

Terms and Conditions for use of the Student 'Visa Check and Send' Scheme at the University of Salford

Your immigration status is a matter between you and the UK government. The agency responsible for immigration is the Home Office – UK Visas and Immigration.

Applying for an extension to your visa in the UK is **your responsibility**. It is unlawful to remain in the UK without valid immigration permission and you must therefore send your application **before** your current immigration expires.

We reserve the right **not** to send your application via the 'Visa Check and Send Scheme', but in this case we will advise you about our decision in time for you to send it yourself.

Before proceeding to an appointment, you must confirm **all of the following** - if you have doubts on any of the questions please let us know:

- You have corrected all the mistake(s) on your visa application form and have NOT altered any part of the visa application form.
- You have submitted all the supporting documents requested (as advised by the email sent to you prior to the appointment).
- All the documents you are going to submit to the Home Office in support of your application are genuine and original.
- You have not breached the working terms and conditions on your current Tier 4 visa.
- You (or your dependents under 18) do not have an outstanding charge of £1000 or more to the National Health Service (NHS).

For dependent visa holder applicant only: you have not worked in an area of work restricted under your dependent visa.

The Home Office may refuse your visa application if your application does not satisfy any of the above conditions and the University of Salford reserves the right not to issue a further CAS under these circumstances.

The Visas and Immigration team will:

- Check your application prior to submission.
- Keep copies of all the documents you submit: paper copies of passports, visas, bank statements and any other confidential material will be destroyed in a secure way once the Home Office have made a decision.
- Send your extension application and documents by special delivery (the special delivery envelopes should be provided by you).
- Send your extension application before your immigration permission expires. If you are planning to travel urgently outside the UK (for example, a field trip or conference) the Home Office does **not** guarantee that your visa will be processed in time for your trip, therefore we do not accept visa check and send scheme requests at short notice.
- Contact you if there are any queries about your application.
- Notify you as soon as your Passport, BRP card and documents are returned to University House.

In return we expect you, the applicant, to:

- Submit a request via our AskUS web pages for a check and send appointment over a month before your visa expires. **The form and documents must be complete before you arrive for your appointment.**
- Read though all the information on our website and the Tier 4 Policy Guidance (and Dependent Policy Guidance if applicable) carefully before completing the Tier 4 extension form.
- Be aware of the type of immigration permission you hold and the Terms and Conditions of that visa.
- Pay the correct visa application fees and NHS surcharge.
- Refrain from booking any travel until your passport is returned to you. If there is an emergency, please contact the Home Office Compliance Team at University House.
- Co-operate fully with us if the Home Office requires further information or documentation from you.
- Understand that it is the Home Office which grants extensions and not the University of Salford. Home Office immigration rules and conditions override any University rules and regulations regarding suitable courses, part time study and permission to work.
- Give consent for the University to share your personal information with the Home Office when trying to resolve any issues relating to the application.

It is your responsibility to check your CAS for errors and to obtain all the documents required.

Please ensure that you print this document, sign and date it to confirm you have read and understood the Terms and Conditions. **You must bring this document with you when you attend your Check and Send appointment.**

I.....
(your full name) confirm that I have read and understood these terms and conditions.

Signed..... Date.....

If you have a complaint about this agreement or the service you have received in relation to your visa extension please use the University Complaints procedure, a copy can be obtained from:
http://www.governance.salford.ac.uk/cms/resources/uploads/File/policies/Student_Complaints_Procedure.pdf

Student Life (visa/Immigration team) are authorised to provide immigration advice and guidance as well as refer students to specialist external agencies. Immigration advice and services in the UK are regulated by the office of the Immigration Services Commissioner (OISC). Anyone giving immigration advice must comply with the OISC Code of Standards. As such the OISC Commissioner may examine a client's records at any point to confirm compliance.

Making a complaint to the OISC (for immigration cases only)

If you are dissatisfied with the outcome of a complaint, you may, at any time, complain to the OISC Commissioner at:

Office of the Immigration Services Commissioner

Complaints Team

5th Floor

Counting House

53 Tooley Street

London

SE1 2QN

or

e-mail to info@oisc.gov.uk