

***Q. Why does the University monitor my attendance?***

We are required by UK Visas and Immigration to monitor the attendance of any student we issue a Confirmation of Acceptance to Study (CAS) number to. Where students have failed to meet the attendance requirements set out by the University we have a legal obligation to cancel our sponsorship of the Tier 4 visa or Tier 4 visa application.

By contacting you now we are trying to ensure you do not miss enough for us to withdraw sponsorship so you can complete your course of study with us and so your immigration status is protected.

***Q. How will this email affect my attendance?***

The email you have received is a warning email. If you have received the email it does not mean your visa will be cancelled at this moment in time but this might happen if you miss any more required attendance submissions. You should ensure any future attendance forms are submitted on time.

***Q. I have submitted by attendance form for last week or last month. Why are you contacting me today?***

Sometimes the wrong information may be detailed on the form and this can delay processing. Alternatively, you may have submitted your form for the current week or month. We are contacting you today to advise you have a missed attendance for the last full teaching week or last full calendar month, depending on your level of study.

Sometimes your form may be declined for various reasons, however if this is the case you should have received an email to your University email address detailing the reason why. Alternatively, each form is receipted, you can view the form you submitted by clicking on the link in the submission receipt that was sent to your University email address.

***Q. My supervisor is currently on leave***

If your dissertation supervisor is currently on leave and you are not receiving any supervision for your dissertation, then you should contact your school to discuss this matter. Masters students completing a final 60 credit dissertation are required to submit a form once a month as opposed to once per week – this is to give you enough time to ensure you arrange a supervision session and submit your form on time.

If you are a PhD, MPhil or MRes student we will accept your form (for attendance purposes) if it is signed by your co-supervisor or personal tutor in the absence of your main supervisor. If you are unsure who your co-supervisor or personal tutor is, you should contact the research support team for your programme of study.

***Q. I am having technical difficulties submitting my form, what should I do?***

If you are experiencing technical difficulties submitting your form please email us via [HomeOfficeCompliance@salford.ac.uk](mailto:HomeOfficeCompliance@salford.ac.uk). Please provide a screenshot of the error message you are receiving where possible.

***Q. I am not currently in the UK, what should I do?***

You may have left the UK to complete data collection or to return home permanently. It is advisable to have permission from your supervisor to return to your home country or travel overseas to complete data collection. Guidance on leaving the UK can be found by clicking [here](#).

***Q. I have completed my final piece of assessed work, what should I do?***

You should send you dissertation receipt to [HomeOfficeCompliance@salford.ac.uk](mailto:HomeOfficeCompliance@salford.ac.uk).

***Q. I am a PhD student pending award or submission of my hardbound thesis following corrections, what should I do?***

You should contact [HomeOfficeCompliance@salford.ac.uk](mailto:HomeOfficeCompliance@salford.ac.uk) detailing when:

- Your viva took place; and
- The deadline you expect to submit your hard bound thesis by or the date your hardbound thesis was submitted; and
- You are expecting to be awarded your qualification (where known)