



University of  
**Salford**  
MANCHESTER

# **Student Visa Reporting Duties Policy**

**Version Number 4.0**

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**Author: Head of Home Office Compliance**

**Student Administration**

<b>Document Control Information</b>			
<b>Revision History incl. Authorisation: (most recent first)</b>			
<b>Author</b>	<b>Summary of changes</b>	<b>Version</b>	<b>Authorised &amp; Date</b>
Dr Richard Melia	<i>Removal of defunct Home Office email address</i>	V 4.0	June 2026
Dr Richard Melia	<i>Removal of Doctorate Extension Scheme and Start Up Visa route references</i>	V3.0	August 2023
Dr Richard Melia	<i>Update of terminology from Tier 4 to Student Route</i>	V2.0	October 2020
Dr Richard Melia	<i>Confirmation of the policy regarding the Tier 4 (General) reporting duties at the University of Salford</i>	V1.0	Chair ASQAC: Sep 2017
<b>Policy Management and Responsibilities:</b>			
Owner: Head of Home Office Compliance	This Policy is issued by the Head of Home Office Compliance, who has the authority to issue and communicate policy on the reporting duties pertaining to Tier 4 (General) and has delegated day to day management and communication of the policy to the Home Office Compliance Team.		
Others with responsibilities (please specify): Home Office Compliance Team; Research & Enterprise	All subjects of the Policy will be responsible for engaging with and adhering to this policy.		
<b>Author to complete formal assessment with the following advisory teams:</b>			
Equality Analysis (E&D, HR) <a href="#">Equality Assessment form</a>	1. <i>This is mandatory. Specify date completed and brief outcome. Email the completed EA to <a href="mailto:Equality@salford.ac.uk">Equality@salford.ac.uk</a></i>		
Legal implications (LPG)	2. <i>N/A</i>		
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<b>Document Control Information</b>	
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<a href="http://www.salford.ac.uk/policies">University of Salford Policy pages http://www.salford.ac.uk/policies</a>	
<b>The owner and author are responsible for publicising this policy document.</b>	

**Purpose**

This document sets out the university's policy regarding the reporting duties as a Student Visa sponsor under the points based immigration system.

**Scope**

Responsibility for the management and implementation of this policy and any accompanying procedures lies with the Authorising Officer, with the assistance of the Home Office Compliance Team, Student Administration, Admissions team, International Recruitment and the Schools.

This policy is primarily designed for use by the staff responsible for reporting students to the Home Office. Despite the overall key responsibilities, all staff working with students covered by the points-based immigration system must ensure the policy is adhered to accordingly.

**1. Reporting duties**

**1.1.** The university will report students to the Home Office in accordance with the Student Route Sponsor Guidance, the Immigration Rules and other advice received by the Home Office.

**1.2.** Reporting of Student Route visa holders will be made to the Home Office within 10 working days from when the university becomes aware of the circumstance that would result in a report being made to the Home Office (for example, student delays; no shows; withdrawals; change of circumstances, etc.).

**1.3.** Reports to the Home Office will be made through the Sponsor Management System (SMS) unless a situation arises whereby reporting through SMS is not possible in which case a report will be made via email to contacts within the Home Office (such as the Study Risk team).

**1.4.** Reporting of graduates who may be eligible for the Graduate Route will be completed once their degree awards have been confirmed on Banner by the School(s) and checks have been undertaken to establish how long that graduate has studied in the UK for on a student visa. This data is run on a weekly basis. Once these reports have been completed eligible graduates will be emailed to confirm they can apply for the Graduate Route if they meet all other eligibility criteria.

**1.5.** The university will inform the Home Office if any information reported through SMS is incorrect and why it is incorrect.

**1.6.** When making a report to the Home Office the university will provide the student's last known address as held on Banner.

**1.7.** In accordance with the Student Route Sponsor Guidance the university will notify the Home Office if it becomes aware that any of its sponsored students have been granted leave with the incorrect conditions of stay.

## **2. Prescribed registration period**

**2.1.** The prescribed registration period refers to the period of time where students are expected to register for their course, or in the case of continuing students, re-register on their programme of study or research. The period applies to **all students on all programmes**.

**2.2.** The prescribed registration period is confirmed in the registration communications issued by Student Records.

**2.3.** Student Route visa holders who do not register within the prescribed registration period will be reported to the Home Office and sponsorship by the University of Salford will be withdrawn.

**2.4.** If a student's start date is delayed or will change before they enter the UK then the university will inform the Home Office by making a report via the SMS or adding a sponsor note to the Confirmation of Acceptance for Studies (CAS), depending on the CAS status. If the new start date will result in a student not being able to complete their course within the time on their visa the university will assign a new CAS and the student must apply to vary their leave to include the later end date. Those students who choose not to do this, must complete their course of study within the extant leave period and will not be eligible for a visa extension.

## **3. Students who do not maintain contact**

**3.1.** Students who do not maintain contact with the university and have patterns of consecutive periods of non-engagement may be reported to the Home Office.

**3.2.** The University of Salford will manage and report these students in line with the **Engagement Policy for Student Route and Tier 4 visa holders at the University of Salford**.

#### **4. Interruption**

**4.1.** In line with the Student Interruptions and Withdrawal Policy, the university will make a report to the Home Office and withdraw sponsorship when a student takes a period of interruption after arriving in the UK which is longer than 60 days. Students already in the UK who temporarily suspend their studies through interruption for more than 60 days will be asked to leave the UK if their sponsorship has been withdrawn.

**4.2.** Those students with an interruption of less than 60 days who choose to keep their Student visa and do not leave the UK understand that they must complete their course of study within their extant leave period and cannot apply for a Student visa extension.

#### **5. Significant changes in student circumstances**

**5.1.** A report will be made to the Home Office if there is a significant change in a sponsored student's circumstances including:

- Change of study location or location of work placement
- Change of course
- If there is anything to suggest a student is breaking the conditions of their Student visa or permission to stay in the UK, including but not limited to, lack of engagement, falsifying documentation, breaching work conditions, or if there is reason to believe a student is non-genuine.

#### **6. Situations where sponsorship has ended**

**6.1.** A report will be made to the Home Office when the university stops sponsoring a student for any reason and the student has left the UK with no intention to return. This includes, but is not limited to, the following:

- If a student moves into a different immigration category with a different sponsor
- If a student moves into an immigration category that does not require a sponsor
- If a student completes their course sooner than expected
- If a student withdraws or is withdrawn from their course

#### **7. Additional Reporting**

**7.1.** The university, as a Student Route Sponsor, fulfils its duties in supporting immigration control. The university will inform the Home Office if it becomes aware of any individual or organisation that in any way poses a threat to immigration control. For example, this could be if a Student Route visa holder breaches his or her work rights or sets up their own business, etc.

**7.2.** The university will provide to the Home Office the details of any third party, such as agents, that have helped to recruit its students.

**7.3.** The university will provide to the Home Office a list of all courses offered by the UoS that are designated as research programmes on an annual basis in line with sponsor requirements.

### **Related Documentation**

Engagement Policy for Student Route and Tier 4 visa holders at the University of Salford  
Student Interruptions and Withdrawals Policy