



Summary of shared responsibilities for students studying under a Student Route Visa

DISCLAIMER REGARDING IMMIGRATION ADVICE

Providing immigration advice or services is **strictly regulated** by the Office of the Immigration Services Commissioner (OISC) and it is a **criminal offence** for unauthorised advisers to provide such advice. Staff at Itchen College are not regulated by the OISC so **cannot provide immigration advice specific to your individual circumstances** or personal matters in connection to an immigration situation. **Our role is limited to providing general information and directing you to useful websites which is not a substitute for professional legal advice.** Any general information given for students who will require visas to study in the UK is made in **good faith** and is based on the Immigration Rules **applicable at the date it is issued**. Be aware that UK Immigration Rules are **subject to regular amendment** and Itchen College therefore **accepts no liability for subsequent changes** made.

Both Itchen College (The Sponsor) & any student we sponsor (the migrant) have specific responsibilities as outlined in the Student Sponsor Guidance & the Immigration Rules regarding a Student Route Visa. We have produced this document to help you understand what it means to hold this type of visa & how to avoid problems. We suggest you read it carefully, keep it safe for future reference & seek guidance if you do not understand any of the points listed.

It is important to understand that Student sponsorship is based on two basic principles:

- **Sponsorship is a privilege and not a right. Educational providers benefit directly by offering places on their courses of study so must help to prevent the system from being abused. Significant trust is placed in them as Sponsors to act in accordance with the Immigration Rules & all parts of the Sponsor Guidance & they must discharge their responsibilities.**
- **Students applying to study in the UK must be eligible to do so & intend to complete the programme offered.**

We are your Sponsor (Itchen College – Sponsor Reference HX74G5DRX)

& have duties that we are required by law to fulfil to ensure that both our students & we, are compliant with the Home Office, UK Visa & Immigration Policy Guidance & the Immigration Rules. If we fail to comply, we are at risk of losing our Sponsor Licence & our ability to continue as your sponsor, as well as a sponsor for students in the future. We take our duties very seriously & must provide information to the Home Office about you in certain circumstances.

Our responsibilities as your Sponsor are:

- To check and retain copies of all documentation relevant to your immigration status in the UK such as passports; eVisas, visa vignettes, relevant letters & Biometric Residence Permit (BRP) cards.
- To ensure that no student is allowed to join classes if their immigration status has not been confirmed.
- To retain copies of any documentation or qualifications on which we base our offer of a place to study.
- To ensure that your course of study leads to an approved qualification.
- To ensure your course of study offers academic progression if you have previously studied in the UK.
- To keep up-to-date contact details for you; your address, mobile phone number & email address.
- To make a report to the Home Office should you fail to arrive when expected.
- To provide you with details of the attendance & participation required for your course of study & how this is recorded.
- To ensure you understand the circumstances that would lead to withdrawal from your course of study & a report to the Home Office.
- To monitor your attendance & participation on your course & if necessary make a report to the Home Office of any unauthorised absences leading to a breach of your visa conditions.

- To keep you fully informed of any changes that may affect your immigration position such as reports to the Home Office; withdrawal of your course of study; our loss of licence.
- To report to the Home Office any changes in your student status such as:
 - Suspension or termination of your studies by us
 - Your withdrawal from your course of study or early completion of your course of study
 - Changes in your course length or course title
 - Missing too many expected contacts (lessons, tutorial sessions, seminars, studio practice, individual appointments with staff)
 - Your non-completion or late submission of course work or any other issues which affects your ability to complete your course of study within your current leave period
 - Your transferral to another education provider
 - Any breach of the immigration rules made by you including working when your visa is endorsed 'No Work'.

The Migrant (you, the student)

You are studying in the UK on a Student Route Visa and as such you are registered at Itchen College as a Student Route Visa holder. This means you hold a visa issued by the Home Office (UKVI) which allows you to study a full-time, long-term programme with Itchen College as your Educational Sponsor. You are not permitted to study at another educational institution using this visa, although you are able to do **supplementary study** elsewhere, as long this does not impact on your ability to engage fully and succeed in the course for which your Student Route visa was issued. Please read the following information carefully as it is for your protection.

It is vital that you are aware of and follow the Immigration Rules. If you fail to comply with the rules you risk your student status and this could lead to an adverse immigration record. Your college is also at risk of losing its Sponsor Licence which would affect the status of all other students studying there.

Your responsibilities are:

- To satisfy the terms and conditions of your immigration permission for the duration of your visa.
- To provide your passport (physical document) & evidence of your visa to your Student Sponsor in person, before commencing your studies so that your passport, visa & any other relevant letters or documents can be copied.
- To provide your Student Sponsor with a **Share Code** so they can check your status and terms & conditions on your online **eVisa** are correct.
- If applicable, **To collect your Biometric Residence Permit (BRP)** within 10 days of arriving in the UK if instructed to do so. In most cases this will not apply as physical immigrations documents are being phased out in the UK & replaced by **a digital immigration system.**
- To apply for correction of any errors identified on your eVisa, visa vignette or BRP.
- To study full-time with the Student Sponsor who issued your CAS & whose Sponsor License number was quoted in your visa application.
- To attend your enrolment appointment at the beginning of the academic year or inform us if you intend to enrol late & the reasons why.
- To engage with your studies actively and consistently & on an ongoing basis by attending all lessons, tutorial sessions, seminars, studio practice & individual appointments with staff during the teaching weeks & completing & submitting all course work & home work by the deadlines given. The expectation is 100% attendance & engagement with your programme of study.
- To report any sickness or other medical issues to the college by 9:15am **on each day** that you will be absent from lessons & to provide a medical certificate from the doctor if requested.
- To keep the college up to date on any issues that impact on your studies.

- To inform the college immediately of any change of address or other contact details such as mobile phone numbers & email addresses.
- If you hold a BRP, to report any change of address or passport, to the Home Office on a **'Change of Circumstances Form'**
- If you hold an eVisa to **report any change** of address, email account, mobile phone number or passport immediately online. Failure to keep these details updated could lead to delays at the UK Border.
- To make arrangements to leave the UK as soon as possible if you withdraw from your course of study or we curtail (cancel) your Student Visa.
- **To comply with the conditions of your visa which prohibit work of any kind including voluntary work.**
- To make sure that you are aware when your passport & visa are due to expire.
- To keep the college updated if you renew your passport, change your immigration status or intend to switch to a different Student sponsor.
- To immediately report to the police and UK Immigration authorities, the loss or theft of your passport or BRP.
- To leave the UK at the end of your course of study. **Overstaying your visa is a criminal offence & if you overstay for more than 28 days you will not be allowed to apply for further leave to remain from within the UK. If you overstay by more than 90 days you will normally be barred from coming back to the UK for at least 12 months & even then it may affect future immigration applications that you make including countries other than the UK.**

For further information:

[Visas and Immigration \(part of the Home Office\)](#)
[Student Sponsor Guidance](#)
[Immigration Rules – Appendix Student UKCISA](#)