**UNIVERSITY OF SUNDERLAND INTERNATIONAL AGREEMENT 2019/20**

**IMPORTANT INFORMATION PLEASE READ CAREFULLY**

This Agreement is a supplementary agreement and should be read in conjunction with (1) the Student Handbook

–Regulations, Policies and Procedures 2019-20 a copy of which can be found at <http://www.sunderland.ac.uk/regulations>; (2) the Information for International Applicants 2019/20 guide a copy of which can be found at [http://www.sunderland.ac.uk/international/visas/ ;](http://www.sunderland.ac.uk/international/visas/)and, (3) the Important Information about Your Visa April 2019 document, a copy of which can be found at: [http://www.sunderland.ac.uk/international/visas/.](http://www.sunderland.ac.uk/international/visas/)

–Further information about visa’s can also be found at:

<http://services.sunderland.ac.uk/international-student-support/contactdetails/>

**You are responsible for complying with the terms of your visa, and with Immigration legislation as in force at the relevant time more generally.**

You should ensure that you understand the Home Office’s immigration guidance and keep up to date with changes to immigration legislation and immigration rules during your time in the UK to protect your immigration status. You should be aware that the Home Office may revise its immigration rules at any time and that immigration legislation is subject to change. In order to comply with any new or revised immigration legislation and/or rules, the University may be required to make changes to its compliance policies (including the documents mentioned above) at any time within the academic year and will endeavour to inform you when any material changes are made. However, it is your responsibility to ensure you remain familiar throughout the duration of your study with the University’s compliance policies and you should visit the University’s international website at [www.sunderland.ac.uk/international/visas/](http://www.sunderland.ac.uk/international/visas/) regularly for the most up to date information.

**You may be required to provide evidence to the University that you are complying with the terms of this Agreement. The University has the right to withdraw you from your programme where you have not complied with the terms of this Agreement.**

**The University’s obligations for all international students**

The University is required to:

* Take and keep copies of the passport and visa/Biometric Residence Permit (BRP) card/BID vignette or electronic visa waiver (EVW) for non-EEA nationals at enrolment and when your immigration documents change (e.g. following a visa extension or passport renewal).
* If you entered the UK traveling through UK Immigration Control via an ‘eGate’ we will take evidence of your journey. For example boarding passes.
* Hold the most up to date; address, email and telephone contact details for you, and to keep a record of any changes to these.
* Ensure that we only enrol students who have a valid immigration status which allows study at the University.

**The University’s obligations for all international students with a Tier 4 visa**

As a Tier 4 Sponsor, the University is required by the Home Office to maintain a complete and up-to-date record for each of our Tier 4 Students. As part of this, the University is required to:

* Ensure that your personal details are kept up-to-date at all times – this includes changes to your name, address, telephone and email details;
* Keep copies of your passport ID page, your visa / Biometric Residence Permit (BRP) card and your ATAS certificate,(if applicable);
* Keep in regular contact with you in order to ensure that we have evidence of your application for a new passport or visa while you are in the UK studying at the University;
* Take copies of your documents every time you obtain a new passport or visa / BRP card;
* Monitor your attendance.**Failing to regularly attend classes and lectures could result in the University withdrawing you from your programme. This will result in the withdrawal of our Tier 4 sponsorship;**
* Advise the Home Office that the University has withdrawn its Tier 4 sponsorship if you;
* Take a leave of absence from your programme
* Request to withdraw from your programme
* Are required to withdraw from your programme
* Do not enrol or re-enrol on your course
* Complete your studies earlier than the course end date stated on your CAS
* Are completing your studies in your Home Country/Externally
* change immigration status and you no longer require a Tier 4 visa
* Fail to provide the University with your up to date visa, passport and Biometric Residence Permit (BRP) card as well as supplying any new immigration documentation as your details change
* Notify the Home Office of any significant changes in your circumstances, such as a transfer of course or the undertaking of a placement. This will not result in the withdrawal of Tier 4 sponsorship;
* Notify the Home Office if the University becomes aware that you are in breach of the terms of your visa ; for example working more than 20 hours per week during term time;
* Notify you if the University withdraws sponsorship of your Tier 4 visa.

**Your obligations as an international student**

You are required to:

* Adhere to all regulations and terms and conditions detailed within the University’s Student Handbook – Regulations, Policies and Procedures 2019-20;
* Provide the University with your up to date visa, passport and Biometric Residence Permit (BRP) card as well as supplying any new immigration documentation as your details change;
* Attend any visa or passport sessions if requested to do so by the University;
* Keep the University informed via e:Vision of any changes to your contact details. For example, if you move house and/or change your email address or mobile telephone number;
* Check your personal email account (being the personal email account you advised us of on application unless you have updated it with us) and University email account on a regular basis as this is how the University will communicate with you to request information.

**Your additional obligations as an international student with a Tier 4 visa**

In addition to the international student obligations outlined above, as an international st**u**dent with a Tier 4 visa you are required to:

* Attend all lectures, classes, workshops, seminars and monthly supervision meetings (where applicable). This will be monitored in line with the University’s Attendance Monitoring Policy along with the submission of assessments;
* Inform the University immediately if your immigration status changes from a Tier 4 (General) Student to any other visa type;
* Leave the UK if your studies are interrupted and you need to take a leave of absence or withdraw or are withdrawn from your course. You are required to provide the University with a copy of your return flight ticket before departing the UK;
* Comply with the terms of your visa (including not working more than the hours permitted and not claiming public funds);
* If applicable enrol with the Police if the following statement is on your visa: “Police Enrolment within 7 days of UK entry” and keep your Police Registration Certificate updated with any changes to your circumstances;
* Check your personal email account (being the personal email account you advised us of on application unless you have updated it with us) and University email accounts on a regular basis as this is how we will communicate with you if you are at risk of being reported to the Home Office and/or to advise if you are at risk of having your Tier 4 sponsorship withdrawn by the University;
* Co-operate with the University in fulfilling its Tier 4 duties. This includes replying to any enquiries from the University of Sunderland relating to your visa without delay;
* Notify the Home Office if you fail to pay your tuition fees by the due date
* Maintain English language skills at least at the level required on entry to the University for the duration of your programme. The University reserves the right to re-test you at any point during your programme