

GUIDANCE FOR INTERNATIONAL STUDENTS
2019/20

Student immigration guide



US
UNIVERSITY
OF SUSSEX



ANY QUESTIONS?

The International Student Support office has an experienced team of immigration advisers offering support to new and returning students and their families.

TALK TO US

international.support@sussex.ac.uk

FIND OUT MORE

www.sussex.ac.uk/internationalsupport



Protecting your immigration status and complying with the conditions of your visa is an important part of your time in the UK, so it is essential that you read the information in this handbook.

This handbook is the University's guide to the most common immigration issues which will affect students studying on a Tier 4 student visa*. However, it is not intended as a source of advice on all the Immigration Rules and we recommend that you look at the detailed information contained on our web pages and the web pages of UK Visas and Immigration (UKVI). We have included links where appropriate.

*Please note: if you have another type of visa the University is not your sponsor, so not all of this information will be relevant to you.

The University is proud of its Tier 4 sponsor status which enables us to welcome students from all over the world to our campus. We take our responsibilities very seriously and for that reason we want to be sure that you have the information and support you need during your time with us.

Our international student advisers, based in the International Student Support office, offer assistance to new and returning students and their families. We provide a specialist immigration advice service and can help you prepare for any visa applications you may need to make.

We'd like to take this opportunity to welcome you to Sussex. Please do come and see us if you have any questions or concerns – immigration related or otherwise. You can find all our contact details on the back page of this brochure.



Sara Dyer

Head of International Student Support
University of Sussex

FAQs

(Frequently Asked Questions)

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WHAT ARE THE 'CONDITIONS' ON A TIER 4 VISA?

Your visa is issued with certain 'conditions'. A breach of these conditions can have serious consequences for both your current Tier 4 visa and any future immigration application you make. The University has a responsibility to report any breaches to UKVI.

See page 8.

IMPORTANT!

Your visa may be cancelled if you break the conditions of your visa.

Make sure you read the section on 'Immigration responsibilities, yours and ours' on pages 8–9.

Q

DO I NEED TO CARRY MY PASSPORT AND VISA WITH ME?

We recommend that you **do not** carry your passport and visa with you unless it is absolutely necessary (for example: if you are entering or leaving the UK). Please **do not** carry your BRP in your wallet or purse whilst in the UK and keep it safe with your passport.

Q

DO I NEED TO REGISTER WITH THE POLICE IN THE UK?

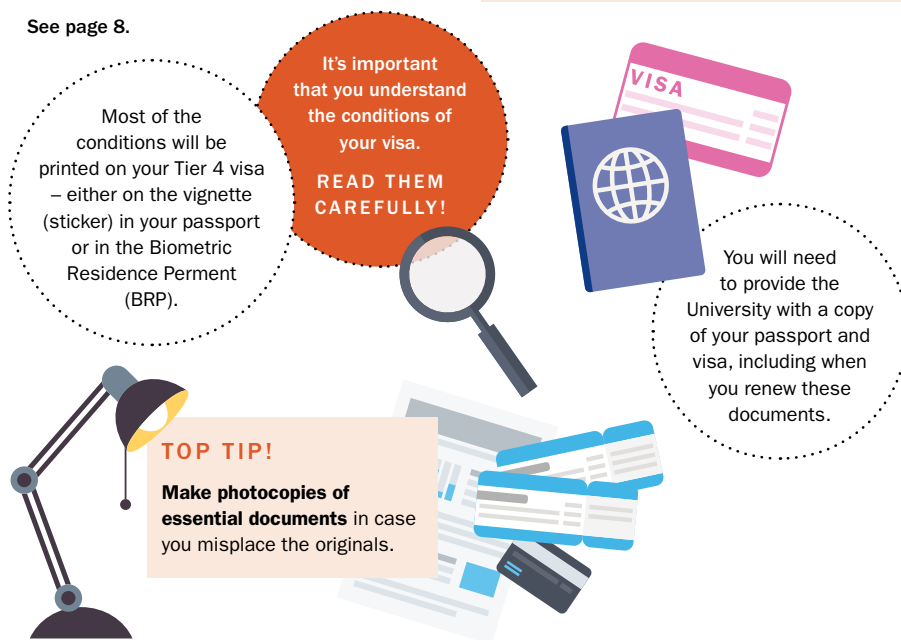
Students from some countries have a stamp in their passport, wording on their visa or instructions in their accompanying BRP letter instructing them to register with the police.

For more information see page 10.



If you **do** have to register, you will need to do so within seven days of your arrival in the UK.*

*This is a legal requirement and you must attend your police registration appointment.



CAN I GET A PART-TIME JOB WHILE I AM STUDYING?

Students with a Tier 4 visa will have a restriction on the number of hours they can work per week during term time.

Self-employment (including working as a freelancer) is also not allowed.

For more information see page 14



WHERE CAN I GET HELP TO FIND A PART-TIME JOB?

The University has a Careers and Employability Centre (in the Library) that will give you advice and help you find a part-time job. Find out more at: www.sussex.ac.uk/careers



WHAT IS TERM TIME?

The University defines term time differently for Undergraduate, Postgraduate taught (ie MA, Msc) and Postgraduate research (PhD, MPhil) students and it is vital that you understand this for your student category. It will not simply be based on the term and vacation periods.

You can find more detailed information at: www.sussex.ac.uk/internationalsupport/working/workingduringstudies

You can find all your term dates and timetables on the Sussex app:

www.sussex.ac.uk/its/sussexmobile



CAN I INVITE FRIENDS AND FAMILY TO THE UK?

While you are studying you may want your friends and family to come and visit you in the UK, or they may plan to attend your graduation ceremony.

Find out more on page 18.



CAN I BRING MY FAMILY TO LIVE IN THE UK?

If you are a Tier 4 visa holder, your family (spouse, partner or children) may be able to apply for dependant visa to accompany/join you in the UK.

See page 17 for more information.

ACRONYMS

Make sure you are familiar with the terminology and acronyms used in this guide:

ATAS

Academic Technology Approval Scheme

BRP

Biometric Residence Permit

CAS

Confirmation of Acceptance for Study

IHS

Immigration Health Surcharge

NHS

National Health Service

UKCISA

UK Council for International Student Affairs

UKVI

UK Visas and Immigration



DO I NEED ANOTHER VISA TO TRAVEL IN EUROPE?

For many international students, studying in the UK offers a great opportunity to explore nearby European countries at weekends or during University vacations. When making plans to travel to Europe it is important to check whether you will need a visa and that you satisfy all immigration requirements.

You can find lots of information on travel and visas on page 16.

BE AWARE! FRAUDS AND SCAMS



Some criminals specifically target international students, telephoning them and pretending to be from a legitimate organisation (such as the UK Home Office, UKVI or an education agent). They may demand money (calling it a 'fine' for a non-existent immigration problem), and claim that if you do not pay them quickly, there will be damaging consequences (for example, deportation or cancelling your visa).

Please note the Home Office/UKVI does not issue financial penalties and would never call you asking you to make a payment in this way. If you receive a call/email like this, please contact immigration@sussex.ac.uk immediately.

You can find more information at:
www.sussex.ac.uk/internationalsupport/immigration/fraudsandscams

Explore Europe with a Schengen Visa. Find out more on page 16.

We can issue you a letter to support your Schengen visa application.

Make sure you have travel insurance for yourself and your belongings.



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IS THERE A TIME LIMIT FOR STUDYING IN THE UK ON A TIER 4 VISA?

You can find information about this on page 11.

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WHAT IF I NEED TO TAKE A BREAK FROM MY STUDIES?

Taking a break from your studies with the intention of resuming them in the future is known as 'temporary withdrawal' or 'intermission'. In most cases it will result in your visa being cancelled.

See page 11.

Find out more about **time limits and changes to your course** on page 11 including what to do if you want to change your course and what to do if you fail an exam.

Make sure you notify UKVI of any changes to your contact details and keep these up to date on Sussex Direct.

See page 9.





Immigration responsibilities, yours and ours

When the University issued you with a CAS and you successfully used this to apply for your Tier 4 visa, we became your Tier 4 sponsor.

All Tier 4 sponsors have specific sponsor duties and these are outlined in the Tier 4 sponsor guidance. Many of our duties will not affect your day to day study but some things that we are obliged to notify UK Visas and Immigration (UKVI) about may involve your visa being curtailed (shortened).

Your visa was issued with certain conditions attached to it which you must not breach. Most of these conditions will be printed on your Tier 4 visa (either the visa sticker in your passport or the Biometric Residence Permit (BRP) you have been issued).

This section will cover these conditions, as well as other immigration responsibilities and tips on general best practice which will help protect your immigration status whilst in the UK.

Please note that UKVI take breaches of these conditions seriously and any breach could lead to the refusal of future immigration applications or removal from the UK. Breaches can also affect the University's sponsor status so it is in both our interests to ensure that your conditions are followed.



YOUR TIER 4 CONDITIONS

- **Study at your Tier 4 sponsor institution.** Your visa contains a sponsor license number unique to Sussex which means you can only study with us. To switch to a different Tier 4 sponsor you would need to make a new visa application before you could enrol with them.
- **Police registration.** The requirement to register with the police is given to people of certain nationalities, who come to the UK for more than six months. Please see page 10 for more information on this.
- **Work conditions.** Students with a Tier 4 visa will have a restriction on the number of hours they can work per week during term time and cannot be self-employed. Please refer to our working section on page 14 for more information.
- **'No recourse to public funds'.** Your immigration conditions prohibit you from accessing 'public funds', which means certain welfare benefits, including child benefit, and local authority housing. Using the National Health Service, sending your child to a state school, being exempt from the Council Tax, and paying 'home' fees for study do not count as accessing 'public funds'.
- **ATAS clearance.** If you were required to obtain an Academic Technology Approval Scheme (ATAS) clearance certificate for your studies, then you must apply for a new ATAS certificate within 28 days if your course content or research proposal changes; and/or your course completion date (as stated on your CAS) is postponed by more than three calendar months.

YOUR RESPONSIBILITIES

The following is a list of responsibilities, obligations and general good practice related to the immigration rules and to studying at the University:

- **Do not overstay your visa.** If extending, make sure you submit your visa application on or before your expiry date. We recommend that you begin planning for your visa extension at least three months before your current expiry date. **If you overstay your visa this could have severe consequences for your immigration and registration status.**
- **Provide the University with a copy of your passport, the 30-day visa sticker in your passport, and your visa** when you first register AND whenever you renew your passport or visa. We also recommend you keep your own copies, as well as keeping any correspondence you receive from UKVI.
- **Inform the University if you switch into another immigration category** whilst in the UK and provide us with a copy of the visa. It is important to seek advice on this from an international student adviser as there are restrictions on study in some categories.
- **Attend class.** Student contact points are monitored, so you must attend teaching sessions, maintain contact with your supervisor (if a PhD student) and submit work on time – talk with someone if there is a problem. **Your school or the Student Life Centre** will be able to advise you on issues around attendance.
- **Consult an international student adviser** for advice on how changes to your registration status (such as temporary withdrawal) or changes to your course may affect your immigration status. See page 11 for more details on withdrawing from the University.
- **Pay your Sussex fees on time.** Non-payment of fees can lead to withdrawal from the University, which would be reported to UKVI.

STUDENT IMMIGRATION GUIDE

- **Keep your address and phone number up to date on Sussex Direct.**
- **Keep UKVI up to date with changes to your UK contact details.** You are also required to report a number of other changes to your circumstances (such as new passport, change in gender, criminal convictions).
- **If you have a police registration certificate** you need to inform the police of changes to your address and other details within seven days – see page 10 for more information.
- **Open a UK bank account** that offers paper statements by post and keep these safe – you might need them for future visa extension applications.
- **Do not get into trouble with the Police or commit driving offences.** Being convicted of a criminal offence in the UK can have serious consequences for your immigration status.

OUR RESPONSIBILITIES

- **Report non registration or late registration.** We need to report any students to UKVI who fail to register by our latest registration date, or do not re-register.
- **Take copies of current passport, travel vignette and visa.** We need to ensure that students have immigration permission which permits study and that this is maintained throughout their studies. The University will monitor the expiry dates of your passport and visa and will need to take new copies when you extend.
- **Confirmation of Acceptance for Studies (CAS) issuing.** We will only assign a CAS when all UKVI regulations have been met and we believe your visa application is likely to be successful. For current students, we will need to verify your finances before issuing the CAS
- **Contact details.** We need to check that your contact details are up to date with us. This includes the location of any work placement you undertake as part of your course.
- **ATAS monitoring.** Ensure all students who require ATAS clearance have it and comply with the ATAS condition of their visa.
- **Monitoring attendance and progression on your course.** We monitor all student attendance and progression (including during any work placement you might do) to ensure good academic engagement. Students are expected to attend teaching sessions and engage in their timetabled contacts. For Tier 4 students if insufficient attendance or progression results in you being withdrawn from your course, we will need to report this to UKVI and your visa will be curtailed (cancelled).
- **Report temporary or permanent withdrawal from your studies.** If you need to take a break from your studies or withdraw permanently the University will need to report this to UKVI within 10 working days and your visa will be curtailed (cancelled). In most cases you will be required to leave the UK and will need to apply for a new Tier 4 visa before resuming.
- **Report completing your course early.** If you complete your course early the University will need to report this to UKVI within 10 working days and your visa will be curtailed.
- **Switching to a different immigration category.** The University will need to report to UKVI if we stop sponsoring you under Tier 4 as a result of you moving into a different category. Please note that the University does not normally allow full-time study on a work visa. You should always check with an international student adviser on the study and immigration implications if you are considering switching categories.
- **Breaking your immigration conditions.** If the University discovers you are breaching your immigration conditions you may be withdrawn, and we are obliged to report this to UKVI.

CURTAILMENT (CANCELLATION) OF YOUR TIER 4 VISA

As noted above some of the reports we are required to make to UKVI (temporary/permanent withdrawal, completing early) will result in UKVI curtailing your visa. The University will make the report within 10 working days and UKVI will then contact you (either by email or letter) with confirmation that your visa will be curtailed. They will normally give you 60 days from the date of the email/letter to leave the UK. We recommend that you make arrangements to leave the UK as soon as possible after this report is made as you will no longer be a registered student and therefore will not be fulfilling the terms of your visa. The Student Systems and Records office will notify undergraduate (UG) and postgraduate taught (PGT) students when this report has been made. The Research Student Administration office will notify postgraduate research (PGR) students.

Please note that students whose visa has been curtailed are likely to experience problems when trying to re-enter the UK on this visa. You should not attempt to re-enter the UK on a visa which has been reported to UKVI and should apply for a new visa before re-entering.

FIND OUT MORE

For more information on overstaying your visa
www.sussex.ac.uk/internationalsupport/immigration/protecting

To speak to an immigration adviser
immigration@sussex.ac.uk

Updating your contact details at UKVI
www.gov.uk/change-circumstances-visa-brp

Police registration

The condition to register with the police is given to people of certain nationalities, who come to the UK for more than six months. If you are required to register the condition will be printed on either your 30 day vignette (sticker in your passport), entry clearance visa, biometric residence permit (BRP) or letter from the Home Office if you have applied in the UK.

If your spouse or children (aged 16 or over) entered the UK as your dependants, they are likely to also have this condition.

WHO NEEDS TO REGISTER?

Usually, nationals (aged over 16 years) of the following:

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

*A person with dual nationality only needs to register if both nationalities are on the list.

HOW TO REGISTER

If you have to register with the police, you are supposed to do so within seven days of your arrival in the UK. However, Sussex Police do not always have the resources to allow students to register within this time limit but you must make an appointment to register within this timeframe. Sussex Police come onto campus at various times during the year and you must go to our website and book an appointment within seven days of your arrival.

www.sussex.ac.uk/internationalsupport/immigration/policeregistration

You must turn up for your appointment.

You will not be seen without an appointment. When you go to your appointment, you will need to bring your passport, BRP and accompanying letter (if you have a BRP), £34 fee in cash, two passport size photographs, and proof that you are a student at the University of Sussex (i.e. offer letter or CAS (confirmation of acceptance for studies)).

AMENDING YOUR CERTIFICATE

It is a legal requirement to report the following changes within seven days:

- new address (unless it is for a period of less than two months)
- any new landing conditions
- extensions to your visa granted by UKVI
- new passport
- new study information or change to university/college
- change of marital status
- exemption from Police registration
- change of nationality.

There is no fee to pay when you notify any of the above changes to Sussex Police.

REMEMBER

You must keep your details up to date with the Police, in particular, changes of address. This is important if you need to make a visa application soon, as the information must be accurate. Don't leave it until close to your visa expiry date to update, as there may not be enough time. Also, if you have been outside of the UK for around 12 months or longer, you will be expected to obtain a new Police Registration Certificate and pay the fee when you return. This includes students who have been on field work or intermission for 12 months or longer.

Not registering with the Police when required to do so, is a breach of your immigration conditions and can also result in a fine of up to £5,000.

More information on the Police registration requirement can be found here:

www.gov.uk/register-with-the-police



FIND OUT MORE

How to amend your certificate

www.sussex.ac.uk/internationalsupport/immigration/policeregistration

Time limits and changes to your course

WHAT ARE THE TIME LIMITS FOR STUDYING IN THE UK ON A TIER 4 VISA?

If you are an international student on a Tier 4 student visa you cannot spend more than two years studying below degree level and five years studying degree level courses in the UK unless an exception applies. This is commonly known as the two or five year cap. Exceptions which are relevant to Sussex include:

- if you are applying to study a course at a higher education institution (such as Sussex) and the five-year cap would prevent you from completing a fifth academic year at degree level or above, then the limit is extended to five years and 11 months;
- if you have successfully completed a UK degree course which was at least four years long, and you are making a Tier 4 application to study a Master's degree at a higher education institution (such as Sussex), the limit is six years and 11 months;
- where a student has completed a degree level course in the UK and is progressing to a Graduate Diploma in Law/CPE – this course is excluded from the calculation of the maximum period;
- degrees at doctorate level are excluded from the limit, although a maximum of eight years does apply once the PhD has been completed.

If you are making an application to enter or remain in the UK and it would result in your study time exceeding these limits, the application is likely to be refused. The limit only relates to time spent studying on a Tier 4/pre-Tier 4 student visa.

WHAT IF I NEED TO REPEAT A YEAR OF MY COURSE?

Assuming that you have not undertaken any previous degree level study in the UK, the rules around time limits on UK study mean that:

- if you are on a three year undergraduate (UG) course you will only be able to repeat a maximum of two years (only one year if you want to undertake a Masters in the UK)
- if you are on a four year UG course you will only be able to repeat one year (you would then still be able to undertake a Masters if you wished).

You must always seek advice from an international student adviser if you are offered a repeat year. You will need to apply for a Tier 4 visa extension in order to complete your course and UKVI have strict rules on who can apply from within the UK. If you change your course, it may be necessary for you to return home to make the visa application.

WHAT IF I NEED TO TAKE A BREAK FROM MY STUDIES?

Temporary withdrawal (also referred to as intermission) is when you take a break from your studies with the intention of resuming them again in the future. Permanent withdrawal is when you stop your studies and leave the university. The first point of contact if you are thinking of taking a break or withdrawing from your studies (including paternity and maternity leave) depends on the type of student you are:

- UG and Postgraduate Taught (PGT) students should contact the Student Life Centre
- Postgraduate Research (PGR) students should contact their supervisor and the Research Student Administration office.

After this you will need to see an international student adviser to discuss the immigration implications (including five year cap issues for UG/PGT students).

When you withdraw you will no longer be a registered student and the University will need to report this to UKVI. For PGR students a period of authorised absence of 60 days or less will not need to be reported to UKVI.

Sussex is required to report intermission/ authorised absence/withdrawal to UK Visas and Immigration (UKVI) within 10 working days. UKVI should then email or write to you to confirm that your visa is going to be curtailed (cancelled). They will normally give you 60 days from the date of the email/ letter to leave the UK. We recommend that you make arrangements to leave the UK as soon as possible after this report is made as you will no longer be a registered student so will not be fulfilling the terms of your visa. You will be notified when this report has been made.

If you have any questions you can speak to one of our team of trained immigration advisers.

immigration@sussex.ac.uk

FIND OUT MORE

Applying for a Tier 4 visa extension

www.sussex.ac.uk/internationalsupport/immigration/changes

Taking a break from your studies

www.sussex.ac.uk/internationalsupport/immigration/changes



Re-sitting exams

UNDERGRADUATES

If you fail an exam and are offered the chance of a SIT or RESIT, this will normally happen in the resit period during August/September. Provided you pass the SIT or RESIT and progress into the next year of your course this will not have an effect on your visa. However, if you fail the SIT/RESIT you may be required to intermit from your studies and return at a later date to take further exams. This means that you will need to temporarily withdraw from your studies and Sussex will need to report this to UKVI (see withdrawing from your studies on page 11). Your visa will be cancelled and you will need to leave the UK and return on a Short Term Study visa to take the exams. If you pass and progress a new CAS can then be issued (provided you have not exceeded the five year cap) and you will apply for a new Tier 4 visa in your home country before resuming your studies.

If you are a final year student, and you can't take the SIT or RESIT within your current visa, you will be required to leave the UK and return on a short-term study visa to take the exams.

POSTGRADUATE TAUGHT STUDENTS

If you are an overseas student offered a SIT or RESIT by the Examination Board, this is normally permitted on 'continuation' status. This is a form of registration where attendance at classes is not required. In these cases, the University cannot issue students a further CAS to undertake SITS/RESITS and assessment.

Unless the SIT or RESIT is before your current visa expiry date, you will need to leave the UK on or before your visa expiry date and return for the exam at a later date, using a short-term study visa. This applies even in cases where your extension, SITS or RESITS have been considered by the mitigating evidence committee (MEC).

The Student Systems and Records Office will issue you with a letter detailing your current student status and the details of the exam. You will need to submit this letter with your visa application.

Please note that when the SIT or RESIT is a coursework submission only and there is no exam the University does not require your attendance to submit the coursework and you can submit from overseas.

CHANGING COURSES, SUSSEX CHOICE AND EXTENDING YOUR VISA

After you arrive at Sussex there are a number of changes to your course which will mean you need to extend your visa:

- Sussex Choice allows most students the opportunity to broaden their degree by adding a work placement year or study abroad period provided it is an assessed part of your course. If this entails an additional year of study you will need to extend your visa. The international student advisers can advise on the best time to make this visa application.
- If you switch to a longer course you will need to extend your visa and consider whether you could complete the new course within the five year cap currently in place for degree level study. Also, if you switch onto a course which requires ATAS clearance you will be required to obtain this clearance before the course transfer can be approved. A common example of this is students switching from a BEng onto a MEng degree.

If you want to make any changes to your course please seek advice from an international student adviser. It is important you understand the visa implications before changing your course.

If you have successfully completed your course at Sussex and are applying for further study in the UK which is at a higher academic level, you should be able to apply from within the UK or overseas. Please check with an international student adviser or refer to the website (see below).

If you are a PhD student and you need additional time to complete your course, you can make the visa application from within the UK or overseas. However, please note that if you have changed your PhD or entered the UK to study an MPhil and have transferred to a PhD and need to extend your visa for the PhD, you will need to apply from overseas. PhD students applying for the Tier 4 Doctorate Extension Scheme visa (see page 15) must apply from within the UK.

The international student advisers can advise you on all aspects of the visa application process and we offer a form checking service for Tier 4 applications (and associated dependant applications).

FIND OUT MORE

Applying for a visa for further study in the UK and all other aspects of the visa application process

www.sussex.ac.uk/study/international-students/visas-immigration

COMPLETING YOUR STUDIES EARLY

If you complete your course early it will be necessary for the University to report this to UKVI and your visa will be curtailed. This is particularly relevant if you are a PhD student as you may submit your thesis early and complete before the course end date stated on your CAS. In these circumstances UKVI should curtail your visa to four months from your new course end date (which will be when you are formally awarded the degree). **Although you can remain in the UK during this period, you should not leave and re-enter on your visa after this early completion report has been made. If you leave the UK your leave will lapse and you will not be able to re-enter on your Tier 4 visa.**

IMMIGRATION HEALTH CHARGE

Many people who need immigration permission to come to or stay in the UK will be charged an additional sum as part of their immigration application. This will entitle them to receive free secondary health care (hospital treatment) under the National Health Service. The health charge will be paid by non-EEA nationals who apply to come to the UK to work, study or join family for a time-limited period of more than six months. It will also be paid by non-EEA nationals who are already in the UK and apply to extend their stay for any length of time.

This sum is an annual amount (currently £300 per student and £300 for each dependant)

FIND OUT MORE

Health and welfare:

www.sussex.ac.uk/internationalsupport/livingintheuk/health

Working while you are studying in the UK

It is vital that you understand the work conditions of your visa as UKVI take breaches very seriously.

As a Tier 4 visa holder you will have a work condition stated on your visa. You will **not** be permitted to:

- be self-employed or engage in business activity (including working as a freelancer)
- be employed as a professional sports person or sports coach
- be employed as an entertainer
- take a permanent full-time job
- work during any period of overstay
- work more than their restricted hours during term time

If you think you have an error on your work conditions please contact us.

If you are offered work, employers will always ask for your original documents to check i.e. your passport and your visa/BRP.

HOW MANY HOURS A WEEK CAN I WORK?

For degree level courses and above your Tier 4 visa should indicate 'Work Limit 20 hrs p/w term time'. For courses below degree level (including students studying at the Sussex Centre for Language Studies) it should indicate 'Work limit 10 hrs p/w term time'.

Hours of work during term time must be limited to the maximum allowed each week and can't be averaged out over a longer period. The working week is from Monday to Sunday.

Please note that Tier 4 rules distinguish between voluntary work (i.e. unpaid work) and volunteering, so you should always check with

any organisation offering you a volunteering opportunity whether it is classed as unpaid work or volunteering. This is important because time you spend doing unpaid employment counts towards your maximum number of hours of work a week.

CAN I DO FREELANCE WORK?

Being self-employed normally means you are not on the payroll but rather you manage your own workload, pay and tax. If you are doing the work as a freelancer, contractor or consultant you are highly likely to be self-employed, and this is not permitted on your Tier 4 visa.

WHAT IS TERM TIME?

The University defines term time differently for UG, PGT and PGR students, therefore you need to check what is defined as vacation time for your student category. Find out more at: www.sussex.ac.uk/internationalsupport/working/workingduringstudies

WORKING AT THE UNIVERSITY

If you are interested in undertaking temporary work for the University you need to contact the Human Resources department who can explain the system in place for Tier 4 student workers. Please email HRCompliance@sussex.ac.uk

WHAT IF I WORK MORE THAN MY PERMITTED HOURS?

The UK Government takes hours of work for Tier 4 students extremely seriously. If you work over your permitted number of hours at any employer (including the University) this could be considered a breach of your visa conditions and could affect your ability to remain in the UK. The University is obliged to report breaches of immigration conditions to UKVI.

Do you want to work in the UK after your studies?

Here we give a brief overview of the main categories of work visa which may be available to some students after they complete their studies. Please refer to our web pages for full details as this information is subject to frequent change.

START-UP VISA

(previously called Tier 1 Graduate Entrepreneur)

If you are an international student with a business idea you want to put into practice in the UK and you need a visa to do this after you graduate, you may be interested in the Start-Up Visa (<https://www.gov.uk/start-up-visa>).

To check whether you can apply for the Start-Up development scheme through the University of Sussex and the Sussex Innovation Centre, please email: Tier1graduates@sussex.ac.uk

TIER 2

Tier 2 is the main route if you would like to take up employment after your studies and is for skilled workers with a job offer. Tier 2 requires applicants to have been offered a job that meets the Tier 2 requirements by an employer who is registered as a Tier 2 sponsor.

TIER 4 DOCTORATE EXTENSION SCHEME (DES)

The Doctorate Extension Scheme (DES) enables completing PhD students to seek work/undertake employment for a 12 month period upon completion of their PhD.

TIER 5

There are two main schemes under Tier 5 relevant for students:

Youth Mobility Scheme

This is aimed at those applicants who are aged between 18 and 30 at the time of applying, to

enable them to come to the UK to work for two years. It is only possible to apply under this scheme from overseas and it is only open to nationals of the following countries:

Australia, Canada, Japan, New Zealand, Monaco, Taiwan, South Korea, Hong Kong Special Administration Region, British overseas citizen, British overseas territories citizen, British national (overseas).

Temporary Worker – Government Authorised Exchange (GAE)

Tier 5 GAE may be a useful option for someone wanting to undertake professional training that is not possible to do under Tier 2. Programmes include work experience programmes (volunteering, job-shadowing, internships), and research and training programmes.

WHO SHOULD I ASK FOR HELP?

An international student adviser

for advice on your conditions of work during your studies, and your working options in the UK after your studies, with regard to immigration requirements.

The Careers and Employability Centre

for help with finding work, and developing your CV and employability.

FIND OUT MORE

Working in the UK after your studies

www.sussex.ac.uk/internationalsupport/working/workingafterstudies

Doctorate Extension Scheme

www.sussex.ac.uk/internationalsupport/working/doctorateextensionscheme

The Careers and Employability Centre

www.sussex.ac.uk/careers

ABOUT THE CAREERS AND EMPLOYABILITY CENTRE

We provide information, advice, events and training to enhance your skills, employability and career potential.

We can help you to find part-time, vacation and graduate positions, as well as paid internships and work experience. We also advise on taxation, National Insurance and other work-related issues. (It is important that you check your employment status before looking for a job – ask us for help!)

Log into CareerHub to access jobs, events and appointments and more. See the link on our website at: www.sussex.ac.uk/careers



Travelling in Europe

For many international students, studying in the UK offers a great opportunity to explore nearby European countries at weekends or during University vacations. When making plans to travel to Europe it is important to check whether you need a visa to travel, and to satisfy all immigration requirements.

The Schengen visa is a popular option for international students wishing to travel to Europe. Below we have provided some information to explain what the Schengen visa is, and what to do to apply. You should first visit the website of the UK-based embassy to check whether you require a Schengen visa to enter the country. Some nationals can enter countries for tourism without the need for a visa.

WHAT IS A SCHENGEN VISA?

The Schengen visa allows individuals wishing to visit certain countries within the European Economic Area (EEA), and Switzerland, to travel between these countries using only one visa. The Schengen space consists of the following countries:

Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, The Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland.

There are three types of Schengen visa. The type of visa which most students will require for tourism purposes is the short stay or travel visa, which allows a visit of up to 90 days in any 180-day period. You will need to have a valid visa for the UK, which must be valid for at least another three months after the expiry date of your Schengen visa.

HOW DO I APPLY?

You can apply for a Schengen visa up to 90 days before the date you wish to travel, but no less than 14 days before this date. Although some applications can be processed within 24–48 hours, it is strongly recommended that you allow at least 14 days for your application to be processed, and for some nationalities this may take up to four weeks. Therefore, apply as early as you are able to gather all the required documentation for your application.

If you plan to visit only one country in the Schengen space, you should apply to the embassy of that country in the UK. If you plan to visit several of the 26 countries, you should apply to the UK-based embassy of whichever country is your 'main destination' – the country in which you plan to spend the most time during your trip. If you plan to visit several countries in the Schengen space, but you don't have a 'main destination', you should submit an application to the UK-based embassy of the country where you will first enter the Schengen space.

Your first step should be to visit the website of the UK-based embassy of the relevant country and find out the eligibility criteria, visa fees, application process and the required documents, as these will vary according to which country you are applying to. International Student Support can issue you a letter to support your application. Please request this online well in advance of your application date.

Most embassies will require you to have a valid visa for the UK, which must be valid for at least another three months after the expiry date of your Schengen visa.

Also, please note that some UK-based embassies may not grant Schengen visas to individuals who are in the UK on short-term study visas, or holders of UK visas valid for 6 months or less. If this is your case, you can only apply for a Schengen visa at the relevant country's embassy in your country of residence.

TIPS FOR A SAFE TRIP

The International Student Support team deals with an increasing number of cases where passports and/or visas have been lost or stolen both in the UK and overseas. It is known that thieves operate in European capital cities and target tourists. We therefore recommend that you do not carry your passport/visa with you, unless it is absolutely necessary (for example, when crossing borders or where required to do so by the police in the country you are visiting).

It is much safer to leave your passport and BRP somewhere secure in the place where you are staying, rather than carrying them around with you at all times.

Remember that if you do lose your BRP or if it is stolen while you are overseas, in most cases you will need to apply for a replacement before you can re-enter the UK, and this can take a number of weeks. It is also recommended that you have a good travel insurance policy which may cover you for costs incurred should you run into problems.

RE-ENTERING THE UK

You will need to have your passport and BRP when re-entering the UK. We also advise you to have a student status letter. UG students can request this from your school office, PGT students from the Students Systems and Records Office, and PGR students from the Research Student Administration Office.

FIND OUT MORE

About the Schengen visa and how to request a Schengen visa letter

www.sussex.ac.uk/internationalsupport/immigration/travelling

Advice about lost or stolen visas

www.sussex.ac.uk/internationalsupport/immigration/lost

Bringing your family to live with you in the UK

If you are a Tier 4 visa holder, your family (spouse, partner or children) may be able to apply for a dependant visa to accompany/join you in the UK.

In order for them to qualify you must be in one of the following situations:

- be taking a postgraduate course (at NQF 7/Masters level or above) which lasts nine months or more, OR
- be a government-sponsored student taking a course which is over six months long, OR
- have, or be applying for, a Doctorate Extension Scheme (DES) visa (see page 16).

If you do not meet any of the above requirements and are already in the UK with Tier 4 student leave, please contact us for further advice.

HOW DO MY FAMILY APPLY?

Qualifying family members can apply with you at the same time as you make your Tier 4 application or later to join you in the UK. Each dependant will need to complete a separate visa application form and provide evidence of:

- your CAS number
- details about your course of study
- evidence of their relationship to you – marriage certificates and/or birth certificates. If you and your partner are not married you may have to provide additional evidence about your relationship. (Please contact an adviser for further advice on this.)
- address in the UK
- evidence of sufficient maintenance funds, either in their name or the name of the Tier 4 visa holder.

In order to bring children with you as Tier 4 dependants, both parents must be lawfully living in the UK, rather than outside of the UK. There are only a few exceptions to this, such as if one parent has died or if you have sole responsibility for the child's upbringing.

If your family does not qualify for Tier 4 dependant leave, or if your family or friends wish to visit you in the UK, they could apply as a standard visitor. A Standard Visitor Visa is valid for a six month period, but you can normally only have six months of visitor leave in any 12 month period. Full details can be found on our webpages (see below) and on page 18.

Important note: It is not permitted for anyone to come to the UK on a Standard Visitor Visa and study at a state-funded school or academy. This includes children. If your children are of school age and you intend for them to come to the UK, they will need to apply as PBS Dependants, not Visitors.

CAN TIER 4 DEPENDANTS WORK AND STUDY IN THE UK?

Currently, there are no restrictions for Tier 4 dependants on study or employment in the UK (apart from being employed as a doctor/dentist in training or a sports coach).

In addition, you should consider your future immigration options if your dependant wishes to study a course that is longer than you have current immigration permission for. Please contact an international student adviser to discuss these issues.

WHAT IF I HAVE A BABY IN THE UK?

If you have a baby in the UK they do not become a British citizen, but it is quite lawful for him or her to remain in the UK without making an immigration application. However, the baby will need immigration permission to re-enter the UK after any travel abroad, and for babies born to Tier 4 students, there are limited instances

when the baby can apply for immigration permission as your dependant (these are the same requirements as listed under 'Bringing your family to live with you in the UK' – see left). Your baby will also not automatically qualify for access to free NHS health services over the age of three months.

If your pregnancy means that you will need to take some time away from your studies, this may affect your Tier 4 visa. It is very important to discuss your options at an early stage with an international student adviser.

For more information and advice about bringing your family to the UK please contact one of our team of trained immigration advisers:

immigration@sussex.ac.uk



FIND OUT MORE

Bringing your family to the UK

<https://www.ukcisa.org.uk/Information-Advice/Visas-and-Immigration/Dependants>

Advice for families

www.sussex.ac.uk/internationalsupport/families

Inviting friends and family to visit you in the UK

While you are studying you may want your friends and family to come and visit you in the UK, or they may plan to attend your graduation ceremony. Siblings and parents cannot apply as your Tier 4 dependants and will need to apply for a Standard Visitor Visa in their own right. This visa will be valid for a six month period.

In support of their standard visitor application the applicants will need to provide:

- Passport and two recent passport sized photos
- Evidence of their finances (or yours if you are funding the trip). This could include bank statements or pay slips, and show that they can pay for the trip and have enough money to support themselves

- Evidence that they intend to leave the UK at the end of their visit (e.g. a letter from their employer or return travel tickets)
- Proof of your enrolment at Sussex. This can be obtained from your academic school office (UG students), the Student Systems Office (PGT students), or the Research Student Administration Office (PGR students). If your visitor is coming to the UK to attend your graduation ceremony, make sure their letter includes the date of the ceremony
- Copies of the bio-data pages from your passport and a copy of the valid visa or immigration stamp you have
- A letter of invitation from you. Students sometimes ask us for an additional formal letter of invitation for their visitor, but this is not necessary.

Full details on how to apply can be found on the **UK Visas and Immigration** website.

If you are from a country which is currently experiencing political unrest, please contact an international student adviser for advice on additional documents you could provide for financial evidence and evidence that your family intends to leave.

If you leave the UK after you have finished your course and want to re-enter on your current visa for your graduation ceremony, please see the link below.

FIND OUT MORE

UK Visas and Immigration

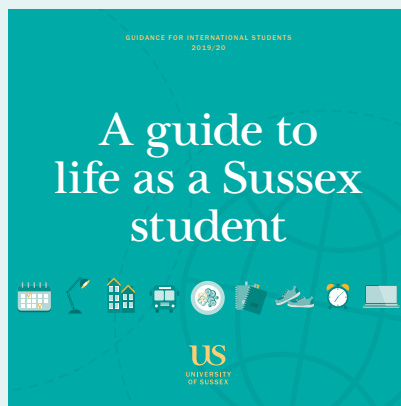
www.gov.uk/standard-visitor-visa/overview

Re-entering the UK for your graduation ceremony

www.sussex.ac.uk/internationalsupport/immigration/graduation

For more information and advice about settling in to your new life in the UK and studying at Sussex please read our booklet 'A guide to life as a Sussex student'.

The guide contains information on what to expect from your academic study as well as advice and top tips on travel; managing your money; health and welfare; and adapting to life in the UK.



If you would like any of our mini-guides or handbooks supplied in large-print format please contact the International Student Support team:

**international.support@
sussex.ac.uk**



The information contained in this guide is correct at the time of publishing (September 2019).
For the most up to date information you should always consult our webpages.

The University of Sussex is authorised and monitored by the OISC (Office of the Immigration Services Commissioner) for the provision of immigration advice and is required to abide by the Commissioner's Code of Standards. Copies of the Code of Standards and the Complaints Procedure are available from this office and if you are unhappy with the service or advice you receive, you are able to complain to the OISC at any time. If you wish to make a complaint to the University of Sussex then you should follow the University complaints procedure which can be found at: www.sussex.ac.uk/ogs/complaintsappeal

INTERNATIONAL STUDENT SUPPORT

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www.sussex.ac.uk/internationalsupport

“The immigration advice staff have
been amazing throughout my degree.
I can’t thank you enough.”

INTERNATIONAL UNDERGRADUATE

