different type of visa or need to extend your visa. Promptly bring any updated documents to the Immigration Support Service when requested.</p>
<p>Keep a copy of your ATAS (Academic Technology Approval Scheme) if you are required to have this for your course.</p>	<p>It is a compulsory entry clearance requirement for students enrolled on certain Postgraduate courses to obtain ATAS clearance.</p> <p>For more information, please visit: https://www.gov.uk/guidance/academic-technology-approval-scheme</p>	<p>You must provide a copy of your ATAS certificate as part of your Immigration Document Check.</p> <p>If you have received your visa without obtaining ATAS clearance and ATAS is required by your course, you must obtain ATAS clearance before completing enrolment.</p> <p>If you have changed your immigration status by switching to a different immigration category, you are required to obtain and provide evidence of a new ATAS before you resume your studies.</p>
<p>Keep an up to date record of your address, email and telephone number</p>	<p>The University must have up to date UK contact details in QSiS student records system.</p>	<p>You are responsible for keeping an updated student record and should do this if you change your address or email or telephone details.</p>
<p>Report significant changes in a student's circumstances to UKVI.</p>	<p>The University must inform UKVI within 10 days of any significant changes. This includes change of your study location, change of course title, new work placement, if you complete your course earlier than expected, or if you fail to enrol on your course.</p>	<p>You must ensure that you keep the Immigration Support Service up to date with any changes so that we can report them to UKVI and advise you on potential visa implications.</p>



<p>Inform UKVI if you are absent from your studies without permission.</p>	<p>Your School will monitor your academic engagement during the year. If you are absent from your studies without permission, this can affect your Student visa.</p> <p>The University are required to stop sponsorship of your Student visa if you are absent for more than 60 days OR an absence from your studies prevents you from completing your course within the validity of your current visa.</p>	<p>Stay in touch with your School and always tell them if you need to be absent from your course.</p>
<p>Inform UKVI if you change to a different immigration category</p>	<p>The University will inform UKVI if we are aware that you have changed your visa status.</p>	<p>Bring your new visa to the Immigration Support Service so that we can take a copy.</p>
<p>Inform UKVI if you breach the conditions of your visa</p>	<p>Breaches the University must report</p>	<p>Conditions you must adhere to</p>
	<p>Working more hours than you are permitted</p>	<p>You must not exceed the hours you can work during term time. You can work up to full time outside term time. Please note that term time is any time where academic participation is required.</p> <p>For Master's students undertaking a dissertation or research module and PhD students, holidays do not fall in line with the University academic year calendar.</p> <p>If you have any questions about this, please contact the Immigration Support Service.</p>
	<p>Having access to public funds</p>	<p>You are not permitted access to public funds (social security, housing benefit etc.). If you have any questions about this please contact Immigration Support Service.</p>



Part 3: Employment

Introduction

As a Student visa holder, you will have a restriction on the number of hours you may work per week whilst you are studying. The number of hours you are permitted to work should be stated on your visa.

Undergraduate courses

The maximum amount of work your Student visa will allow during term time is 20 hours per week if you are studying a course at UK degree level or above.

You are limited to 10 hours per week if you are studying a course at below UK degree level. You can work up to full-time hours during official vacation periods. You will find published semester dates on Queen's website:

<https://www.qub.ac.uk/directorates/AcademicAffairs/SemesterDates/>

Postgraduate Courses

The University calendar may not apply to you if you are completing a Postgraduate taught or research course at Queen's University. For example, you will be considered to be term time while you are completing research or your Master's dissertation even if this is during the summer or winter University vacation.

You are restricted to 20 hours per week. However, you can work up to full time hours if you are on a period of annual leave which has been approved and documented by your School or you have submitted your dissertation or thesis and have no further academic commitments, as confirmed in writing by your School. Please check with the Immigration Support Service if you have any questions.

Employment with the University

You will only be able to work 15 hours per week during term time for the University, and any full-time employment during vacation periods must be pre-authorised. If you would like more information, please visit: [Work while you study | Study | Queen's University Belfast \(qub.ac.uk\)](#) **If you require any further information or advice about your immigration status or conditions, please contact the Immigration Support Service: iss@qub.ac.uk**

Part 4: Agreement to Terms & Conditions

You will be required to agree to the following declaration during your Immigration Document Check.

I confirm that my immigration permissions have been clearly explained to me by the University. I confirm that I will abide by the terms of my Student visa conditions and compliance requirements and relevant UK Home Office rules. I understand that any breach may result in the University withdrawing sponsorship and therefore termination of registration at the University. I understand that the University reserves the right to contact UK Visas and Immigration or the Police Service of Northern Ireland (PSNI) in relation to my immigration if necessary.