



University of
Salford
MANCHESTER

HELP AND ADVICE
FOR OUR STUDENT
VISA HOLDERS:

PROTECTING YOUR IMMIGRATION STATUS

ask / STUDENT
SUPPORT

WELCOME TO THE UNIVERSITY OF SALFORD

Congratulations on gaining a place to study with the University of Salford! We are delighted that you have chosen to study with us.

As a Student visa holder, you must be aware of your additional responsibilities. This guide provides you with an overview of the Home Office rules and regulations that apply to international students studying in the UK on a Student visa. Please take the time to read it thoroughly and keep it safe for future reference.

For more detailed advice and guidance, please visit our designated Immigration and Visa Help Pages, click on the helpful links or see page 14 for further details of our help and advice services.

PLEASE NOTE: The information contained in this booklet is correct at the time of printing in April 2023. The Home Office have the right to change the immigration rules and this can be done at very short notice. You should always refer to Home Office policy guidance and our visas and immigration webpages for up to date information.



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BE PREPARED

- ✓ In your first few weeks at the University of Salford, you must do several important tasks. Use the checklist below to **make sure you complete key tasks** to protect your immigration status.
- ✓ Remember to make a note of important dates and deadlines. **It is your responsibility to make sure you have valid immigration permission** throughout the duration of your studies. We recommend you add your passport and visa expiry dates into your student diary and into your mobile phone calendar as a reminder.
- ✓ Check your University student email account each day. The Home Office Compliance team will send you important emails about your visa and will use email to alert you if you are not meeting any of the Home Office's rules and regulations. **Failure to reply to these emails may result in problems with your immigration status and your student status.**



ESSENTIAL TASKS TO DO DURING YOUR FIRST WEEK

- ☐ Register with the University
- ☐ Collect Biometric Residence Permit (if applicable)
- ☐ Pay University fees or set up payment plan
- ☐ Collect ID card
- ☐ Collect timetable
- ☐ Attend academic induction
- ☐ Attend Student visa orientation session
- ☐ Register with doctor/health centre
- ☐ Open a bank account

IMPORTANT DATES AND DEADLINES

Visa expiry date

DD / MM / YYYY

Passport expiry date

DD / MM / YYYY

Date fees are due

DD / MM / YYYY



PROTECTING YOUR IMMIGRATION STATUS: PROVIDING YOUR DETAILS AND DOCUMENTS

WHY DO I NEED TO PROVIDE THESE?

Whilst you are studying with the University of Salford, you are required by the Home Office to provide us with your up-to-date immigration documents and contact details. As well as this being a requirement of your visa, it is also important so that the University can contact you.

WHAT DO I NEED TO PROVIDE?

You must provide:

Up-to-date immigration documents

- ✓ Current passport
(or evidence of a passport application);
- ✓ Current visa
(or evidence of a visa application).

To provide your new immigration documents, you will need an appointment to see the Home Office Compliance team (see page 14 for details on how to make an appointment).

Please note: All students who have a nationality outside of the UK and Ireland must provide their up-to-date immigration documents to the University.

Up-to-date contact details

- ✓ UK telephone number;
- ✓ UK term-time address.

You can update your contact details on the University of Salford self-service portal.

You must also provide your up-to-date contact details to:

- ✓ The Home Office;
- ✓ Your official financial sponsor
(if applicable);
- ✓ Your home country's embassy or high commission
(if applicable).

You should also update your contact details with your bank, your doctor's surgery, your insurance company, the organisation that issued your driving license and, if you own a vehicle in the UK, the Driver and Vehicle Licensing Authority (DVLA).

WHAT DOCUMENTS DO I NEED TO PROVIDE IF I LEAVE THE UK BEFORE COMPLETING MY STUDIES?

To keep your immigration and student record up-to-date, you must provide evidence that you have left the UK.

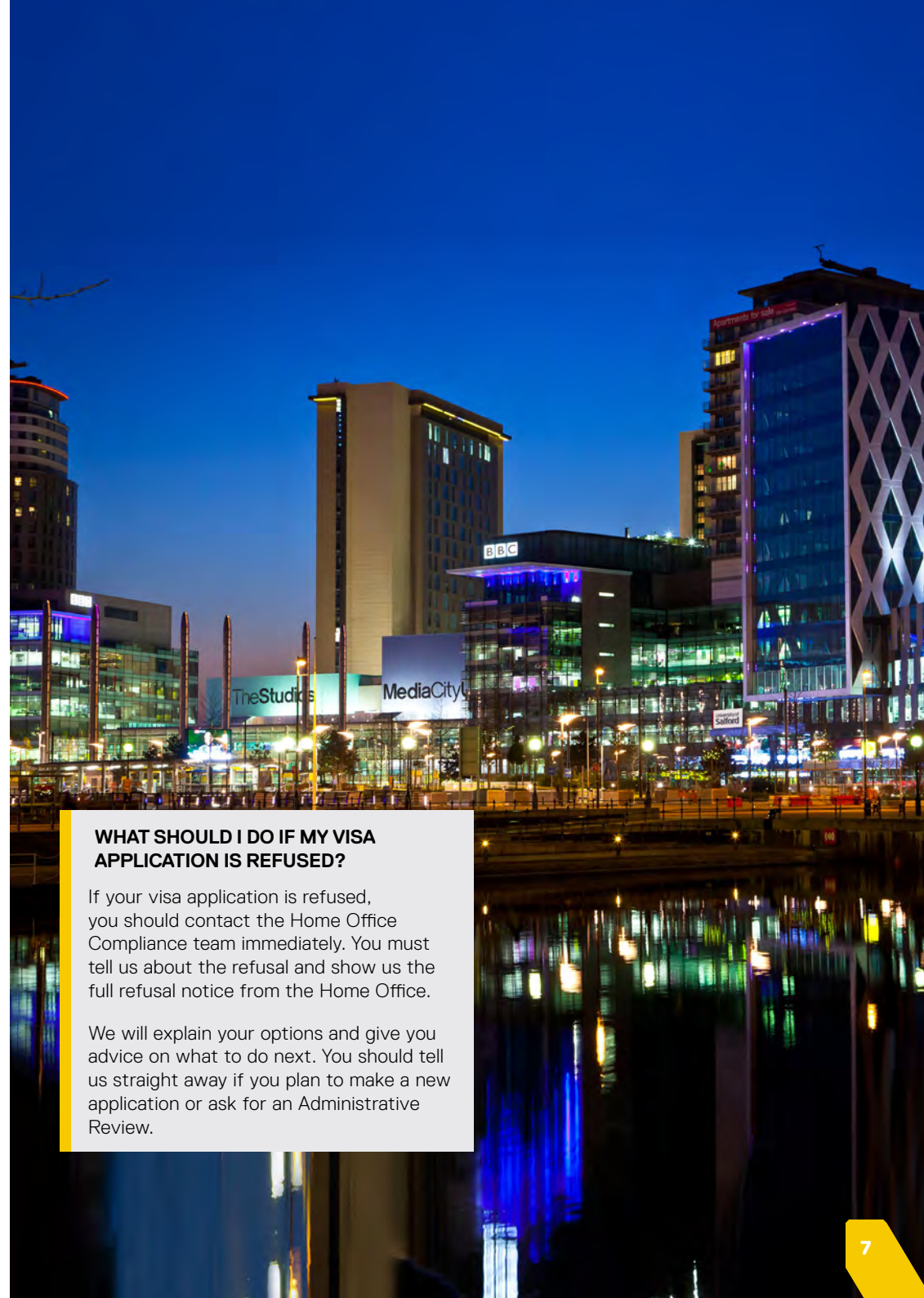
Please email the Home Office Compliance team and provide:

- ✓ A scan of your flight ticket to your home country;
- ✓ A scan of either your boarding card, your eGate receipt or the entry stamp to your home country (showing the full page of your passport).

WHAT SHOULD I DO IF MY VISA APPLICATION IS REFUSED?

If your visa application is refused, you should contact the Home Office Compliance team immediately. You must tell us about the refusal and show us the full refusal notice from the Home Office.

We will explain your options and give you advice on what to do next. You should tell us straight away if you plan to make a new application or ask for an Administrative Review.





PROTECTING YOUR IMMIGRATION STATUS: ENGAGEMENT MONITORING

A Student visa is granted for study and engagement is therefore a legal condition of your leave. You should therefore attend your course and follow the University of Salford's engagement policy.

WHAT DO I NEED TO DO?

What you need to do depends on the level of your course.

if you are a taught student, you simply need to make sure that you attend and engage with all classes, seminars, lab sessions, etc. as required, as your School will monitor your attendance and feed back to the Home Office Compliance Team. If you are a research student, then you will need to complete a Research Supervision Record Form (RSRF) and upload this to Salford Advantage each month to ensure you are meeting engagement requirements. If you require any further information please contact your School / the PGR office or the Home Office Compliance Team.

You can also find information about your engagement monitoring requirements on the University of Salford's Immigration and Visas help pages.

WHAT HAPPENS IF I DO NOT FOLLOW THE POLICY?

If you do not follow the University of Salford's Engagement Monitoring policy, you are not meeting the conditions of your Student visa. The University is required to report this to the Home Office and withdraw sponsorship of your visa. This will result in your visa being curtailed (cut short), meaning that you would need to leave the UK and your course.

WHAT IF I NEED TO LEAVE THE UK DURING TERM TIME?

If you need to leave the UK during term time, either because of a family bereavement, a sick relative or for other personal reasons, you should ask your School if you can apply for authorised absence. You may be asked to provide additional documentation and you should be aware that if authorised absence is granted you will not be able to extend your course length or student visa because of that absence.

HELPFUL HINT:

- ★ Remember, if you are not sure what to do, **speak to your School Office** or the Home Office Compliance team.



PROTECTING YOUR IMMIGRATION STATUS: CHANGES TO YOUR STUDIES

You have been granted your Student Visa to allow you to study full time on your course at the University of Salford. Changes to your studies can therefore have an impact on your visa and it is important you seek advice from the Home Office Compliance team as soon as possible. Below are some examples of how changes to your studies can affect your visa.

/ I HAVE A REASSESSMENT

If you do not pass part, or all, of a module, you may need to complete reassessments.

In most cases, your reassessments will be during the summer vacation period and you will be able to complete the reassessments on your existing visa.

However, if your course does not have a summer vacation period, like most Postgraduate courses at the University, you may not need to participate in your programme of study for more than 60 days before your reassessment date. If this is the case, the University has to report this to the Home Office. The Home Office will then curtail (cut short)

your visa, meaning that you will need to leave the UK and either take your reassessments at home or apply for a new visa to return for your reassessments.

/ I NEED TO REPEAT PART OF MY COURSE

If you have to repeat all or part of an academic year, this can have an impact upon your visa.

If you are only repeating part of your course and are not required to study for a period of 60 days or more (excluding the vacation periods for your course), the University will have to report this to the Home Office. The Home Office will then curtail (cut short) your visa, meaning that you will need to leave the UK and apply for a new visa from your home country before you return.

If you need to repeat part of your course, your programme end date may also change. This may mean that your current visa is not long enough for you to complete your course and you will need to apply for a new visa.

/ I WANT TO ADD A PLACEMENT YEAR TO MY COURSE

If you want to change your course to include a placement, you must speak with your School. In order to add a placement, it must be an assessed and integral part of your course.

If your visa was issued for the non-placement version of your course, it will not be long enough. If you are able to add a placement year, you will therefore need to extend your visa. You can apply for this visa extension inside the UK but this must be no more than three months prior to your placement and before your current visa expiry date.

/ I WANT TO TAKE A BREAK FROM MY STUDIES

If you need to take a break from your studies, you must speak with your School. Depending on your specific circumstances, your School may recommend that you interrupt your studies.

If you interrupt your studies, it is likely that the University will have to report this to the Home Office. The Home Office will then curtail (cut short) your visa, meaning that you will need to leave the UK and apply for a new visa to return after your interruption.

HELPFUL HINTS:

- ★ Speak to your School about **changes to your studies** as soon as possible;
- ★ Contact the Home Office Compliance team to discuss how **any changes to your studies** will affect your visa.





PROTECTING YOUR IMMIGRATION STATUS: WORKING AND EMPLOYMENT ON A STUDENT VISA

Whilst you are studying, you may want to get a part time job. If you choose to do this, you must make sure that you understand and comply with the restrictions on your visa. Remember that the Home Office work closely with HMRC (tax office) who check whether you have breached the work restrictions on your student visa.

HOW MANY HOURS CAN I WORK PER WEEK?

The working week runs from Monday to Sunday. The number of hours you can work each week is shown on your visa and is dependent on your level of study:

- ✓ If you are studying on a course below degree level, you can work a maximum of 10 hours per week;
- ✓ If you are studying on an undergraduate or postgraduate taught course, you can work a maximum of 20 hours per week;
- ✓ If you are studying on a postgraduate research course, you can work a maximum of 20 hours per week.

Please note: these restrictions do not apply during official vacation periods and once your course has officially ended. Vacation periods vary depending on what course you are on and you therefore need to check when your official vacation periods are with your individual School. AskUS can provide you with a letter to confirm to an employer when the official vacation periods for your course are as well as your course end date. Please be aware that they cannot provide you with

bespoke letters confirming your final assessment or dissertation submission date. If you are a postgraduate research student, you do not have University vacation periods and you instead need to agree annual leave with your supervisor and the Research Office.

WHAT TYPE OF WORK CAN I DO?

Whilst your main purpose for coming to the UK is to study you may be permitted to undertake some part time work. We recommend signing up with UniTemps who can help place you in a part-time, temporary job with the University or a local employer.

However, you must be aware that there are some kinds of work that you must not do. You cannot:

- ✓ undertake a full-time, permanent job (except as a Students' Union sabbatical officer);
- ✓ be self-employed or run your own business;
- ✓ work as a professional sports coach or entertainer;
- ✓ work as a doctor or dentist in training (except on a recognised foundation programme).

HELPFUL HINTS:

- ★ Check your visa for details of your work restrictions;
- ★ Check with your School about your official vacation periods;
- ★ Sign up with UniTemps.
- ★ Do not exceed the work restriction on your visa

WHAT IS CLASSED AS WORK?

The legal restrictions regarding the type and hours of work allowed apply to:

- ✓ Paid and unpaid (voluntary) work;
- ✓ Work undertaken in the UK, even if your employer is outside of the UK.

However, if you are on a work placement that is an assessed and integral part of your course this does not count towards your permitted working hours. This means that you will be able to work your permitted term-time hours in addition to your work placement.

WHAT HAPPENS IF I WORK OVER MY LEGAL RESTRICTIONS?

It is very important you only work in job roles allowed under Student Visa rules and for the hours permitted. If you work outside of these restrictions, you are breaking the law and committing an immigration offence. This could result in a substantial fine, detention by the Home Office, or even your visa being curtailed (cut short) by the Home Office, meaning that you would need to leave the UK and your course or you may face deportation.

You can find more information about working and employment on a Student visa on the UKCISA website:

UKCISA: Student work

ukcisa.org.uk/Information--Advice/Working/Student-work






PROTECTING YOUR IMMIGRATION STATUS: SUPPORT AND ADVICE SERVICES

IMMIGRATION AND VISA SERVICES

Home Office rules change frequently and immigration issues can be complicated. We offer a range of services to provide you with up-to-date information and advice.

/ Immigration and Visas Website

Our 'Immigration and Visas' website contains a wealth of information, resources and guides to help support you through your time at the University of Salford. If you have a query, we would recommend looking at our website to see if you can find the information you require:

 salford.ac.uk/askus/topics/immigration-and-visas/immigration-and-visa-services


/ Email account

The Home Office Compliance team have a dedicated email account to help you with your visa and immigration queries.


 Homeofficecompliance@salford.ac.uk

/ Telephone number

The Home Office Compliance team have a dedicated telephone number to help you with your visa and immigration queries. Our advice line is normally open from Monday to Friday, 9.00am until 5.00pm UK time (excluding UK public holidays).

 **0161 295 0023**

/ Face-to-face appointments

The Home Office Compliance team offer face-to-face or Teams appointments so that you can speak to an immigration advisor in person. Please contact us at  homeofficecompliance@salford.ac.uk for more information.

/ Help with your Student Visa application

If you are applying for your Student Visa inside the UK, you can use our checking service. Our immigration advisors will check your visa application and supporting documents, and those of any dependants you may have, before these are submitted to the Home Office.

The visa application fee and immigration health surcharge are the same as if you apply by yourself, but there is no fee from the University to use the checking scheme.



GRADUATE ROUTE

This immigration route is for international students who want to work in the UK following the successful completion of either a Bachelor's degree, a Master's degree, or PhD (or another type of doctoral qualification). Eligible students switching into the Graduate route will be able to work or look for work after their studies for a maximum period of 2 years (or 3 years if they have successfully completed a PhD).

If you are eligible, you can only apply in the UK. There is no provision to apply in your home country or in any other country other than the UK. If you are currently outside the UK with a valid Tier 4 or Student visa, you will need to travel to the UK before your visa expires in order to apply for the Graduate route.

To apply for the Graduate Route, you will need to have successfully completed your course and had confirmation from the University that we have reported your successful completion to the Home Office. You will also need to quote the CAS number you used to obtain your current student visa in the application form. You will also need to check that your individual circumstances make you eligible for the Graduate Route.

Your deadline for applying for the Graduate Route is the expiry date of your Tier 4 or Student visa. As long as you apply by this date, your current immigration leave is automatically extended until the outcome of your Graduate Route visa application, even if your original student visa expiry date has passed.



SOURCES OF INFORMATION AND ADVICE

INSIDE THE UNIVERSITY

Visa and immigration queries:

✉ HomeOfficeCompliance@salford.ac.uk
☎ 0161 295 0023

AskUS, letters and general queries:

✉ askUS@salford.ac.uk
☎ 0161 295 0023

Confirmation of Acceptance for Studies (CAS) queries:

✉ Salford-CAS@salford.ac.uk
☎ 0161 295 4545

Academic Technology Approval Scheme (ATAS) queries:

✉ Salford-ATAS@salford.ac.uk

Registration queries:

✉ registration@salford.ac.uk
☎ 0161 295 0023

Tuition fee queries:

✉ SA-tuitionfees@salford.ac.uk
☎ 0161 295 0023

Bursary queries:

✉ SA-bursaries@salford.ac.uk
☎ 0161 295 0023

Certificate and transcript queries:

✉ sa-studentrecords@salford.ac.uk
☎ 0161 295 0023

Finance queries:

✉ Income-treasury@salford.ac.uk
☎ 0161 295 0023

Timetable queries:

✉ timetable-enquiries@salford.ac.uk
☎ 0161 295 0023

Disability and learner support queries:

✉ disability@salford.ac.uk
☎ 0161 295 0023

Wellbeing queries:

✉ wellbeing@salford.ac.uk
☎ 0161 295 0023

Careers guidance and job queries:

✉ futures@salford.ac.uk
☎ 0161 295 0023

Managing finance advice:

✉ Studentlife-moneymatters@salford.ac.uk

Students' Union:

✉ advicecentre-ussu@salford.ac.uk
☎ 0161 351 5400

OUTSIDE THE UNIVERSITY

Citizens Advice Bureau:

📍 citizensadvicemanchester.org.uk
☎ 03444 111 222

UKCISA (United Kingdom Council for International Student Affairs):

📍 www.ukcisa.org.uk
☎ Outside the UK: +44 20 77889214
Inside the UK: 020 7788 9214
(Advice lines open Monday to Friday, 1.00pm until 4.00pm UK time)

Home Office (UKVI):

📍 homeoffice.gov.uk

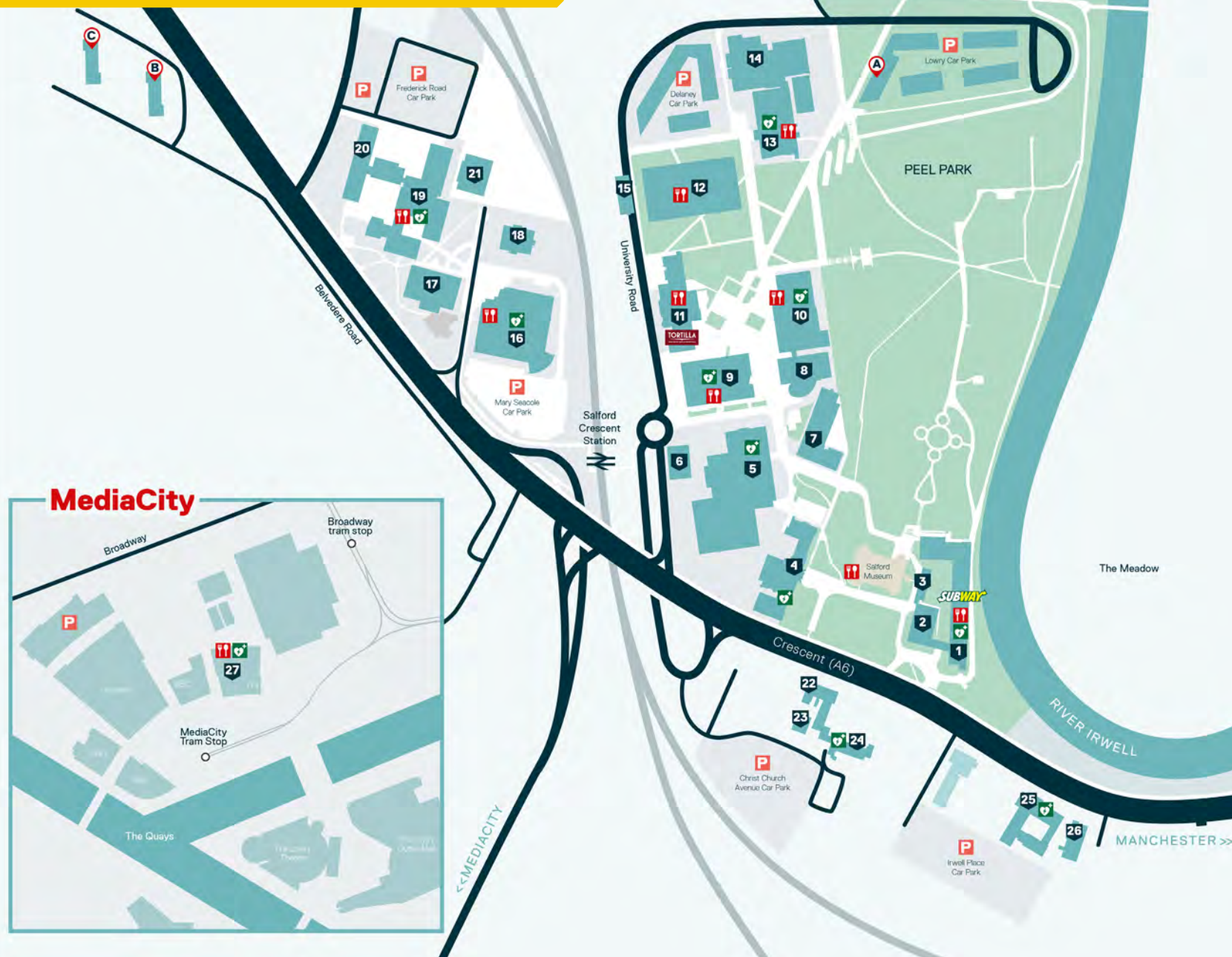
British Council:

📍 study-uk.britishcouncil.org

Find an immigration adviser:

📍 gov.uk/find-an-immigration-adviser

CAMPUS MAP



VISIT US

The University of Salford is situated just a mile and a half from Manchester city centre and we have excellent transport links, with Salford Crescent train station on campus and regular bus services stopping along the Crescent.

CAMPUS MAP KEY

- Food and drink outlets
- Car Park
- AEDs (Defibrillators)

Accommodation

- Peel Park Quarter
- John Lester Court
- Eddie Colman Court

Main University Buildings

- 1 Maxwell Building
 Main Reception
- 2 Maxwell Hall
- 3 Gilbert Rooms
- 4 Peel Building
 New Art & Design Studio Old Hall
- 5 Newton Building
 Thermal Measurement Laboratory
 Foyer
- 6 Barratt Z House
- 7 Cockcroft Building
 Energy House
- 8 Lady Hale Building
- 9 New Adelphi Building
 Reception (Alumni)
- 10 Clifford Whitworth Library
 Foyer
- 11 Chapman Building
- 12 School of Science, Engineering & Environment Building (SEE Building)
- 13 University House
 Foyer
- 14 Sports Centre
- 15 Faith Centre
- 16 Mary Seacole Building
 1st & 2nd Floor Foyer
- 17 Brian Blatchford Building
- 18 Busy Bees Childrens Nursery
- 19 Allerton Building
 Main Reception
- 20 Podiatry Clinic
- 21 Energy House 2.0
- 22 Joule House
 Thermal Measurement Laboratory
- 23 Alumni House
- 24 The Old Fire Station
 Foyer
- 25 Crescent House
 Foyer
- 26 Humphrey Booth House
- 27 University of Salford (MediaCity)
 Behind Reception in Foyer

University House
University of Salford
Salford
M5 4WT

+44 (0)161 295 0023
homeofficecompliance@salford.ac.uk
salford.ac.uk/askus/immigration-visas

