

Improving Health Worldwide

# Tier 4 Responsibilities

LONDON  
SCHOOL of  
HYGIENE  
& TROPICAL  
MEDICINE



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alternative format, please email:  
[disability@lshtm.ac.uk](mailto:disability@lshtm.ac.uk)

# We are delighted to welcome you to the London School of Hygiene & Tropical Medicine.

The London School of Hygiene & Tropical Medicine is a world-leading centre for research and postgraduate education in public and global health. The School is highly ranked in a number of university league tables. In 2016, it was named top in Europe for impact (Leiden Ranking) as well as receiving the prestigious Times Higher Education ‘University of the Year’ award.

We currently have over 4,000 students on both London-based taught and research programmes, and studying by distance learning, in over 150 countries. Our alumni go on to distinguished careers, and most stay in touch and are involved with our 20,000 alumni network, which has more than 30 active chapters worldwide.



# The London School of Hygiene and Tropical Medicine is a Tier 4 Sponsor under the Points Based Visa System.

This document outlines our record-keeping and reporting duties as required under Home Office Regulations. It also explains your responsibilities to the School as your visa sponsor. By registering at the School, you agree to comply with these responsibilities. Failure to do so may affect your UK immigration status.

The School is obliged by law to report to the Home Office any knowledge or concerns that they have that a student may be in breach of the conditions of their visa.

In addition to the responsibilities outlined in this document, we recommend you see the top tips for protecting your Tier 4 (General) Status published by the UK Council for International Student Affairs (UKCISA) on their website:

 [www.ukcisa.org.uk](http://www.ukcisa.org.uk)

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# Registration

## The School's Responsibility

The School must keep a copy of the personal details page of the current passport and visa for each student.

## Your Responsibilities

### MSc Degree Students

You must bring your passport and biometric residence permit or visa to the Visa Check at the International Students Welcome or main registration where they will be checked by a member of School staff to confirm you have the correct permission to study in the UK. Copies of these documents will be kept in our student file, which is maintained by the Registry. Once the Visa Check is complete, you will be able to register at the School and commence your studies.

If you cannot attend the Visa Check, you must bring your passport and biometric residence permit or visa to the Registry to be checked and copied by Registry staff. Once this is complete, you will be able to register at the School and commence your studies.

### Changes to passports and BRPs

It is really important that you inform us of any changes to your passport or visa details. The changes that you need to notify us of include; if you apply for a new passport or visa, if you change to another visa category, or if your passport or BRP is lost or stolen.

### Research Degree Students

If you arrive at the start of the academic year in September, you must bring your passport and biometric residence permit or visa to the International Students Welcome where they will be checked by our staff to confirm you have permission to study in the UK. Copies of these documents will be kept in your student file, which is maintained by the Registry. Once this is complete, you will be able to register at the School and commence your studies.

If you arrive at a different time during the academic year, you must bring your passport and biometric residence permit or visa to the Registry to be checked and copied by Registry staff. Once this is complete, you will be able to register at the School and start your studies.



# Failure to Register

## The School's Responsibility

The School must inform the Home Office within ten days of the end of the registration period of any student who has failed to register onto their programme of study.

## Your Responsibility

If you have decided not to take up your place at the School, you must inform the Admissions Team by emailing [admissions@lshtm.ac.uk](mailto:admissions@lshtm.ac.uk), stating the reason and provide any further details if requested. For example, if you have decided to study elsewhere in the UK, you should provide the name and address of your new education provider. If you use a CAS from a different education provider, your CAS from LSHTM will be cancelled and can no longer be used to make a visa application.

If you have been delayed receiving your visa or arriving into the UK and that is the reason you have not been able to register, you must notify the Admissions Team as soon as possible by emailing [admissions@lshtm.ac.uk](mailto:admissions@lshtm.ac.uk). The Registry will then inform the Home Office that you have been delayed, but are still intending to study at the School during this academic year.

If you do not register at the School and are reported to the Home Office, your visa will be curtailed. If you are already in the UK at this point, you must return to your country of residence or make a new visa application to change the purpose of your stay in the UK. If you have not travelled to the UK at this point, you will be unable to do so and entry will be denied at the UK border control.



# Police Registration

## Home Office Rule

Students from certain countries must register with the police within seven days of their arrival in the UK.



## Your Responsibility

You must register with the police if you are a national of one of the following countries:

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.

When you receive your visa decision letter it will state on either your letter or entry clearance vignette 'police registration within 7 days of arrival'. You will receive information at the Visa Check on the process for police registration. If you arrive at a different time during the academic year, you will receive this information from the Registry.

You must register with the police if required to do so. Failure to do so may lead to you being prosecuted under Section 26(1)(f) of the Immigration Act 1971. The maximum penalties are a fine of up to £5,000 and/or six months imprisonment.

You will also need to provide evidence to the Registry that you have registered with the police.

# Updating your Contact Details

## The School's Responsibility


The School must keep up-to-date contact details for all students.

## Your Responsibility

If there is a change to your contact details during your studies you must inform the School and the Home Office. This includes any changes to your UK address, permanent/home address, email address and telephone number.


## Updating the School

To notify the School of any change to your contact details, please follow the change of address guidance on the Student Portal on the School's intranet:

 [ishtm.sharepoint.com/students/Pages/forms.aspx](https://ishtm.sharepoint.com/students/Pages/forms.aspx)

## Updating the Home Office

Please refer to the following webpage for guidance on how to notify the Home Office of any changes to your contact details:

 [www.ukcisa.org.uk/Information-Advice/Visas-and-Immigration/Protecting-your-Tier-4-status](https://www.ukcisa.org.uk/Information-Advice/Visas-and-Immigration/Protecting-your-Tier-4-status)



# Academic Engagement

## Home Office Rule

A Tier 4 Sponsor must report any unauthorised student absences to the Home Office.

## The School's Responsibility

The School must report any students who fails to meet expected contact points to the Home Office.

## Your Responsibility

### **MSc Degree Students**

You must meet a minimum of ten expected contacts with the School during the academic year. These include registration at the start of the year and re-registration at the start of each subsequent academic term. Academic engagement will also be confirmed through a personal tutorial, module assessments and final examinations. Further information regarding these checkpoints and the dates they are held can be found on the following webpage:

### **Research Degree Students**

You must meet a minimum of ten expected contacts with the School during each academic year. Expected contact points include registration at the start of each academic year and re-registration at the beginning of each subsequent academic term. Attendance will also be confirmed through monthly contact points with your Supervisor. Further information regarding these checkpoints and the dates they are held can be found on the following webpage:

### **Further information on academic engagement:**

 [lshtm.sharepoint.com/students/Pages/Academic-Engagement-Guidance.aspx](https://lshtm.sharepoint.com/students/Pages/Academic-Engagement-Guidance.aspx)

# Withdrawing your Registration

## The School's Responsibility

As a Tier 4 Sponsor the School is required to notify the Home Office if a student stops attending because of a withdrawal of their registration. This must be reported within ten days of the change to a student's record.

## Your Responsibility

If you decide to terminate your studies and withdraw your registration at the School, you will need to complete and submit a Termination of Studies form to confirm withdrawal from your programme of study.

You can download the form and find more information about the termination of study process on the Student Portal:

 [lshtm.sharepoint.com/students/Pages/interruption-termination-study.aspx](https://lshtm.sharepoint.com/students/Pages/interruption-termination-study.aspx)

Once your withdrawal has been approved and processed, the School will inform the Home Office that you are no longer studying with us. If you have time remaining on your Tier 4 (General) Student visa, this will be curtailed by the Home Office. You should make arrangements to leave the UK as soon as possible. If you wish to stay in the UK, you will have to make a new visa application to the Home Office. Money matters such as budgeting and financial difficulties including applying to the School hardship funds.





# Interrupting or Repeating your Studies

## The School's Responsibility

As a Tier 4 Sponsor the School is required to notify the Home Office if a student stops attending because of an interruption of their studies. This must be reported within ten days of the change to a student's record.

## Your Responsibility

If you decide to take an interruption of study, you will need to make a formal request to do so and seek approval from relevant members of School staff. Further information and the form you need to complete can be found on the following webpage:



[lshtm.sharepoint.com/students/Pages/interruption-termination-study.aspx](https://lshtm.sharepoint.com/students/Pages/interruption-termination-study.aspx)

Before you apply for an interruption of study, you should contact the Student Adviser to discuss visa implications. In most cases, the School will have to inform the Home Office if your studies are suspended. You will no longer have permission to remain in the UK throughout the period of interruption, as you will not be actively studying at the School. You should plan to leave the UK within 60 days of the start date of the period of interruption, as your visa will be curtailed. In exceptional circumstances, the School may be able to continue sponsoring a student during a period of interruption, however these requests will be assessed on a case-by-case basis.

If your visa has been curtailed, when you are ready to return to the School and resume your studies, you will need to apply for a new Tier 4 (General) Student visa and request a CAS from the School. Please contact the Visa Enquiries team for advice.

## Repeating your Studies

If you need to retake an assessment, you should liaise with the School's Assessments Team and confirm that you need to return to the UK to resit an assessment.

It may be possible to take some resit assessments in your home country. If you wish to do this please contact the Assessments Team in the first instance to see if this will be possible.

If you still hold a valid Tier 4 (General) Student visa, you can return to the UK to resit an assessment. If your leave to remain in the UK has expired, please contact the Visa Enquiries team, who will advise you on the process for returning to the UK.

## Visa Enquiries Team

 [visa-enquiries@lshtm.ac.uk](mailto:visa-enquiries@lshtm.ac.uk)

## Assessments Team

 [assessments@lshtm.ac.uk](mailto:assessments@lshtm.ac.uk)

# Changes in Circumstances

## The School's Responsibility

The School must report any significant changes to a student's circumstances to the Home Office within ten days of the changes being confirmed. This includes if you change programmes within the School or the length of your programme of study.

## Your Responsibility

If there is a change in your circumstances whilst you are registered at the School, please follow the instructions below:

## Change programme at the School

You change programme at the School  
If you would like to change your programme of study or make any changes to your studies, you will need to complete the appropriate form – please see below:

## MSc Degree Students



[lshtm.sharepoint.com/students/Documents/msc\\_amendment\\_form.pdf](https://lshtm.sharepoint.com/students/Documents/msc_amendment_form.pdf)

## Research Degree Students



[lshtm.sharepoint.com/students/Documents/rd\\_amendment\\_form.pdf](https://lshtm.sharepoint.com/students/Documents/rd_amendment_form.pdf)

Once your request has been approved, the School will provide the Home Office with details of the changes to your studies, including if the duration of your programme will change. If the duration of your programme will become longer, you will need to make an application to extend your Tier 4 (General) Student visa. You should contact the Student Adviser for advice and further information:



[visa-enquiries@lshtm.ac.uk](mailto:visa-enquiries@lshtm.ac.uk)

## The length of your programme of study becomes shorter

If you complete your studies early, the School must report this to the Home Office. Your visa may then be curtailed and the Home Office will notify you of a new last date for your leave to remain in the UK. You should ensure that the School and Home Office have your most up to date contact details so that you receive these notifications.

# Extending a Tier 4 (General) Student Visa

## Your Responsibility

You must have valid immigration permission to study in the UK for the entire duration of your studies. If you need to extend your permission to stay in the UK, you must do this before your current visa expires. Please contact the Visa Enquiries team well in advance of your current visa's expiry date for guidance on making a new visa application:

If you are eligible to extend your visa, you will need to request a CAS from the School in order to make a valid application.

**Please note that the School will only issue you with a new CAS once the following have been confirmed:**

- You have met all the criteria to make a Tier 4 application;
- You have made satisfactory academic progress; and
- You have no outstanding tuition fees owed to the School.

✉ [visa-enquiries@lshtm.ac.uk](mailto:visa-enquiries@lshtm.ac.uk)

## The School will not issue a CAS in the following circumstances:

- To cover periods of interruption of studies or X-Status
- To cover periods beyond the expected end date of registration.
- To cover resits for examinations, assessments or modules as part of a taughtcourse programme of study.
- If the student has any outstanding tuition fees owed to the School.
- If the student has not been making satisfactory academic progress at the time the CAS request is received.
- If the student is registered part-time and/or is registered on a programme of study that is less than 6 months in duration. This includes LSHTM Capacity Strengthening Research Degree students, who from 1 June 2011 will normally be registered part-time.
- If the student cannot demonstrate that they will be able to arrive at the School by their expected start date.
- If the School has demonstrable reason to believe that the visa application will be refused, or that an application will not be made in accordance with the Immigration Rules.
- If the School has reason to believe that the student will not comply with the conditions of their permission to stay in the UK.
- If the student has failed to provide evidence of previous passports and visas in a timely manner when requested.

# Visa Refusals

## The School's Responsibility

The School must report when a student's visa application has been refused by the Home Office within ten days of receiving notification.

## Your Responsibility

If you receive a visa refusal notification from the Home Office, you must scan and email this to the Visa Enquiries team. You should include all the pages from the visa refusal notification and copies of the documents you submitted with your visa application.

The School will report to the Home Office that your visa application has been refused. If you are planning to challenge the decision, we will include this in our report to the Home Office. You should contact the Visa Enquiries team for advice on whether you have any grounds to submit an application for an administrative review of the decision.

The School reserves the right to withdraw a student from study if they have evidence that a decision has been made on a visa application, and no evidence of the outcome of the application has been provided to the School.

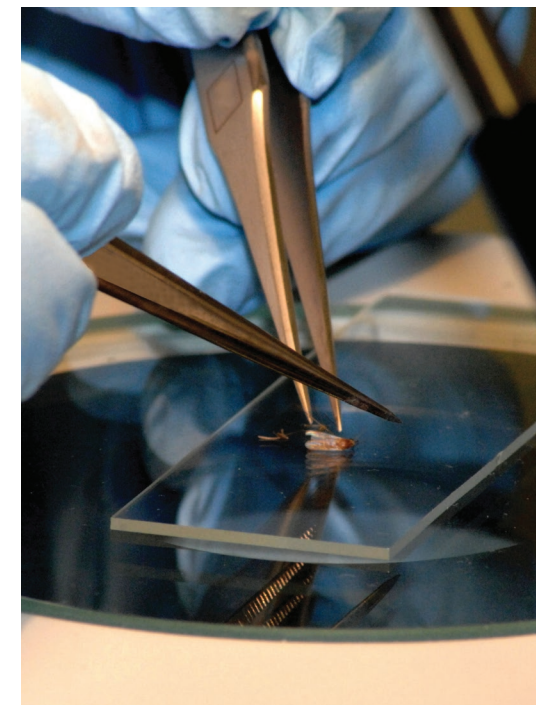
# Changing Immigration Category

## The School's Responsibility

The School must notify the Home Office within 10 working days when a student changes to a different immigration category.

## Your Responsibility

If you change into another immigration category whilst in the UK (for example, you move from a Tier 4 visa to a Tier 2 visa), you must bring your new biometric residence permit or visa to the Registry to be checked and copied by our staff. Copies will be kept on your student file in accordance with Home Office requirements.



# Employment

## Home Office Rule

Students on a Tier 4 (General) Student visa studying a programme at undergraduate degree level or above are entitled to undertake a maximum of 20 hours of part-time work per week during term-time. During holiday periods full-time work is permitted.

You should check your biometric residence permit or visa to confirm you have the Tier 4 work entitlement and how many hours of work you are allowed to undertake. The School's term dates can be found here:

 [www.lshtm.ac.uk/study/termdates](http://www.lshtm.ac.uk/study/termdates)



## Taught Master's Degree Students

If you are a taught Master's Degree student, you are still on term-time until the official course end-date of your degree programme has passed. You cannot work in full-time employment whilst you are completing your Project.

## Research Degree Students

If you are a Research Degree student, the Faculty/Department you are studying with at the School may have their own guidance on the number of hours you can work per week. Any queries about this should be directed to your Research Degree Manager. Please be aware that it is a criminal offence to work in excess of the hours stated on your visa.



## Disclaimer

This document is an overview of visa responsibilities and is intended for general information only. It is not a full statement of legal requirements and should not be relied on for any individual student's case.

We recommend that students keep up to date on any changes to legislation or rules to protect their immigration status. UK immigration law is subject to change and the Home Office may revise its policies at any time. The London School of Hygiene & Tropical Medicine has taken reasonable steps to ensure this document is accurate. It accepts no responsibility for any omission or for any loss or damage that arises from using this document. It also reserves the right to revise its policies or procedures at any time during the academic year to remain compliant with its sponsor responsibilities.

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**London School of Hygiene  
& Tropical Medicine**

Keppel Street, London WC1E 7HT  
United Kingdom

Registry Tel: +44 (0)20 7299 4646  
Fax: +44 (0)20 7299 4656  
[registry@lshtm.ac.uk](mailto:registry@lshtm.ac.uk)

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