



Important Information for international students

## Tier 4 (General) Visa – How to comply



Updated 27 February 2020

**ACADEMIC YEAR 2019-20**

## Table of Contents

➤ Ensure you comply .....	4
➤ Our responsibilities as Tier 4 Sponsor .....	4
➤ Study restrictions .....	4
➤ Keep your record and details up to date .....	4
➤ Registration and attendance .....	5
<b>BRP (Biometric Residence Permit) Collection .....</b>	<b>6</b>
• If you have applied from inside the UK .....	6
• If you have applied from outside the UK.....	6
<b>BRP (Biometric Residence Permit) – What to do if your BRP is lost or stolen .....</b>	<b>6</b>
If you lose your BRP in the UK .....	6
If you lose your BRP card outside the UK.....	7
<b>Transferring your visa to a new passport.....</b>	<b>8</b>
Passport lost or stolen .....	8
Passport expired.....	8
<b>Police Registration.....</b>	<b>8</b>
How to book an appointment with the Police .....	9
<b>Change of Student status during your studies .....</b>	<b>9</b>
<b>Interrupting your studies .....</b>	<b>11</b>
<b>Working during your studies.....</b>	<b>12</b>
Extracurricular work placements and internships .....	14
Work placements and internships outside of the UK .....	14
Postgraduate research students .....	15
<b>Absence during your studies.....</b>	<b>15</b>
Reporting periods of research spent away from the University .....	15
Valid Reasons for authorised absence .....	16
Holiday.....	16
<b>APPENDIX 1.....</b>	<b>17</b>
Police Registration Form (New Registration) (Valid for 2019/20) (see following page) .....	17
Police Registration Form (Change of details form) (Valid for 2019/20)(see following page) .....	19
MAP TO POLICE HQ .....	20
REPORTING PERIODS OF RESEARCH AWAY FROM THE UNIVERSITY .....	21
Application for AUTHORISED ABSENCE .....	22
Internship/Placement Details Form .....	25
<b>APPENDIX 2.....</b>	<b>27</b>



➤ **Ensure you comply**

As a Tier 4 student you need to ensure that you comply with the conditions of your visa. If you do not, the consequences can be very serious. Breaching the conditions of your visa may mean that you commit a criminal offence and that the UK government could deny you entry to the UK for a number of years.

You must let the University know if there are changes to your circumstances that could affect your visa.

➤ **Our responsibilities as Tier 4 Sponsor**

The RAU is your educational Tier 4 sponsor and we have to inform the Home Office in case:

- You suspend your studies, transfer course, withdraw from your course or complete your studies earlier than the scheduled end date of the course
- You fail to register/enrol at the start of your course and you have provided no explanation
- You are absent for an extended period of time from your studies and we have been unable to contact you or find out the reason for your absence. The University will keep an electronic record of your attendance and the Home Office can ask to see it.
- We become aware that you have breached the conditions of your visa

➤ **Study restrictions**

Your Tier 4 visa will contain the University's sponsor licence (VT0Q9ERW3) which allows you to study at the RAU. Without it you will be in breach of your visa conditions and this will put your visa at risk. If you wish to discuss this please contact [visas@rau.ac.uk](mailto:visas@rau.ac.uk)

➤ **Keep you record and details up to date**

Ensure that your record and personal details are up to date. You must ensure that your contact and personal details we keep for you are up to date. It is your responsibility to update your details by login to the student portal and updating your profile contact details. If you have any problems regarding this matter please contact the Visa Compliance Office.

You also need to report any change of circumstances to the Home Office if you have a visa or BRP. Please visit the government website <https://www.gov.uk/change-circumstances-visa-brp/youre-in-the-uk-and-dont-have-a-brp> to download the relevant form and view extended information on the subject.

If you are going to be away from the University for a long period, inform the [Visa Compliance Office, Registry](#) and your School. Remember the University must inform the Home Office when there is a long-term unexpected and unexplained period of absence, even if you continue studying while you are away.

When you register as a student we will ask you for a scan of your passport and your temporary Tier 4 visa vignette.

If you receive a new passport or visa extension whilst studying at the RAU you must take these to the Visa Compliance Office for scanning.

### ➤ **Registration and attendance**

You must attend all your classes, lectures, tutorials, and submit your required coursework on time. If you cannot attend due to illness, for example, you must inform your Academic Department and submit where required a [Request for Extension or Deferral due to Exceptional Circumstances](#). It is important that you check your RAU student email account regularly and respond to the communications sent to you by the University.

### **HOW TO SHOW YOU ARE ATTENDING**

The University is operating an electronic system for recording student attendance. There are card readers provided at all lecture theatres/rooms. Students will have to scan their student ID card to “clock in” to their classes. If there are unauthorised absences, these will be monitored and the system will automatically send alerts to your Academic Department and your Personal Tutor as well as email /sms to you.

All Tier 4 students will also be required to “clock in” to the biometric readers once a week throughout term-time unless they are on work placement, completing a research project off campus or they are on approved absence/leave. **Please ensure that you visit the Admissions & Visa Compliance Office to provide a Biometric reading against your record when you are invited to for the first time and from then on once weekly (Mon-Fri 8.30am-6.00pm).** During semester time you will also need to scan your RAU card for all timetabled events.



Tier 4 students will need to use the **Biometric readers placed at the Visa Compliance Office(admin corridor), the Library Foyer and the Porters Lodge** for the weekly biometric scanning. Further information and live demonstration will be provided when a scan of your biometric details will be taken and matched to your student record.

## BRP (Biometric Residence Permit) Collection

- **If you have applied from inside the UK**

Your BRP should be sent to you by post. You need to check and report any errors on your BRP or damage when it arrives here: <https://www.gov.uk/biometric-residence-permits/correct-mistakes>



- **If you have applied from outside the UK**

When your leave is granted, you'll be issued with a 30 day vignette. The vignette is valid for 30 days from the date you said you'd arrive in the UK (even if you arrive at a later date). You'll have to apply for another 30 day visa if you don't travel within that 30 days.

Your decision letter will tell you:

- when your BRP will be available
- which Post Office<sup>1</sup> branch or ACL point (this will be the **RAU Visa Compliance Office**) you can collect it from

You must bring your passport or travel document with your vignette when you collect your BRP. You should also bring your decision letter if you collect from a Post Office. You may get a penalty or your leave can be cancelled if you don't pick up your BRP within 10 days of your arrival in the UK. If you collect your BRP from a Post Office you will need to bring your BRP to the Visa Compliance Office as we will need to obtain a copy of it for our records.

## BRP (Biometric Residence Permit) – What to do if your BRP is lost or stolen

### If you lose your BRP in the UK

1. Report the loss or theft to the nearest police station and obtain a reference number or letter. Report this to the RAU Visa Compliance office as well.

2. You must inform the Home Office immediately by [completing the form](#) on the government website to inform them that your BRP is lost. You should include:

- your full name, date of birth and nationality
- your contact details
- your passport number

---

<sup>1</sup> For BRP collection: **Swindon Post Office**, 10-12 Regent Street, Swindon, Wiltshire SN1 1JQ (Mon-Fri 9.00-17.30, Sat 9.00-17.30, Sunday 10.30-14.30), **Gloucester Post Office**, Kings Square, Gloucester, Gloucestershire (Mon-Sat 9.00-17.30)

- your BRP reference number for example RD7195164
- your police case reference number
- when, where and how the loss or theft occurred

**If you lose your BRP card in the UK**, you will need to submit a BRP replacement card application [BRP\(RC\) application](#). You will need to send some additional documents with your application such as proof of address, student status letter and a copy of the lost BRP. Please contact the [Visa Compliance Office](#) to discuss this matter.

### **If you lose your BRP card outside the UK**

You can apply for a short, one-month replacement visa at the nearest British Embassy or Consulate. When you return to the UK you will need to apply for a full replacement BRP on the BRP(RC) form described above. If you have lost your passport as well as your BRP card it will take some time to get the necessary replacement passport and visa to re-enter the UK. If this is the case you may need to extend your time in Europe while you complete the following steps:

1. Obtain a replacement passport from the nearest embassy for your country
2. Apply for a Replacement BRP visa (£154-this fee may change). This is a temporary visa to enable you to re-enter the UK. Apply online here: <https://www.visa4uk.fco.gov.uk/home/welcome>

You will need to register an account with this website ("Apply for Myself", complete the "Select Visa Type" section and complete this section as instructed below). Please ensure that the correct form is generated.

- Reason for Visit: Other
- Visa Type: Others
- Visa Sub-Type: Replacement Biometric Residence Permit

Complete the online form, submit the form, pay for it, and make an appointment according to the local instructions for your nearest UK embassy or visa application Centre.

You will need scans of your missing passport/visa and your original CAS statement. The scans, or the reference numbers they contain, may be required during the above processes. Please get in touch with [visas@rau.ac.uk](mailto:visas@rau.ac.uk) to obtain copies of these document/s. You also need to request that a **student status letter** is sent to you by Registry. The letter will show that you remain a registered student at the Royal Agricultural University.

When you have obtained the temporary replacement visa and you have arrived back in Cirencester, please, come and see us at the Admissions & Visa Compliance Office. We will help you to apply for a full replacement of your BRP visa card (£56 + Biometric enrolment fee of £19.20 – please note fees may be subject to change). You must do this within one month, using the [BRP\(RC\) application form](#).

Please keep [visas@rau.ac.uk](mailto:visas@rau.ac.uk) updated on your situation and contact us if you need any further advice on the above process, or on extending your stay while you obtain your replacement documents.

If you have lost your passport as well and you obtained a new one you will also need to submit a [Change of Circumstances form](#) to advise of this change.

### Transferring your visa to a new passport

(Applies only to students that have their Tier 4 visa on their passport and not as a separate BRP)

If you need to transfer your Tier 4 visa to a new passport, for example if your passport is lost or stolen or in case it has been retained by the authorities in your home country:

#### Passport lost or stolen

Report the incident to the police and apply for a replacement passport. Contact your country's embassy, consulate or high commission in the country where you are for information on how to get a replacement passport. There may be some waiting time involved before you can get a new passport.

#### Passport expired

If you get a new passport because your previous passport has expired you can use both your new and the old passport containing your visa to travel to the UK. In this situation you are not required to transfer your visa to your new passport. However, please bear in mind that this won't be sufficient evidence of your right to work in the UK.

Please check the UKCISA website [here](#) for further information. You will need to report changes by filling a [Change of Circumstances form](#).

### Police Registration

Some students need to register with the Police within seven days of arriving in the UK. If this applies to you it will be stated on your visa vignette or Biometric Residence Permit (BRP).

If you belong to this category any of the changes below will have to be reported within 7 days.

- Your change of address
- Your change of course of study
- You get a new visa or a new passport
- You start a job



If any of these details change, you will need to take your existing registration certificate to the police station, as well as proof of the change (such as a document with your new address, for example).

Please note that failure to inform the police is a criminal offence and you could be fined and / or reported to the Home Office.

Students will need to go to the **Police Headquarters in Quedgeley, Gloucester GL2 2AN**(see map provided in appendix).

To register with the police for the **first time** you will need to have



- 1 recent passport size photo
- Fee of £34 in cash
- [Application form](#)
- Your passport
- Biometric Residence Permit(BRP) card( those whose visa is stated fully in their passport won't have a BRP)
- Your RAU student ID card or a letter confirming you are a student at the RAU
- Proof of your address in Cirencester either your contract/tenancy agreement, a bank statement or some other letter that shows your name and current address in Cirencester

**For students who need to renew their Police registration certificate because it is expiring or they acquired a new Tier 4 visa for further studies/extension to their studies they will need to bring:**

- A completed [Change of Police Registration Form](#)
- previous Police Registration Certificate
- Passport
- Visa
- Biometric Residence Permit
- A recent passport size photo

**N.B. There is a £34(cash only accepted) fee to issue a replacement Police Registration Certificate if the original is lost.**

The police officer will make one visit to the RAU during registration and induction week **at the Visa Compliance office** (Admin corridor) so please ensure you are at the office to do the police registration **at the date and time notified to you**

## **Police Registration – TBA for September 2020**

### **How to book an appointment with the Police**

If you are not here when the police officer is visiting the RAU you will need to arrange and make your own way to the police station.

Please ensure that you contact the Police HQ to check the Officer is on duty and book an appointment before you travel. Appointments will only be available Wednesday-Friday between 9.00-3.00. The contact tel. number is 01452 754319.

If you need assistance with booking an appointment please visit the Visa Compliance Office in the Admin corridor in the main building.

Information on the subject of registering with the Police can also be found on the government website here: <https://www.gov.uk/register-with-the-police>

### **Change of Student status during your studies**

- **If you suspend your studies for more than 60 days** because of medical or financial reasons the Home Office will expect you to return to your home country unless you are not medically able to

do so. The university will have to report your suspension to the Home Office within 10 days from the start of your suspension. The Home Office will cancel your visa. To return to your studies in the UK you will need to apply for a new CAS and a new Tier 4 or student visa from outside the UK.

- **If you need to suspend your studies for less than 60 days** because of medical or financial reasons the University will continue to sponsor you. You may stay in the UK during that period and the University will contact you to ensure compliance with our duties as a Tier 4 sponsor. It is important that you respond to these communications. If you need to extend the period of suspension to more than 60 days then the University will have to report this to the Home Office and withdraw its sponsorship. You will then have to leave the UK and re-apply for Tier 4 visa to return to your studies.
- **To transfer course without completing the course you were given permission to stay**  
Immigration rules changed on 6<sup>th</sup> April 2016. As a result only some students can change from the course they are registered on for another course without first completing their studies. Conditions will differ depending on when you applied for your leave (visa).
  - **Students who applied before 13 April 2013**  
If you applied for your current leave before 13 April 2013 you can change to a new course at a higher, lower or at the same level without applying for a new Visa.
  - **Students who applied between 13 April 2013 and 5 November 2014**  
You can only change from your current course without needing to apply for a new Visa to start your new course if the new course is:
    - *At the same or a higher level than the current course; or*
    - *a lower level, provided the conditions and requirements of your visa are the same as they would be had you made an application for [the new course you wish to switch to] new course (instead of their current course for which they were granted leave) at the time you applied for your current course.*

If you transfer your course within the RAU we will need to inform the Home Office. If your new course is shorter, the length of your visa may be reduced. If the new course is longer you will need to apply to extend your visa before your current visa expires.

If you have **applied for your Tier 4 visa after 6 April 2016** you can only change course at the RAU if:

- you haven't completed the course for which your CAS was assigned
- the course is at degree level or above
- the new course isn't at a lower level than the previous course for which you were granted leave
- you will be able to complete the new course within your current period of leave
- If you fail a summer exam and cannot retake it or attend class in the first 60 days of the semester you must return to your home country. The University will inform the Home Office who may cancel your visa. To return to retake your exam you will normally need a student short term student visa especially if you are not resuming studies within 60 days of the last examination or where there are gaps between examinations of more than 60 days. To continue your studies after a successful resit you need to return home and apply for a new Tier 4 student visa.

- If you withdraw from your course the University will inform the Home Office. If you have more than 60 days remaining on your visa then your visa may be curtailed (cut short). You should make arrangements to leave the UK as soon as you withdraw from your course.
- If you do fieldwork overseas this should not affect your Tier 4 visa provided that you are enrolled, [you have agreed this period of research away](#) from the university and you have the University's approval to do so. You will be expected to return to the University to continue your studies after your overseas fieldwork research. Please note that you must stay in touch with your Academic Department while you are out of the UK.
- If you undertake a **work placement** as part of your course, we will need to inform the Home Office of the location and duration of your work placement. If you undertake a work placement that has been approved by the RAU and is connected to your studies you will need to provide The Visa Compliance Office the following information before your placement starts otherwise your Tier 4 visa may be at risk:
  - Name of the organisation offering the work placement
  - Address of the organisation
  - Reason why it is necessary as part of your studies
  - Start and end date of the work placement
  - Name and contact details of the supervisor at work placement

### Interrupting your studies

If you take an interruption of studies, the University is required to withdraw its sponsorship and report this to the Home Office. The Home Office will curtail your visa and you will be required to leave the UK or submit an alternative visa application within 60 days of the date of the report. When you wish to return from interruption, the University will issue you with a new CAS to apply for a new Tier 4 visa. Tier 4 students have to follow the University policy for withdrawal/interruption/intermission of studies. Please contact [registry@rau.ac.uk](mailto:registry@rau.ac.uk) and [visas@rau.ac.uk](mailto:visas@rau.ac.uk) to obtain advice.

There are certain circumstances in which the University will not withdraw its sponsorship of your visa during a period of interruption, which are:

- Your period of interruption is 60 days or less, and you provide your School of study with clear reasons why an interruption is required. This request must be approved by your School/Director of Studies. You can take a maximum of four months of interruption during your course without the University withdrawing immigration sponsorship, but no one period of interruption can be for more than 60 days.
- In exceptional circumstances, the University will continue sponsorship during a period of interruption of more than 2 months. This will only be in cases where there is clear proof that a student cannot return to their home country. This would normally be due to serious ill health.

If you submit a request for an interruption, which will lead to the University withdrawing its sponsorship of your Tier 4 visa, you will be advised of this before the interruption is approved.

If the University continues to sponsor your visa during a period of interruption, you can remain in the UK and your Tier 4 visa will continue to be valid. You should however be aware of the following:

- The restrictions on work that apply during term time also apply during a period of interruption. So, if your visa allows you to work up to 20 hours per week during term time and you choose to remain in the UK during a period of interruption, you must not work more than 20 hours per week.
- If you have taken a period of interruption of 60 days or less, the University will not continue to sponsor your visa if you request a further interruption less than 2 months after you return to studies.
- If the University continues to sponsor you during a period of interruption we are required to maintain contact with you during this period. You must respond to all contacts (eg by email) from the University while you are on interruption.
- The Home Office puts a cap on the number of years that Tier 4 students are able to stay in the UK. Students studying at degree level or above can study for up to 5 years. Students studying at below degree level (i.e. on Foundation degree programmes) can study for a maximum of 2 years. Postgraduate research students can study for longer. Periods of interruption are included in this cap.

## Working during your studies

The maximum hours you can work during term-time are normally printed on your visa sticker or Biometric Residence Permit (BRP), and will depend mainly on when you made your most recent immigration application.

Please note, **if you are in receipt of an Award, Scholarship or Fellowship** (Commonwealth Shared Scholarship, African Land and Food, etc) **you may have further restrictions regarding taking paid work during your studies in the UK irrespective of what your Visa states**. Breaking the conditions of your award may mean that you are in breach of the conditions you have signed with the awarding body which may jeopardise your status and scholarship/fellowship/award. If you are not sure please contact the Visa Compliance Office.

If you withdraw from your programme or interrupt your studies, you are not entitled to work regardless of when your Tier 4 visa in the UK ends.

Please ensure that you do not breach the conditions set in your visa as you will be committing an Immigration Offence and you can face serious consequences. See below:

- Sent to court
- Fined up to £5,000
- Sent to prison for up to 6 months

- Deported from the UK
- Banned from returning to the UK from between 1-10 years. You would also have to declare this and your illegal working on future immigration applications to the UK and other countries.

Please note that if the University becomes aware that you are working illegally, we will be required to report this to the Home Office which could put our sponsor license at risk.

The Home Office defines<sup>2</sup> a working week as a seven-day period starting on a Monday. This means that, during term-time, Tier 4 students are allowed to work a maximum of 10/20 hrs in the seven-day period from Monday to Sunday (max. hours allowed are stated on your BRP and vary depending on your course of study and the institution you are studying with).

Please see below table with term time and which periods are excluded from work restrictions.

STUDY LEVEL	Study Period	Period excluded from work hours restrictions on Tier 4 visa
<b>Undergraduate</b>	<b>Semester 1:</b> 30 <sup>th</sup> September – 6 <sup>th</sup> December 2019 & 6 <sup>th</sup> January – 31 <sup>st</sup> January 2020 <b>Semester 2:</b> 3 <sup>rd</sup> February – 20 <sup>th</sup> March 2020 & 20 <sup>th</sup> April – 5 <sup>th</sup> June 2020	Christmas, Easter and Summer. For AY 2019/20 these are: <ul style="list-style-type: none"> <li>• 9 Dec 2019 to 3 Jan 2020 (Christmas)</li> <li>• 23 Mar to 17 Apr 2020 (Easter)</li> <li>• 6 Jun to 20 Sep 2020 (Summer)</li> </ul>
<b>Postgraduate Taught</b>	Semester 1 Semester 2 Summer Term (6/6/20 to 20/09/20)	Christmas and Easter vacation For AY 2018/9 these are: <ul style="list-style-type: none"> <li>• 9 Dec 2019 to 3 Jan 2020 (Christmas)</li> <li>• 23 Mar to 17 Apr 2020 (Easter)</li> </ul>
<b>Postgraduate Research</b>	1 <sup>st</sup> October to 30 <sup>th</sup> September <b>or</b> 1 <sup>st</sup> Feb to 31 <sup>st</sup> January	PGR students must be studying for min. 46 weeks per academic year. Annual leave (up to max. 6 weeks in one Acad. Year) may be taken when appropriate and in line with your research and teaching events agreed and signed off by the Director of Research/PhD Supervisor.

<sup>2</sup> From 6th April 2017.

## **Work placements for Tier 4 students**

You may undertake some work experience while you are studying. In many cases, this will be possible, but for non-EU/EEA/Swiss students there are restrictions on working in the UK.

Tier 4 students are permitted to undertake a work placement as part of their degree programme providing:

- It is an assessed and integral part of your programme - this means that it should be part of the programme specification, and you should not be able to achieve the award without undergoing the placement. It is not more than 50% of the length of your programme, unless it is a statutory (legal) requirement
- You will remain enrolled as a student at the University (on a Leave of Absence) and will not take an interruption of studies

If the work placement meets these conditions, you are permitted to work full time using your Tier 4 visa.

The University will report your work placement to the Home Office to inform them and your visa will remain valid. You must continue to abide by the conditions of your visa.

If the work placement does not meet those conditions, you will not be able to undergo the placement on a full time basis, during term time.

**[This must be notified to the Visa Compliance Office by completing and returning the Internship/Placement Details form before a work placement starts.](#)**

## **Extracurricular work placements and internships**

If you want to undertake a work placement or internship which is not an assessed and integral part of your studies, you may only undertake the placement/internship:

- Part time (up to 20 hours per week) during term time; and
- Full time during vacation periods

If you interrupt your studies to undertake a work placement or internship the University will withdraw its Tier 4 sponsorship and you will need to obtain a different type of immigration permission which will allow you to undertake work in the UK. You will need to apply for a new Tier 4 visa to return to your studies.

## **Work placements and internships outside of the UK**

If your work placement is not in the UK you need to apply for a visa from the country where you will work, unless it is your home country.

If your placement is an assessed and integral part of your degree programme, your Tier 4 visa will remain valid.

If you take an interruption of studies to undergo the placement, the RAU will withdraw its sponsorship, your Tier 4 visa will be curtailed and you will need to get a new Tier 4 visa to return to studies.

### **Postgraduate research students**

If you are studying a research degree it is unlikely that a work placement will form part of your programme. However, if the work placement that you wish to undertake forms an essential part of your research, you can still do the placement using your Tier 4 visa.

The University will make a report to the Home Office and inform them of your change of circumstances.

The work placement **must still meet all the conditions for a work placement under Tier 4.**

### **Absence during your studies**

The University has an obligation as a Tier 4 educational sponsor to monitor and keep records of attendance of all international students.

A Tier 4 visa is issued for the purpose of full time study. The University understands that there will be times when you will need to be absent either because of unforeseen circumstances (bereavement, illness) or to undertake a period of study in another part of the UK or overseas (e.g. fieldwork or to work on your thesis or dissertation).

When you need to take a short break from your studies the University may approve a period of authorised absence to a maximum period of 60 days without the withdrawal of its Tier 4 sponsorship. For absences in circumstances such as the ones described above Postgraduate Researchers (see below) need to complete and submit the form for [Reporting Period of Research Away from the University](#).

Where you are continuing to engage with your programme of study during the period of authorised absence, the University may approve a period of absence which is longer than 60 days without withdrawing its Tier 4 sponsorship. The University is obliged to continue monitoring your academic engagement and progress with your fieldwork, thesis or dissertation. Acceptable methods of contact with the university during such a period include email and skype communications with your course tutor or supervisor.

### **Reporting periods of research spent away from the University**

The University is required to make a Change of Circumstances report to the Home Office when a Tier 4 student changes their study location for a temporary period (4 weeks or longer) which is agreed by the Supervisor/School.

The activity reporting is required because the Royal Agricultural University continues to sponsor the student's Tier 4 and as such the University has monitoring responsibilities.

The Change of Circumstances report notifies the Home Office of the temporary change of location of the student's study programme. The report benefits the student when they leave the UK and when they attempt to re-enter and return to the University as it explains their movements to the Home Office and the UKVI.

When you plan to leave the UK for the purpose of carrying out research (including fieldwork, split programme, writing-up of thesis and corrections) please ensure you have agreed this with your Supervisor and Academic department of study.

- Complete the required form(*Reporting periods of research away from the University* – provided in the appendix of this document)
- Obtain your Supervisor/Director of Research approval and signature
- Return the form to the Visa Compliance Office or via email to [visas@rau.ac.uk](mailto:visas@rau.ac.uk)

### **Valid Reasons for authorised absence**

- To travel back to your home country due to an unexpected event (bereavement, emergency etc)
- Carry out fieldwork relating to your studies
- Attend a conference
- Take a holiday(postgraduate research students only)

### **Holiday**

- Undergraduate/Postgraduate Taught students only – You are expected to attend all timetabled events relating to your course during term-time. A holiday request cannot be considered during these times. You are allowed to travel on holiday/social occasion during the University vacation time without authorisation from RAU.
- Postgraduate Taught students who will be working on their dissertations/research projects over the summer period will be expected to apply for an authorised absence if they want to take holiday during this time. **Working on your dissertation is term time.**
- Postgraduate researchers- supervision is expected to be carried out throughout the academic year (incl. July-August). Postgraduate research students may take up to 6 weeks holiday in each academic year, including public holidays with the prior agreement of their Supervisor or the Director of Research.

If you plan to be away for the purpose of holiday you will need to complete a form for [Authorised Absence](#) at least 10 working days prior to your departure date.

If you have any questions regarding the information provided in this leaflet please contact the Visa Compliance Office at [visas@rau.ac.uk](mailto:visas@rau.ac.uk)



## **APPENDIX 1**

### **Police Registration Form (New Registration) (Valid for 2019/20) (see following page)**

Complete and bring the form with you during Police Registration on Campus or if you go to the Police HQ to register.

---

# Gloucestershire Constabulary

## Police Registration Application

CERTIFICATE No. ....

SURNAME: ..... FORENAME:.....

Nationality: ..... Male / Female .....

Date of Birth: .....

Place of Birth – Town/Country:.....

Marital Status : Single / Married / Divorced / Separated

Contact Telephone Number:.....

Email Address: .....

Last address in or <u>OUTSIDE UK</u>	Current address - <u>IN THE UK</u>

### **PASSPORT DETAILS:**

Passport number: ..... Country of Issue .....

Valid from..... Valid to.....

### Royal Agricultural University

Course Title:.....

Expected date of Completion:.....

Details of Sponsor (if applicable): .....

### **IMPORTANT – CHANGES MUST BE REPORTED TO THE POLICE WITHIN 7 DAYS**

Stick Photograph In this box
---------------------------------

Sign Signature in this box:
--------------------------------

Police Registration Form (Change of details form) (Valid for 2019/20)(see following page)

**Gloucestershire Constabulary  
Change of Circumstances Form**

**Royal Agricultural University**

UPDATE (within Glos) / TRANSFER (from other Police Force:.....)

**Police** CERTIFICATE No. P.....

SURNAME: .....

FORENAMES:.....

DOB: .....

Telephone Numbers Mobile .....

Email Address: .....

<b>Change of Address</b> <b>YES / NO</b>		
If yes enter new details below.		
.....		
.....		
.....		
<b>New Visa Details</b>		<b>Landing Details</b>
Visa/Card No.		Airport:
Issued Date		Date:
Expiry Date		
Tier No		Permitted Work
<b>Passport No</b>	Date of Issue	Date of Expiry
<b>Any Other Update - New Passport / Marriage</b>		
<b>Marriage: Cert No.</b>		<b>Date Issued:</b>
Place of Issue:		
<b>New Passport: No.</b>		<b>Date Issued:</b>
Place of Issue:		Expiry Date:
<b>Other:</b>		

Q Drive – OVRO – Update Form

# MAP TO POLICE HQ



Gloucestershire Constabulary  
 County Police Headquarters  
 No.1 Waterwells  
 Waterwells Drive  
 Quedgeley  
 Gloucester GL2 2AN  
 Tel: 0845 090 1234

All visitors must report immediately to reception upon arrival

### From the M5

Exit at junction 12 and follow A38 signs towards Gloucester. After about one mile you will arrive at the Waterwells Roundabout and take the second exit. This will take you into Waterwells Business Park. Once in the park continue to the roundabout and take the second exit (straight on). Our entrance is then the first on the left.

**Parking Instructions:** visitors temporary parking is signposted and can be found at the front of the building. All visitors must report immediately to reception upon arrival.

### From Other Directions

Select your approach route from the map on the right. In most cases it is possible to join the motorway when near to Gloucester, then follow directions above. Alternative routes are shown on the map.



## REPORTING PERIODS OF RESEARCH AWAY FROM THE UNIVERSITY

(including fieldwork, writing up and corrections)

STUDENT SURNAME: Click here to enter text.

STUDENT FORENAME: Click here to enter text.

RAU STUDENT NUMBER: Click here to enter text.

SCHOOL: Choose an item.

Reason for period of study away, including writing-up: Click here to enter text.

Location-place/country: Click here to enter text.

Start Date of study period away: Click here to enter a date.

Date of return to the University\*: Click here to enter a date.

\*Please consider the date of return carefully and ensure that it is a realistic one. It is very important that the Director of Research/Dissertation Supervisor is kept updated in the event a student's return to the UK is delayed. If the student attempts to enter the UK after the reported end date of their period away then they may encounter difficulties going through border control.

### Approval

If a *Change of Circumstance* report is made to the Home Office and that report is questioned by the Home Office at a later date then the University may be required to provide evidence that progress was made during the student's period of time away from the RAU.

The period of study away has been approved by the first supervisor of this student	
Name of supervisor:	
Signature:	
Date:	

Please return the completed form to the **Visa Compliance Office** - [visas@rau.ac.uk](mailto:visas@rau.ac.uk)

## Application for AUTHORISED ABSENCE

### PART A: To be completed by the student

**Surname (Family Name)** [Click here to enter text.](#)

**Forename(s)** [Click here to enter text.](#)

**Title** [Choose an item.](#)

**Student ID Number** [Click here to enter text.](#)

**School/Department** [Choose an item.](#)

**Degree/Mode of Study** (eg PhD, FT) [Choose an item.](#)

**Date of entry into this programme of study**

[Click here to enter text.](#)

**Name(s) of Supervisor(s)** [Click here to enter text.](#)

**1. Have you taken a previous Authorised Absence?** Yes  No

If yes, please give details, including dates and brief reasons (i.e. medical, financial, etc)

[Click here to enter text.](#)

**2. Dates of new Authorised Absence requested**

From: [Click here to enter a date.](#)

To: [Click here to enter a date.](#)

**3. Reasons for requesting a Leave of Absence**

- Medical
- Financial
- Compassionate/bereavement
- Competitive Sports
- Personal
- Major unforeseen disruption

Other (state reason) [Click here to enter text.](#)

**4. Please state your reasons for requesting an Authorised Leave (max 500 words)**

[Click here to enter text.](#)

**For retrospective requests please state why you were unable to apply at the appropriate time.**

**5. Supporting evidence attached (e.g. medical certificate, financial evidence)?**

Yes  No

You should be aware that these documents may be made available to the University assessment panels and annual review boards.

If you are unable to provide supporting evidence, please explain why:

[Click here to enter text.](#)

**6. Do you live in RAU campus accommodation?**

Yes                       No

**7. Contact address**

It is your responsibility to ensure that you keep the University updated with your address details. To update these login to the student portal and update your profile contact details. Please confirm where you are currently residing (address, post code, telephone number):

Address [Click here to enter text.](#)

From (date) [Click here to enter a date.](#)

To (date) [Click here to enter a date.](#)

**8. E-mail address**

Please confirm the e-mail address you wish the outcome of your request to be sent to:  
[Click here to enter text.](#)

**9. Declaration**

I understand the implications of taking a leave of absence from my studies and that it is my responsibility to notify the Registry Administration team of my wish to return to my study at the end of the leave of absence requested on this form.

Signed:

Date:

**PART B: TO BE COMPLETED BY PROGRAMME MANAGER/SUPERVISOR**

Approved: YES       NO

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

NAME OF PROGRAMME MANAGER/SUPERVISOR:

\_\_\_\_\_

RECEIVED BY THE VISA COMPLIANCE OFFICE: \_\_\_\_\_ DATE: \_\_\_\_\_



### **Internship/Placement Details Form**

Please complete and return this to [visas@rau.ac.uk](mailto:visas@rau.ac.uk) as soon as you have secured a placement and no later than 1 week prior to your placement start date.

### **YOUR INTERNSHIP / PLACEMENT MUST BE CONFIRMED BEFORE YOU START**

<b>STUDENT INFORMATION</b>	
RAU STUDENT ID	
FULL NAME	
PROGRAMME	
ADDRESS	
POSTCODE	
MOBILE NUMBER	

<b>PLACEMENT PROVIDER</b>	
NAME OF MAIN CONTACT PERSON	
JOB TITLE	
EMAIL ADDRESS	
CONTACT PHONE NUMBER	
COMPANY NAME	
MAIN ACTIVITY OF EMPLOYER	
ADDRESS	
COUNTRY	
POSTCODE	
<b>PLACEMENT - JOB INFORMATION</b>	
YOUR PLACEMENT JOB TITLE	
YOUR PLACEMENT JOB DESCRIPTION (if applicable)	<ul style="list-style-type: none"><li>•</li></ul>

EXPECTED START DATE	
EXPECTED FINISH DATE	
How did you find out about this placement?	

**RECEIVED BY Visa Compliance:** Date: \_\_\_\_\_ SIGNED: \_\_\_\_\_

## **APPENDIX 2**

### **REGISTRATION WITH THE POLICE- LIST OF NATIONALITIES**

Countries or territories whose nationals or citizens are relevant foreign nationals for the purposes of Immigration Rules Appendix 2 - Part 10 of these Rules. This is a consolidated version of the current Immigration Rules.

- Afghanistan
- Algeria
- Argentina
- Armenia
- Azerbaijan
- Bahrain
- Belarus
- Bolivia
- Brazil
- China
- Colombia
- Cuba
- Egypt
- Georgia
- Iran
- Iraq
- Israel
- Jordan
- Kazakhstan
- Kuwait
- Kyrgyzstan
- Lebanon
- Libya
- Moldova
- Morocco
- North Korea
- Oman
- Palestine
- Peru
- Qatar
- Russia
- Saudi Arabia
- Sudan
- Syria
- Tajikistan
- Tunisia
- Turkey
- Turkmenistan
- United Arab Emirates
- Ukraine
- Uzbekistan
- Yemen