



# Tier 4 Visas

Protecting your Visa & your responsibilities while studying in the UK

Chichester College

## Have you changed your:

\* Address \* Mobile number \* or Email address

Since you have enrolled?

Make sure you let one of the Admissions officers in the Student Center know about any changes occurring in your personal details as soon as possible.

## Biometric Residence Permits (BRP)

### What must I do when I receive my BRP?

You must check your permit carefully when you receive it to make sure that all the details on it are correct. If you find a mistake, you must speak to the International Admissions Advisor as soon as possible.

### How do I use my BRP?

Your BRP is evidence of your permission to stay in the UK and shows the conditions of your stay. It enables you to confirm your identity and your rights to study. You must take your permit with you if you go abroad while you have permission to stay in the UK. The permit proves that you are allowed to return to the UK, but it cannot be used instead of a passport or travel document.

### What must I do if my BRP is lost or stolen?

If your BRP is lost or stolen, you must report the loss or theft to the Police and obtain a crime reference number. Once you have done this, then speak to the International Admissions Advisor who will help arrange your replacement BRP card.

If your permit is lost or stolen while you are outside the UK, you must apply for a Replacement BRP in order to re-enter the UK. You must then apply for a BRP within 1 month of re-entering the UK, please see the International Team who will assist you with this.

### What must I do if I change my circumstances?

You must tell the UKVI of any changes by completing a Migrant Change of Circumstance (MCC) form which can be found online. Print and complete the form and post it to the address shown on its front cover. The list circumstances is as follows:

- personal details
- contact details
- representative details
- dependants' details
- criminal convictions

## Police Registration

You may have been given an instruction in your passport or on your BRP card which requires you to register with the police. Please check very carefully.

IF YOUR ENTRY CLEARANCE/VISA STATES THAT YOU MUST "REGISTER WITH THE POLICE WITHIN 7 DAYS", or "REGISTER/REPORT TO POLICE" THIS IS WHAT YOU SHOULD DO.

TO REGISTER WITH THE POLICE YOU WILL NEED THE FOLLOWING:

- \* £34 FOR THE COST OF REGISTRATION
- \* 2 PASSPORT PHOTOGRAPHS
- \* STUDENT CARD
- \* REGISTRATION FORM PROVIDED BY THE INTERNATIONAL ADMISSIONS TEAM
- \* YOUR PASSPORT
- \* UK ADDRESS

Police registration will be organised by Chichester College at the beginning of the academic year. You will receive a letter informing you of the date, time and place of the meeting with the Nationality Unit representative.

If you miss the appointment, please let someone in the International Admissions Team know so your appointment can be rescheduled.

## Tier 4 Authorised Leave Policy

Please make a note of your course dates and do not take holidays or book flights during that time. Any study time that is missed, will affect your attendance and possibly your right to stay in the country.

To be eligible for authorised leave, all students must have at least 90% attendance and be up to date with all their course work.

Students must request permission from the International Admissions Advisor before travelling. Failure to do so could mean that you are withdrawn from your course.

If Authorised Leave is granted, you will need to supply a copy of your flight ticket to the International Team before leaving the college.

Please note that the College is now required to report to the Immigration Authorities any unauthorised absences which happen during term time.

## Immigration Status

Make sure that the International Student Services team in the Student Centre have a copy of your current passport, visa and BRP card.

English as a Foreign Language courses do not have term time holidays. Should you require leave during your course, please speak to the International Admissions Team.