



# International Student Handbook

Information for international students to help you protect your immigration status and  
enjoy a safe and successful time studying in the UK

Information and advice for  
international students  
February 2013

**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 and 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.

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

## **Before you come to DMU**

- When applying to DMU, provide a full history of your study, including previous study in the UK and UK visas held
- Where appropriate, apply for and provide copies of your ATAS certificate to the University (see page 11)
- If you are applying for a tier 4 visa, apply as early as possible for your visa – processing a visa application made outside the UK can take around 3-4 weeks so you should look to apply as soon as you receive your CAS
- Ensure that have all the necessary documentation in place to ensure a successful visa application – for example, evidence of your finances (see page5)

## **When you arrive and while you are here**

- Provide your contact details, and keep the university up to date with any changes.
- Present the university with your visa and passport documentation at the beginning of your studies and at intervals throughout your stay, as requested by the university
- Apply for an extension to your visa if it is to expire before you complete your studies – you should start preparing to apply for your extension at least 2 months before your visa expires. Once you have your new visa, ensure that you present the university with your new visa so that we can update our records.
- Promptly notify the university of any changes to your immigration status – for example if you change from a study visa to a different type of visa during your stay
- Attend your lectures and tutorials. Should you need to be absent from the University, you should notify your faculty promptly. If your attendance is unsatisfactory and your absence is not authorised, you may no longer be able to study the course and the UKBA will cancel your visa
- Be familiar with and conform to the conditions if your visa – for example, on a study visa, you must not work for more than 20 hours each week during term time
- Report the following changes to the UKBA via the Migrant Change of Circumstances form on the UKBA [website](#) (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 had not previously told the UKBA about
  - Changes in your representatives details
  - Changes of the details of any of your family members who are in the UK as a dependant on you
  - Any other information you think the UKBA should know
- Where your visa instructs you to, register with the Police and keep them up to date with your details

## **When your studies have finished**

Leave the UK at the end of your studies (if you have not applied to switch into another visa or extend your tier 4 visa for further study). You should be aware that staying in the UK after your visa has expired i (or after you have left or been terminated from your course of study) is illegal, you may be subject to removal from the UK by the Border Agency and a re-entry ban. This may prevent you from coming back to the UK in the future

At points throughout your studies, the university may contact you regarding your visa. This does not mean there is anything wrong and it is usually a routine exercise to ensure our records are up to date; however, it is very important that you check your University email account regularly and respond to emails from the University regarding your studies and your visa. Ensuring the university has up to date information regarding your immigration status is necessary for both the university and you to meet our responsibilities as sponsor and student respectively.

## **The university's responsibilities as a Highly Trusted 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 Highly Trusted Sponsor, and a commitment to our students to ensure you are able to study with confidence in that your sponsor is fully compliant with UKBA policy. The university's responsibilities are:

- During the admissions process, to ensure 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 and appropriate 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 where appropriate) and immigration status
- Ensure that all contact details and copies of immigration documentation held are up-to-date
- To report to the UKBA any student that does not enrol on the programme they are sponsored to study, or that cease to attend their course of study
- To notify the UKBA 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 Welfare & Education Centre, part of the Students' Union based on the 1st 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 UK Border Agency (UKBA) on your behalf.

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

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

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

Once you are holding an unconditional offer 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, and 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 and 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, 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, and to ensure that all the information you provide to us is accurate to ensure that your CAS is correct.

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

- 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 sufficient money to pay your course fees and living costs, in an appropriate account for a sufficient period of time.

#### **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**

A student without an established presence in the UK must demonstrate enough money to cover living costs for 9 months (or the length of the course, if this is less than 9 months). The amount of money needed per month depends on the location of the place of study – De Montfort University is located outside inner London – therefore to study at De Montfort University a student must show £800 per month.

**How you must show your money**

Money must take the form of cash funds in the bank (including 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 UKBA may not award the points for maintenance:**

- The document produced shows the money is held in a financial institution that does not verify financial statements to the satisfaction of the UKBA, or in a form not accepted by the UKBA such as a credit card or overdraft. The UKBA has produced a list of financial institutions that do not satisfactorily verify financial statements
- The money shown in the account has not been in the account for a full 28 day period
- The amount of money shown is not enough, when converted to pounds sterling. The UKBA 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 Student Welfare and Education 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 first floor of the Campus Centre.

For more information on CAS and maintenance, see the [UKBA website](#), the [DSU Student Welfare and Education website](#) and the De Montfort University website [International Student pages](#)

## 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 [UKBA website](#) for details of what you need

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.

The Immigration Officer will then stamp your passport – showing the initial length of time that you can stay in the UK and whether you need to register with the police.

**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](#)

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

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.

The university may be able to help you make arrangements to register with the Police at the start of your studies and visa registration sessions are usually run on campus to coincide with the main student arrival dates in the Summer and Autumn. However, if you are unable to attend any of the registration sessions, it is important that you go to the Police station as soon as possible to register yourself. If you need to register with the police, your visa sticker will usually state that you need to register within 7 days.

In Leicester the police station is located at:

Nationality office  
Hinckley Road Police Station  
95 Hinckley Road  
Leicester  
LE3 0TD

You can find further information, including a map of the location of the police station and opening times of the Nationality Office, on the DMU [website](#)

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

- 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
- 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, the Nationality Department will send you your Police Registration Certificate by post. If they send your Certificate to the University, we will email you to let you know when we receive it, so that you can collect it from us



## Healthcare

If you are on a course lasting six months or more, you will be entitled to treatment from the National Health Service (NHS) from the beginning of your stay. You will not usually have to pay to see a doctor or for hospital treatment, but you may have to pay for some dental treatment and a standard charge for medicines prescribed by a doctor, depending on your income. This also applies to your spouse or civil partner and children.

Children under 16, or under 19 and in full-time education, do not normally have to pay for any treatment. It is important that students register with the Health Centre on campus upon arrival – do not wait until you are ill before doing this. If you are attending International Welcome Week or attending an information session at the start of your course, then you will usually be provided with a Health Centre registration form to complete.

You can find more information about healthcare for international students on the [DMU website](#)

Comprehensive information is also available via the UK Council for International Student Affairs ([UKCISA website](#))

## Changes during your stay and Extending your Tier 4 Visa

If your circumstances change while we are considering your Tier 4 application or while you are studying in the UK as a Tier 4 student, you should tell the UKBA using the change of circumstances form. You can download this form from [www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/changes](http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/changes)

Changes you should tell the UKBA about using this form are detailed on page 3 of this guide.

The form should not be used to report other changes, such as a change in your education provider or course of study. Where you are changing your education provider, you will need to make a new Tier 4 application – your new education provider will assist you with this.

If you want to do a different course with DMU, and your new course will end before your old course, you do not need to notify the UKBA or get their permission (providing the course change is approved by DMU). We will notify the UKBA of the changes to your course and the expected end date of your studies. The length of your permitted stay will then reflect your new, shorter course and not the leave you were originally given.

If your new course ends after your current visa expires, you will need to make a new Tier 4 application to extend your current stay. You can make this new application at any time before your current permission to stay expires, but we recommend that you do this as soon as possible. You will need a new CAS from DMU to make a new visa application. You should speak to the International Admissions Office regarding a new CAS. The IAO will only be able to issue you with a new CAS where your course change has been approved by the University, and there are no other factors which would be likely to lead to your new visa application being unsuccessful.

**Should your circumstances change during your time here, or you need to make a new visa application, we strongly advise you to speak to the Student Union Welfare and Education team for advice and assistance with sending your new application.**

**Student Union Welfare and Education team work closely with the University. Once a decision has been made on your application, documents will be sent to the Student Union Welfare and Education team directly for them to give to you – providing a safe, speedy and secure way for you to make your application for a visa.**

**You can make an appointment by phoning 0116 257 6307, or by visiting the team on the first floor of the Campus Centre.**

## Working During your Studies

Many students choose to take on part-time work during their studies. As an international student you are permitted to undertake work, however, you must ensure that the work you do does not violate the terms of your visa.

Students who are in the UK on a Tier 4 General visa are permitted to work a maximum of 20 hours a week during term time, and full-time outside term-time and on work placements. Your visa or biometric residence permit should show whether you are permitted to work or not, and you can show this to any employer who asks for proof of your eligibility to work. Please note, migrants holding a student visitor visa are not permitted to work at all in the UK.

It is extremely important that you ensure that you do not exceed 20 hours per week while it is officially term-time, whether you have lectures or not. You should check the term dates available from your faculty before committing to work in excess of 20 hours. You must also not undertake certain types of work, you must not:

- be self-employed
- be employed as a professional sportsperson or sports coach
- be employed as an entertainer
- take a permanent full-time job

Should you violate the terms of your visa through work, you are putting your place on your course and your immigration status in the UK at risk – and the University is obliged to report any students that we are concerned may be breaching the terms of their visa. You will not be able to extend the amount of time your visa permits you to work.

For more information on working during your studies, visit [www.ukcisa.org.uk/student/working\\_during.php](http://www.ukcisa.org.uk/student/working_during.php)

If you would like advice and assistance on looking for work and applying for part-time jobs, the Employability and Careers team provide a comprehensive range of information and job vacancy services for international students, including Unitemps (an on-campus recruitment agency). Find out more by visiting the team in the Student Gateway (on the ground floor of Gateway House) or online at [www.dmu.ac.uk/careers](http://www.dmu.ac.uk/careers).

## Academic Technology Approval Scheme (ATAS)

International students studying certain Postgraduate or Research courses in the UK must gain 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 proliferation 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.

You 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

### How to apply for ATAS clearance

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

Before you start the application process ensure you have the following information to hand:

- your official letter from your Higher Education Institution should include your programme of study and its JACS code
- if you are doing a Masters course which involves research, then a research proposal is required
- if you are doing a Masters course which does not involve research and is taught, then the official letter will also need details of the optional modules you anticipate taking
- full details of any previous and current employment
- full details of published papers
- previous ATAS applications
- full names and contact details of 2 referees (first name(s) and family name). You must have known both of your referees for at least three years. At least one of these must be an academic from your country of origin
- 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 Border 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

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

+44 (0)116 250 6388

### DSU Welfare and Education Centre, Campus Centre Building, first floor

+44 (0)116 257 6307

### Leicester Police Station, 95 Hinckley Road

(0116) 222 2222 (For Nationality Office, use extension number 6885 or 6886)

### Student Health Centre (De Montfort Surgery)

+44 (0)116 222 7272

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

<http://www.ukcisa.org.uk/>

+44 (0)20 3131 3576