



# International Student Advisory Service

Student Services- At the heart of your student experience

## Your responsibilities and the university's duties as a licensed sponsor under the UK's Points Based Immigration System

This information is written for students enrolled or planning to enrol at Swansea University and International College Wales, Swansea (ICWS). This information sheet explains your obligations and the University's duties as a Tier 4 licensed sponsor in relation to the Immigration Rules. See [www.gov.uk/guidance/immigration-rules](http://www.gov.uk/guidance/immigration-rules)

### Your responsibilities:

1. Give full, accurate answers to questions the university asks you about your previous study and immigration history in the UK.
2. At enrolment, present a valid passport and a valid visa to cover your whole course.
3. Your Tier 4 visa must identify Swansea University as your academic sponsor. Note that you are allowed to study with a visa other than a Tier 4 Student visa. If you do not have a Tier 4 Student visa, you must confirm your visa allows you to study before starting your studies at Swansea University.
4. If you do not have the correct type of visa or your visa does not cover the whole course, seek advice immediately from the International Students Advisory Service (ISAS) and, if necessary, apply for a new visa, a visa extension or a visa correction. Normally, you will not be allowed to enrol until you have proof that you have taken correct action. Please see our information on how to apply for a Tier 4 visa at <http://www.swansea.ac.uk/isas/visa-extension/>
5. If you get a new passport, visa or biometric residence permit while you are at the University, go to Student Records so that they can take a copy. If ISAS helps you to get a new visa, we will scan your new passport and visa, so you do not need to go to Student Records.
6. Be aware of, understand and comply with the conditions of your visa. Generally the conditions of your Tier 4 General Student visa are:
  - You must be studying full-time; part-time study is not allowed, although you are allowed to apply for a visa to retake failed modules or resubmit a dissertation or thesis
  - You must not work more hours than allowed (see point 8 below)
  - If you suspend or withdraw from your course, UK Visas and Immigration (UKVI) will curtail your visa and require you to return to your home country
  - You must always ensure that you apply to extend your visa before your visa expires. The University is required to suspend you if you do not have a valid visa

Please seek advice from ISAS if you do not understand the conditions attached to your visa.

7. Register promptly with the police if required, and update your police registration if you change address, get a new passport or visa, change course or change your place of study.
8. Do not work more than the hours permitted by your visa, and comply with university regulations on hours of employment while studying. If you have a student visa, you can normally work full-time only during the holidays. Holiday periods are different depending on the type/level of your studies (undergraduate, taught postgraduate and research). Find out how many hours you can work from <http://www.ukcisa.org.uk/International-Students/Study-work--more/Working-during-your-studies/>
9. Comply with the attendance monitoring systems that the University has in place and attend all classes, meetings with tutors and any other arranged sessions, unless you have good reason to be absent. See <https://www.swansea.ac.uk/academic-services/academic-guide/general-information-and-student-responsibilities/attendance/monitoring-attendance-and-progress/>

10. Keep your contact details up to date by either updating them on to the University's Intranet online records system or by reporting any change in your contact details to MyUniHub.
11. If you have a Tier 4 (Student) visa to study at Swansea University, Swansea University is your "sponsor". If you want to study at another institution, make an appointment to discuss this with ISAS as soon as possible.
12. Report to UKVI if your course of study at the University becomes shorter than was intended.
13. Report any change in your contact details to UKVI using the designated form at <https://www.gov.uk/change-circumstances-visa-brp/overview>. Be aware of the implications for your visa of stopping, changing or suspending your studies, being absent from the University without authorisation or of not complying with any of the conditions of your visa.
14. If you do not understand any of the rules, seek help from ISAS. The advisers are the only staff members at the University qualified to give immigration advice to international students. If you break the rules because you do not understand them, UKVI will not accept that excuse and it can have serious consequences for you.

### The University's duties as a licensed sponsor:

The University has a licence to sponsor students which imposes duties on the University. In order to comply with the conditions the University must:

1. Keep a copy of your passport(s), visa(s) and/or UK ID card(s). This is done by Student Records. If you get a new passport, visa or ID card while you are at the University, go to Student Records so that they can take a copy. If ISAS helps you to get a visa, we will copy your new passport and visa, so you do not need to go to Student Records
2. Keep a record of all your studies at Swansea University and at other UK educational institutions. We must do this because UK Visas and Immigration has set time limits on how long you can spend in the UK on a student visa.
3. Keep an up-to-date record of your contact details and UK address. This is done by Student Records.
4. Report to UK Visas and Immigration (UKVI) for those with Tier 4 General (Student) status if:
  - You fail to enrol on time
  - You are absent from the university without permission for over a prescribed period
  - The University is no longer your licensed sponsor
  - Your circumstances change, for example, if your course of study changes or becomes shorter or longer
  - It has evidence that you are breaking the conditions of your visa.

The University must always act responsibly in carrying out its duties. If you feel that the University has not acted responsibly, you can complain to UK Visas and Immigration. If you have any concerns about how the University has acted, the University encourages you to use its internal complaints procedures. You can find the Complaints Procedure at [www.swan.ac.uk/academic-services/academic-guide/conduct-and-complaints/complaints-procedure/](http://www.swan.ac.uk/academic-services/academic-guide/conduct-and-complaints/complaints-procedure/). See <https://www.gov.uk/government/organisations/uk-visas-and-immigration/about/complaints-procedure> for details of how to complain directly to the Home Office.

The International Student Advisory Service of Swansea University makes every possible effort to ensure that the information and advice it provides is up to date and accurate, but accepts no legal liability for errors or omissions, and reserves the right to make changes without notice. Furthermore, ISAS accepts no legal liability for the outcome of any action you take after receiving our advice.

Student Support Services  
Keir Hardie Building  
☎ 01792 602000  
✉ [ISAS@swansea.ac.uk](mailto:ISAS@swansea.ac.uk)  
👉 [www.swansea.ac.uk/isas](http://www.swansea.ac.uk/isas)

### International Student Advisory Service

Regulated by the Immigration  
Services Commissioner

