



# **Your Student Visa:**

## **Guidance from De Montfort University (pre-enrolment)**

This booklet contains information to help you protect your immigration status and enjoy a safe and successful time studying in the UK

**De Montfort University (DMU) is committed to ensuring our international students have a successful and enjoyable time studying with us.**

To ensure that you can focus on your studies and your time in the UK, DMU has developed guidelines for our International students that set out the university's and your immigration responsibilities.

The university recognise that coming to a new country as an international student can be daunting. The immigration system might seem complicated at first. However, by following the advice in this document, you can help ensure that you have peace of mind regarding your immigration status.

## **Your responsibilities as an International student at DMU**

### **Before you come to DMU**

- When applying to DMU you will need to provide a full history of your study, including previous study in the UK and UK visas held
- Provide copies of your ATAS certificate to the University, if one is required.
- If you are applying for a tier 4 visa, you will need to apply as early as possible for your visa. A visa application made outside the UK can take around 3-4 weeks so you should aim to apply as soon as you receive your CAS
- You should make sure that you have all the necessary documentation in place to ensure your visa application is successful – for example, evidence of your finances.

### **When you arrive**

- Provide your contact details and keep the university up to date with any changes.
- You should produce your visa and passport documentation to the university at the beginning of your studies and at any other time during your stay, as requested by the university
- You will need to report the following changes to the Home Office via the Migrant Change of Circumstances form on the Home Office Website <https://www.gov.uk/change-circumstances-visa-brp/youre-in-the-uk-and-dont-have-a-brp> (or if you have a Biometric Residence Permit you should use the BRP form):
  - Changes in your personal details and contact details
  - Criminal convictions that you have not told the Home Office about
  - Changes in your representatives details
  - Changes in the details of any of your family members who are in the UK as a dependant on you
  - Any other information you think the Home Office should know
- If your visa instructs you to, register with the Police and keep them up to date with your details

## **The University's Responsibilities as a Tier 4 Sponsor**

The university is your sponsor while in the UK as a student (under Tier 4); as such we have a set of responsibilities to ensure that we remain a Tier Sponsor. We are committed to ensure that our students are able to study with confidence that their sponsor is fully compliant with Home Office policy. The university's responsibilities are:

- During the admissions process we must make sure that offers and CAS are only issued to students who will be successful in applying for their tier 4 visa and completing their course
- To ensure that all of our International students have valid leave to study in the UK, for the duration of their time at the university

- To hold copies of all documents relating to a student's admission (such as certificates, English qualifications and ATAS, if required) and immigration status
- Ensure that all contact details and copies of immigration documentation held are up-to-date
- To report to the Home Office any student that does not enrol on the programme they are sponsored to study or that stop attending their course
- To notify the Home Office of any significant changes in the circumstances of our students

## **Applying for a visa**

The UK operates a points-based immigration system for all entrants from outside the EU. If you are applying for a course of six months or more in duration, you must apply as a Tier 4 (General) student.

### **Students applying for a visa in the UK**

Immigration advice is available from the DSU Advice in the Students' Union. It is on the Ground Floor of the Campus Centre Building. The Centre can check your application form and documents and give you advice on the immigration rules you will need to meet. The Centre can also post your application to the Home Office on your behalf.

### **How to apply under tier 4:**

To qualify for a tier 4 visa, you must submit your visa application. Your application will be assessed by Home Office staff. Following this assessment you must be awarded 40 points.

### **30 points for having a valid confirmation of acceptance for studies (CAS)**

Once you have an unconditional offer from us and we have received your tuition fee deposit (see our Tuition Fee Payment and Pre-payment Policy at [www.dmu.ac.uk](http://www.dmu.ac.uk) for details), we will issue you with your CAS. We will provide you with all the information you will need relating to your course, qualifications and English language, for your visa application.

### **Information that will be shown on your CAS will be as follows:**

- About you: your name, date of birth and passport number
- About your offer: the title, duration of the course and the university's details
- About why we have accepted you: the details of the certificates we have used to assess you and your English language ability and if you have studied in the UK before
- About fees: such as the course tuition fees and what you have paid already
- Our sponsor license number.

It is important that you use the same documents to apply for your visa that you did to make your application. This is to ensure that all the information you provide to us is accurate and that your CAS is correct.

### **Reasons the Home Office may not award the points for having a valid CAS**

- If the information on the CAS does not match the information you have provided. Such as, different evidence of your qualification being used in your visa application to that used in your application to De Montfort University
- The date you are using the CAS. You may not use a CAS to apply for a visa until three months before the start of your course. We will not provide you with a CAS until this time for that reason
- You have used the CAS before. Once you have applied for a visa using a CAS, you may not apply again using that CAS number. You will require a new CAS number to make a new application.

### **10 points for having enough money (also known as maintenance or funds)**

You must show you have enough money to pay your course fees and living costs, in an appropriate account for a sufficient period of time.

## **Credibility Interviews**

Many students applying for a tier 4 visa may be required to attend interviews with Home Office staff as part of the visa application process. The interview will discuss the course that you wish to study in the UK, where you will be studying, your circumstances and your future plans after graduation. The interview will also determine if your English language ability is of a suitable standard.

These interviews give you the opportunity to demonstrate that you are a genuine student, committed to studying in the UK with a clear understanding of what and where you will study.

At the interview, you should answer all questions in an honest and clear way. The questions that will be asked should relate to you and your decision to study the course you have chosen. In preparation for an interview, you may wish to think about:

- Why you have chosen the course you have applied to study
- Why you have chosen the university that you have applied to join, where it is in the UK and where you plan to live while studying
- How you intend to support yourself financially throughout your study
- What you are planning to do following completion of the course and how the course you are studying will help you achieve this
- For guidance and further information on your interview visit;  
<http://www.dmu.ac.uk/international/en/making-a-student-visa-application/credibility-interviews/credibility-interviews.aspx>.

These are all factors that you will have thought about before applying to the university, so they should not be difficult to answer. However, it is certainly worth thinking about what you will say in the interview. This will also ensure that you are well prepared to join the university and your time at the university will enable you to go on to achieve what you want to.

You might find it helpful to practice for your interview with friends, family and colleagues. It is normal to be nervous in an interview, especially when the interview is not in your first language. You should try to relax and answer questions honestly. Take the opportunity to show the person making the visa application decision that you have thought carefully about your course and future before taking the step to apply to study. Further guidance can be found on the DMU website; <http://www.dmu.ac.uk/International/en/international.aspx>.

## **Course fees**

You must show you have enough money to pay your course fees for the first year of your course (or for the entire course, if it lasts less than a year). We will state your course fees on your CAS, as well as any money you have already paid towards your course fees. The money shown on your CAS does not need to be shown in your account as well.

## **Living costs**

You must show that you have enough money to cover living costs for up to 9 months (or the length of the course, if this is less than 9 months). The amount of money needed per month depends on where you intend to study. De Montfort University is located outside inner London. Therefore, to study at De Montfort University you must show £1,015 per month.

## **How you must show your money**

Money must take the form of cash funds in the bank. This includes savings accounts and current accounts (even when notice must be given), a loan letter or an official financial or government sponsorship available to you. Money may be shown as a combination of these methods.

You must show that you have held the required money for a consecutive 28-day period (finishing on the date of the closing balance) ending no more than one month before your application.

You can use money held in an account owned by your parent(s) or legal guardian. You will need to show evidence that you are related to them and that you have their permission to use this money.

#### Reasons the Home Office may not award the points for maintenance:

- The Home Office will not award points where a financial statement shows that the funds are held in a financial institution listed in Appendix P  
<https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-p-lists-of-financial-institutions>
- The Home Office is unable to make satisfactory verification checks on these institutions.
- Funds held on a credit card or overdraft is not accepted by the Home Office.
- The money shown in the account has not been in the account for a full 28 days.
- The amount of money shown is not enough, when converted to pounds sterling. The Home Office will use the exchange rate on the OANDA website on the date of the closing balance shown on the document provided
- The account you have given is not in your name, or the name of a parent(s) or legal guardian whose permission you have – such as money held in a business account.

If you are already in the UK and are transferring to DMU, we recommend contacting the DSU Advice team for visa advice and support when making your application for a new visa. You can make an appointment by phoning 0116 257 6307 or by visiting the team on the ground floor of the Campus Centre.

## Visa/Biometric Residence Permit collection

### What is a Biometric Residence Permit?

A Biometric Residence Permit (BRP) is a secure identity card which contains personal details and biometric information for those who have permission (a visa) to come to the UK for more than 6 months. It is the shape and size of a credit card and shows your photograph on the front.



### How your visa/BRP will be issued

When your tier 4 visa application is approved you will first be provided with a sticker in your passport that will allow you to travel to the UK – this will only be valid for 30 days. Once you arrive in the UK you will need to collect your Biometric Residence Permit (BRP) card, which will be valid for the full length of your stay in the UK. You must collect this within 10 days of arriving in the UK. The university will not normally allow you to enrol until you have collected your BRP.

### **Making sure your BRP is sent to De Montfort University for you to collect**

Your BRP will be sent to De Montfort University for you to collect when you arrive in the UK. In order for this to happen **you must enter the following code in the Alternative Location section of the ‘Biometric Residence Permit Collection’ part of your visa application: 2HE487.**

This will mean your BRP will be delivered to De Montfort University for your collection when you arrive. If you enter a post code in the Alternative location field rather than the code given above, your BRP may be delivered to a Post Office for collection. This will mean you will have to collect your BRP from the Post Office, located in the Highcross Shopping Centre in Leicester City Centre. We strongly recommend you select De Montfort University as your collection location to ensure that your enrolment on your course is not delayed.

## **Healthcare**

### **Paying for UK healthcare as part of your student visa application**

Students that want to apply for a Tier 4 visa to study in the UK will need to pay a fee to use the National Health Service (NHS) – this is called a ‘migrant health surcharge’.

The NHS is the UK’s state health service, which provides treatment through a wide range of healthcare services, including doctors’ consultations; and paying the surcharge gives you access to these services – **you cannot obtain a tier 4 visa without making this payment.**

You’ll still need to pay for certain types of services, such as prescriptions, dental treatment and eye tests when you use them.

### **How much you must pay**

As a student visa applicant you will need to pay £300 (for applications made after 8/1/19) per year in the UK on a tier 4 visa. If your application includes part of a year that 6 months or less, you will be charged an additional £150 for this period. If the part of the year is more than 6 months you will pay the full yearly fee for this period. For example:

#### **Length of time in the UK as a student    Fee**

|                     |      |
|---------------------|------|
| 1 year and 5 months | £450 |
| 1 year and 7 months | £600 |

If you have any family members that are applying to come with you as dependants, they will normally be required to pay the same fee as you. You can calculate how much you’ll have to pay before you apply;

<https://www.gov.uk/healthcare-immigration-application/how-much-pay>.

Students applying inside the UK for a student visa will need to pay if they are applying for any length of time. Those applying from outside the UK will need to pay to come to the UK for more than 6 months. Students applying for student visitor visas do not need to pay the fee.

### **When and how to pay**

**You must make the payment before you submit or send your visa or immigration application.** The Tier 4 application form calculates the amount that you need to pay and asks you to pay it before you can complete your Tier 4 application. Once you have done this you will receive an email containing your IHS reference number. This number will automatically be included on your Tier 4 application form cover sheet. You can calculate how much to pay by searching <https://www.immigration-health-surcharge.service.gov.uk/checker/Type>.

## Refunds

Your fee will be refunded if you make an application for a student visa that is refused and you are not eligible to challenge the decision through appeal or administrative review, or you withdraw your application. Please see <https://www.gov.uk/healthcare-immigration-application/refunds> for more information on refunds.

## Useful links

The UK Visas and Immigration web page on the healthcare surcharge <https://www.gov.uk/healthcare-immigration-application>

The UK Council for International Student Affairs <http://www.ukcisa.org.uk/>

## Arriving in the UK

Before you leave your country please make sure that you have:

- A current passport
- A student visa (if required)
- An acceptance letter from De Montfort University or UCAS offering you a place on a full-time course
- Evidence of financial support – such as a bank statement or a letter from your sponsor to show that you can meet all of the costs of your stay in Britain and support any dependants who come with you
- Health certificate and/or vaccination certificates - check the Home Office website for details of what you need <https://www.gov.uk/tier-4-general-visa/documents-you-must-provide>.
- Accommodation – have you arranged where you are going to live? Please visit <http://www.dmu.ac.uk/international/en/international-students.aspx> more information.

Make sure all of these documents are in your hand luggage as you will need to show them at immigration.

When you first arrive in the UK you will go to Immigration/Passport Control. There will be a choice of queues – one for people with British or EU passports and one for other nationalities.

The Immigration Officer may check the items listed above. You may also be asked:

- Why you are coming to study in the UK
- What previous studies you have already taken in your home country
- If you have family connections in the UK
- What your accommodation arrangements are
- What you plan to do when you finish the course.

After a long flight you might be tired and may find answering the questions more difficult than you normally would. You may be offered an interpreter to help you answer the questions, but try your best to answer all questions in English without help. However, your English should be at a level that is good enough for you to study in the UK and the immigration officer may be expecting you to demonstrate this. Do your best to get some rest on the flight so you are refreshed and relaxed when you arrive in the UK.

The Immigration Officer will then stamp your passport.

**Do not enter the UK as a visitor. You will have to return to your home country and re-apply for a student visa.**

In the unlikely event that you have any problems at immigration, please call +44 (0)116 257 7713.

## **Customs**

When you have collected your luggage, follow the signs to Customs. You will have the choice of two exits (the blue is for EU passengers only). The first is marked in green as 'Nothing to Declare' and the second is marked in red as 'Goods to Declare'. You should declare if you are carrying more than the tax-free allowance of goods such as alcohol and tobacco or goods which are not for personal use.

## **Airport information points**

Information points at all terminals at Heathrow and Gatwick airports open from 5.30am to 10.30pm. Staff will be able to help you with onward travel to the university and advise you on travel times. They can also help you arrange overnight accommodation if required.

## **DMU Heathrow coach pick-up service**

The university operates a coach pick-up service on certain key arrival dates during the summer and autumn. You can check the dates and get information about travelling to DMU from the airport from the DMU website;

<http://www.dmu.ac.uk/dmu-students/international-student-support/heathrow-coach-pick-up-service/heathrow-coach-pick-up-service.aspx>

## **Registering with the Police**

Nationals of countries listed below are required to register with the police where their visa allows them to be in the UK for more than 6 months.

Afghanistan  
Algeria  
Argentina  
Armenia  
Azerbaijan  
Bahrain  
Belarus  
Bolivia  
Brazil  
PR China (including the Special Administrative Region of Hong Kong)  
Colombia  
Cuba  
Egypt  
Georgia  
Iran  
Iraq  
Israel  
Jordan  
Kazakhstan  
Kyrgyzstan  
Korea (North)  
Kuwait  
Lebanon  
Libya  
Moldova  
Morocco  
Oman  
Palestine  
Peru  
Qatar  
Russia

Saudi Arabia  
Sudan  
Syria  
Tajikistan  
Tunisia  
Turkey  
Turkmenistan  
United Arab Emirates  
Ukraine  
Uzbekistan  
Yemen

Your visa sticker in your passport or Biometric Residence Permit card will state if you need to register with the Police. It is important that you do this if you are required to. If you forget to register with the police it could impact on your future applications to enter the UK or to extend your stay.

If you need to register your visa (or if you have already registered and need to report a change of circumstances), you will need to create an online account with the Leicestershire Police Overseas Visitors Records Office (OVRO).

Once your account is created, you will receive an email to activate your account. You can then log in to your account and complete an online form to make an appointment to register your visa at Mansfield House police station in Leicester.

You can create an account online and make an appointment to register via our website <https://www.dmu.ac.uk/current-students/student-support/international-student-support/living-in-the-uk/registering-with-the-police.aspx>.

The OVRO site also includes information about the location of the police station and what documents to take when you register.

Please note that OVRO are not able to register visas at DMU; you will need to make an online appointment to visit the police station.

If you are registering for the first time, you will need -

- Two recent, identical passport photographs
- A fee of £34 which should be in cash (please bring the exact amount of money if you can)
- Your passport
- Your Biometric Residence Permit (BRP)
- A letter confirming you are a student at De Montfort University (your CAS letter will be suitable)
- Proof of your address in Leicester – either your contract/tenancy agreement, a bank statement or some other letter that shows your name and current address in Leicester

After you have registered, you will usually receive your registration certificate straight away.

## **Academic Technology Approval Scheme (ATAS)**

International students studying certain Postgraduate or Research courses in the UK must get ATAS clearance before applying for a visa to study the course. ATAS clearance is a scheme operated by the Foreign and Commonwealth Office (FCO) to help stop the spread of knowledge and skills that could be used in the production of weapons of mass destruction (WMD) and their means of delivery. Applications for ATAS clearance usually take around 20 working days to be processed. This can be longer during busy periods and you are encouraged to apply as soon as you have been issued your offer from DMU.

**Students studying Masters Degrees** will need ATAS clearance if the first two letters of your JACS code as stated on your offer letter begins with any of the following two characters:

F2 – Materials Science  
F3 – Physics (including Nuclear Physics)  
H3 – Mechanical Engineering  
H4 – Aerospace Engineering  
H8 – Chemical, Process and Energy Engineering  
J5 – Materials Technology not otherwise specified

**Students studying PhD/doctoral level** will need ATAS clearance if the first two letters of your JACS code as stated on your offer letter begins with any of the following two characters:

|   |  |
|---|--|
| B1 – Anatomy, Physiology and Pathology        | C5 – Microbiology  |
| B2 – Pharmacology, Toxicology and Pharmacy    | C7 – Molecular Biology, Biophysics and Biochemistry                  |
| B9 – Others in Subjects allied to Medicine    | C9 – Others in Biological Sciences                                   |
| C1 – Biology                                  | D3 – Animal Science  |
| C2 – Botany                                   | D9 – Others in Veterinary Sciences, Agriculture and related subjects |
| C4 – Genetics                                 | F1 – Chemistry   |
| F2 – Materials Science                        | G1 – Mathematics   |
| F3 – Physics                                  | G2 – Operational Research  |
| F5 – Astronomy                                | G4 – Computer Science  |
| F8 – Physical Geographical Sciences           | G7 – Artificial Intelligence   |
| F9 – Others in Physical Sciences              | G9 – Others in Mathematical and Computing Sciences                   |
| G0 –Mathematical and Computer Sciences        | H1 – General Engineering   |
| H2 – Civil Engineering                        | J4 – Polymers and Textiles   |
| H3 – Mechanical Engineering                   | J5 – Materials Technology not otherwise specified                    |
| H4 – Aerospace Engineering                    | J7 – Industrial Biotechnology  |
| H5 – Naval Architecture                       | J9 – Others in Technology  |
| H6 – Electronic and Electrical Engineering    | H8 – Chemical, Process and Energy Engineering                        |
| H7 – Production and Manufacturing Engineering | H9 – Others in Engineering   |
| I1 – Computer Science                         |  |
| I4 – Artificial Intelligence                  |  |
| I9 – Others in computer Sciences              |  |
| J2 – Metallurgy                               |  |

### **How to apply for ATAS clearance**

You should apply for ATAS clearance online at [www.fco.gov.uk](http://www.fco.gov.uk)

### **What you need to apply**

To apply online you will need both:

- your conditional offer letter from your Higher Education Institution (HEI)
- information about your programme of study/research including the relevant JACS code

You will also need to provide information on:

- previous studies
- previous and current employment (if applicable)
- all published papers
- optional modules you anticipate taking in a taught Masters (if applicable)
- your area of research and a description (for research degrees)
- full names and contact details of 2 referees
- how you will be funding your studies

Please ensure that the information you enter on your application form is exactly the same as the information provided in your offer letter. If these two documents do not match, you may have difficulties when applying for your visa or extension of stay.

## Glossary

Biometric Residence Permit (BRP) – a card issued to students who have made their visa application in the UK (which is acceptable in place of the vignette in the passport)

CAS – Confirmation of Acceptance for Studies, issued by the University to allow a student to apply for a Tier 4 visa.

Curtailed leave – where the Home Office agency shorten the length of a visa

Dependant – a family member or partner of the main visa holder

Entry Clearance – applying for and being awarded a visa from outside the UK

Leave to remain – applying for and being awarded a visa from inside the UK (extending visa)

Migrant – the individual from outside the EU in the UK through an approved immigration route

Vignette - the sticker in a passport showing the visa details, also referred to as the visa

## Useful Contacts

### ATAS

<http://www.fco.gov.uk/en/about-us/what-we-do/services-we-deliver/atas/atas-contact-us> (online contact form)

### DMU International Admissions Office, Portland Building 0.22

[iao@dmu.ac.uk](mailto:iao@dmu.ac.uk)

+44 (0)116 257 7713

### DMU central switchboard

+44 (0)116 255 1551

### DMU International Student Support, Student Gateway

[internationalssupport@dmu.ac.uk](mailto:internationalssupport@dmu.ac.uk)

+44 (0)116 250 6388

### DSU Advice, Campus Centre Building, first floor

[dsuadvice@dmu.ac.uk](mailto:dsuadvice@dmu.ac.uk)

+44 (0)116 257 6307

### UK Council for International Student Affairs (UKCISA)

<http://www.ukcisa.org.uk/> +44 (0)20 3131 3576