

# **Information for Tier 4 students**

- Your responsibilities as a Tier 4 student
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- Work restrictions and work placements
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## Your responsibilities as a Tier 4 student

### You must

- regularly check your student (SHU) email account
- respond to University emails, letters and phone calls promptly
- keep your passport and visa up-to-date
- inform UK Visas and Immigration if your contact details change – please complete the online form at [gov.uk/change-circumstances-visa-brp](https://gov.uk/change-circumstances-visa-brp)

### You must inform the University if

- your contact details change – for example, your phone number, address or email address – please update your details on [My Student Record](#)
- you get a new passport, Tier 4 visa or BRP card
- you change your immigration status to a different visa type

### You must engage fully with your studies

- You must attend all lectures, seminars and all other study sessions.
- You must submit all coursework and attend all examinations and assessments.
- If you are studying a PhD or Doctorate course, you must attend monthly supervision meetings.
- If you are on a work placement, you must attend your work placement in full and notify your employer if you will be absent for any reason. The University will contact your employer every month to check your attendance.
- You must attend International Registration Events when invited by email.

**The University will monitor your engagement with your studies. Failure to engage fully with your studies may lead to your withdrawal from your course. If so, your visa would become invalid and you would have to leave the UK immediately.**

### Do you need to register with the Police?

- Certain nationalities must register with the Police after arriving in the UK. If this applies to you, it will be stated on your visa letter.
- If so, you must inform the Police within seven days if you change address or your immigration conditions change. Register online at [gov.uk/register-with-the-police/how-to-register](https://gov.uk/register-with-the-police/how-to-register)

## Requesting an Authorised Absence

You must notify [Hallam Help](#) urgently if you need to be absent from study for any reason. You may be able to request an **Authorised Absence** for a short period without affecting your visa. If you need a longer break, you may need to suspend your studies and return at a later date.

## Work restrictions and work placements

Your Tier 4 visa permits you to work part-time in addition to your studies. However, **you must never work more than 20-hours per week during term-time** or more than 10 hours per week if studying a pre-sessional English course or International Foundation Programme. This applies to **any type of work**, whether it is paid or unpaid. **Before** starting any part-time role, you **must** obtain a letter confirming your visa status and your permission to work in the UK, to give to your employer. Please contact [Hallam Help](#) to request this.

### Does your course include a work placement?

If so, you must provide your faculty Placement/Employability Team with details of the start and end dates of your placement and the employer's contact details before you start your work placement.

## The University's responsibilities as your Tier 4 sponsor

### The University must

- ensure all international students have valid permission to study
- keep up-to-date copies of all international students' passports and visas
- hold up-to-date contact details for students including home address, term-time address, email address and phone number(s)
- monitor all Tier 4 students' engagement with their studies
- withdraw any Tier 4 student who fails to satisfactorily engage with their studies and report their details to UKVI
- notify UKVI of any Tier 4 student who
  - fails to enrol
  - defers their study to a later date
  - suspends their study, takes a break in study or temporarily withdraws
  - transfers to a different course
  - starts a work placement as part of their course
  - completes their course earlier than originally expected
  - withdraws or is excluded for any reason
  - changes to a different immigration category

## Who to contact for advice and support

### If you are a pre-sessional English / TESOL student

TESOL

email [tesol@shu.ac.uk](mailto:tesol@shu.ac.uk) or call 0114 225 5515

### If you are an Undergraduate or Postgraduate student

call 0114 225 2222 or email [hallamhelp@shu.ac.uk](mailto:hallamhelp@shu.ac.uk)

### If you are a PhD or Doctoral student

STA – C3RI

email [pgradmin@shu.ac.uk](mailto:pgradmin@shu.ac.uk)

STA – MERI

email [MERI-Tier4@shu.ac.uk](mailto:MERI-Tier4@shu.ac.uk)

SSH

email [sshresearch@shu.ac.uk](mailto:sshresearch@shu.ac.uk)

HWB

email [HWB-DoctoralAdmin@shu.ac.uk](mailto:HWB-DoctoralAdmin@shu.ac.uk)

SBS

email [sbsdoctorates@shu.ac.uk](mailto:sbsdoctorates@shu.ac.uk)

### Visa and immigration queries

call 0114 225 2222 or email [internationalexperience@shu.ac.uk](mailto:internationalexperience@shu.ac.uk)

### English language support

register at [blogs.shu.ac.uk/thebridge](https://blogs.shu.ac.uk/thebridge) or email [skillscentre@shu.ac.uk](mailto:skillscentre@shu.ac.uk)

### Student Wellbeing

call 0114 225 2136 or email [student.wellbeing@shu.ac.uk](mailto:student.wellbeing@shu.ac.uk)

### Disability Support

call 0114 225 3964 or email [disability-support@shu.ac.uk](mailto:disability-support@shu.ac.uk)

### SHU Students Union Advice Centre

call 0114 225 4148 or email [advicecentre@shu.ac.uk](mailto:advicecentre@shu.ac.uk)

### SHU Tier 4 Compliance

email [studentimmigrationcompliance@shu.ac.uk](mailto:studentimmigrationcompliance@shu.ac.uk)

### Further information

#### UK Council for International Student Affairs

[ukcisa.org.uk](https://ukcisa.org.uk)

#### UK Visas & Immigration

[gov.uk/tier-4-general-visa](https://gov.uk/tier-4-general-visa)