

## Institutional Procedures For Students Who are Subject to Immigration Control

<b>Enabling Policy Statement; Executive Owner; Approval Route:</b>	Our Students - Chief Student Officer - Executive Board
<b>Is the Procedure for internal use only (Non- disclosable) ?</b>	Disclosable
<b>Associated Policy Statements:</b>	N/A
<b>Authorised Owner:</b>	Emily Pentland-Hill, Associate Director – Student Experience
<b>Authorised Co-Ordinator:</b>	Director of Student Life
<b>Effective date:</b>	25/03/2025
<b>Due date for full review:</b>	25/03/2028
<b>Sub documentation:</b>	<a href="#">Student Route CAS Issuing Procedures</a>

### Approval History

Version	Reason for review	Approval Route	Date
1.0	Conversion of pre-existing policy to new POPP framework.	UEC	25/03/2025

## 1. Purpose

- 1.1. The overarching purpose of this procedure is to provide a clear description of the roles and responsibilities of the University and its students, with respect to the UK Immigration Rules.
- 1.2. Adherence to this procedure will ensure that the University meets its obligations as a Student Route Sponsor, and students do not act in breach of their visa conditions.

## 2. Scope and Exceptions to the Procedure

- 2.1. To be able to recruit students from outside the UK & Republic of Ireland the University is required to comply with the terms of the Immigration, Asylum and Nationality Act, 2006.
- 2.2. The University holds a Student Route Sponsor Licence issued by the Home Office permitting it to issue Confirmation of Acceptance for Studies ('CAS') to potential non-EEA students from 5 October 2020, and potential EEA students from the 1<sup>st</sup> January 2021. Previously, since April 2010, the University held Tier 4 Sponsor status.
- 2.3. Alongside Student permission, students at the University may hold a number of other types of permission which allow them to register and study.
- 2.4. These procedures apply to all students who are subject to immigration control.
- 2.5. These procedures are specific to the University and do not necessarily set out the full requirements of the Immigration Rules. The University is entitled to revise its policies or procedures relating to compliance with its sponsor duties at any time, and will usually do so where there have been any applicable changes to sponsorship requirements made by UK Visas & Immigration ('UKVI'). This procedure should be read in conjunction with the UK Government prevailing [Student Sponsor Guidance](#), and the [Immigration Rules](#). The Immigration Rules and associated UKVI guidance documents will remain the main source of the University's obligations, regardless of whether any requirements are dealt with in these procedures.

## 3. Definitions and Terminology

- 3.1 **Registration:** The act of initial registration in person by the student during the prescribed period, dependent on the programme start date. For Student Route visa holders this is specified on the CAS.
- 3.2 **Sponsored Students:** For the purpose of this guidance, the sponsoring institution is the University of Surrey and sponsored students refers to those students studying under the Student Route.
- 3.3 **Students:** For the purpose of this guidance, all references to 'Students' includes those granted permission under the current Student route, and also those granted permission under the previous Tier 4 (General) route.
- 3.4 **ISA:** The International Student Advice Team.

## 4. Procedural Principles

- 4.1. Sponsorship Duties for Student Route Sponsors

The University's duties as a Student Route Sponsor are as described in the UK Government publication [Document 2: Student Sponsor Guidance, Sponsorship Duties](#).

Paragraph 1.2 of the Introduction to the Student Sponsor Guidance confirms that all references to ‘Students’ within the guidance must also be read as ‘including those applying for, or who were granted permission, under the previous Tier 4 (General) route’.

In summary, the University’s duties are:

	Duty	Source
1	Support immigration control by taking steps to ensure that every student at the institution has permission to study in the UK throughout the whole period of their study	<a href="#">Document 2 ‘Sponsorship Duties’</a>
2	To obtain and record all documentation relating to sponsored students as per Appendix D of the Immigration Rules	<a href="#">Appendix D ‘Keeping documents guidance for sponsors’</a>
3	To meet educational oversight requirements as prescribed by the Sponsor Guidance	<a href="#">Document 1 ‘Applying for a Student Sponsor Licence’</a> & <a href="#">Document 2 ‘Sponsorship Duties’</a>
4	To offer programmes to sponsored students which comply with the Sponsor Guidance	<a href="#">Document 2 ‘Sponsorship Duties’</a>
5	To assign CAS only to those students we believe meet the requirements of the Student Route and will comply with the conditions of their permission to stay in the UK	<a href="#">Document 2 ‘Sponsorship Duties’</a>
6	To make timely reports to the Home Office on all sponsored students as prescribed in the latest version of the Sponsor Guidance. This includes but is not limited to withdrawals, non-registration and lack of engagement with the programme.	<a href="#">Document 2 ‘Sponsorship Duties’</a>
7	To report details of any agents and other third parties used in recruiting students	<a href="#">Document 2 ‘Sponsorship Duties’</a>
8	To ensure that all sites, exceptional arrangements and teaching partnerships are recorded as per the sponsor guidance.	<a href="#">Document 1 ‘Applying for a Student Licence’</a>
9	To refer to the police any information we have about students engaged in terrorism or other criminal activity	

Students are advised that the University is obliged to inform the Home Office should they be made aware of any breaches of the terms and conditions of a student’s visa. Our sponsorship duties require us to co-operate with the Home Office and report anything that suggests a student is “breaking the conditions of their permission to stay in the UK, such as working in breach of their conditions”<sup>1</sup>.

#### 4.2. Responsibilities of students with immigration permission

Not all students from outside the UK & Republic of Ireland will hold student permission, however all students are required to:

- Produce valid passport and immigration evidence for recording and verification at the point of registration.

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<sup>1</sup> Document 2: Student Sponsor Guidance, Sponsorship Duties;  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/939471/Student\\_Sponsor\\_Guidance\\_-\\_Doc\\_2\\_-\\_Sponsorship\\_Duties\\_2020-12.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/939471/Student_Sponsor_Guidance_-_Doc_2_-_Sponsorship_Duties_2020-12.pdf)

- Provide the Immigration Compliance Team with all correspondence that they receive from the Home Office in relation to their current immigration status.
- Ensure that their passport and immigration status are always valid and in-date, and that they do not contain any errors.
- Ensure that any applications for further permission are applied for in good time, preferably in consultation with the International Student Advice Team (ISA) through MySurrey Hive.
- Provide copies of any updated, extended, or replacement passports or immigration documents to Immigration Compliance as soon as they are received.
- Inform the Immigration Compliance Team immediately if their immigration status changes at any time (e.g. change of immigration category or becoming a citizen of a country not subject to immigration control in the UK).
- Keep their personal and current contact details up to date on the student record system (via [Surrey Self-Service](#)).
- Maintain personal copies of their passport pages and immigration status.
- Seek advice from ISA before making changes to their programme of study which could affect their ability to remain sponsored by the University.
- Ensure that if registered on taught programmes, they attend compulsory lectures, tutorials, examinations and other activities which form part of their programme of studies as per University regulations. In addition, to submit by required deadlines coursework and other assignments required for the programme as per regulations.<sup>2</sup>
- Ensure that if registered on research programmes, they attend supervisory sessions and submit progress reviews as per University regulations. In addition, to ensure they are continuing to make satisfactory academic progress and maintain continued contact with their supervisors and faculty as per regulations and the code of practice.<sup>3</sup>
- Reach the level of academic attainment required for the programme.
- Re-register online with the University at the beginning of each new academic year during the required period between August and mid-October.

Always adhere/comply to the conditions of their permission.

#### 4.3. Responsibilities of individuals on the Start-up Route

The University of Surrey will endorse individuals who make successful applications via the [Student Enterprise Team](#) for permission under the Start-up Route. This route is for current final year students coming to the end of their studies and external applicants who have an innovative, viable and scalable business, as assessed by the Student Enterprise Endorsing Panel. Holders of this permission have the following responsibilities:

- Consent to the University providing personal details to the Home Office.
- Agree to update contact details with the University if they change during the year.
- Agree to spend the majority of their working time on developing their business venture, although they can take up additional employment.
- Agree to and follow the checkpoint dates and requirements around monitoring.
- Agree to the University sharing information for publicity purposes.

#### 4.4. Selection and Admissions

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<sup>2</sup> In accordance with 'University of Surrey A1 Regulations for taught programmes'; <https://www.surrey.ac.uk/quality-enhancement-standards/regulations>

<sup>3</sup> In accordance with 'University of Surrey A2 Regulations for research degrees'; <https://www.surrey.ac.uk/quality-enhancement-standards/regulations>

#### 4.4.1. CAS Processing for Applicants

In order to apply for the Student Route to study at the University of Surrey, applicants must have a Confirmation of Acceptance of Studies (CAS). This is a reference number unique to each applicant.

CAS will be assigned as per the University of Surrey's [Confirmation of Acceptance of Study \('CAS'\) issuing procedure for applicants and students](#). The CAS Issuing Procedure also details the conditions under which we will not issue a CAS.

Receipt of an academic offer does not guarantee that you will be assigned a CAS. Your immigration history and status will be assessed in accordance with the Student Route requirements and Immigration Rules. The University reserves the right to refuse a CAS to an applicant if the immigration requirements of the Student Route Sponsor Guidance and Immigration Rules are not met.

It is the applicant's responsibility to familiarise themselves with the Immigration Rules and ensure that they show they have the required permission to be in the UK and study at the University of Surrey. The onus is on the applicant to ensure they satisfy the application requirements of the Student Route.

For the avoidance of doubt, the issue of a CAS by the University does not necessarily mean that an applicant's or student's application for student permission will be successful. The University shall not be liable if any applications are refused by the UKVI. The University shall bear the cost of any CAS issued, however payment for the remainder of the application and associated costs (e.g. the Immigration Health Surcharge) are the responsibility of the applicant.

For further information, please refer to the University of Surrey [Confirmation of Acceptance of Study \('CAS'\) issuing procedure for applicants and students](#).

#### 4.4.2. Academic Progression

The University will consider academic progression in all cases where the Student Route application is being made within the UK, and will detail how this requirement has been met on the CAS.

Applicants applying to undertake a second programme at a given Regulated Qualifications Framework (RQF) level, and who intend to apply for their new student visa from within the UK, will only be issued a CAS if academic progression can be determined by the University Progression and Programme Transfer Panel. This must comply with the current definition within the [Student Route Sponsor Guidance](#) and [Immigration Rules](#). The panel is made up of representatives from Immigration Compliance, Academic Administration, and Admissions.

If the academic progression requirement is not met, a CAS will only be issued once the applicant has confirmed they will make their application from outside the UK.

Applicants requiring sponsorship on the Student Route are required to declare on their application form any previous studies undertaken in the UK prior to their application being formally considered for entry. Failure to declare previous UK study may result in any academic offer or CAS being withdrawn.

The University will not normally issue a CAS to an applicant who has failed to successfully complete a previous programme of study in the UK unless there are exceptional mitigating circumstances, or the applicant has applied to transfer to the University of Surrey from another UK university for advanced entry to one of our undergraduate degree programmes.

In the case of an applicant requiring a Student Visa being accepted for advanced entry they will need to meet all applicable admissions criteria and provide evidence that they will apply for their new visa from

outside of the UK before a CAS will be issued.

#### 4.5. Academic Technology Approval Scheme (ATAS)

##### 4.5.1. Requirements

All individuals studying in the UK who have, or are applying for, time-limited permission and wish to study a programme in a subject area specified by [Appendix ATAS](#) of the Immigration Rules, will be required to obtain a valid certificate before they can register for their programme, unless they are a national of any of the countries exempted under paragraph 3.1 of the Appendix.

##### 4.5.2. ATAS and CAS Issuing

Where ATAS clearance is required, the University will only issue a CAS once a copy of the ATAS clearance certificate has been sent to the University by the Foreign, Commonwealth & Development Office (FCDO). This requirement exists both for the initial CAS to start a degree programme, and any subsequent CAS required for extensions.

##### 4.5.3. ATAS Refusals After Registration

Should a student apply for a new ATAS certificate for any reason after registering for their programme, and receive a refusal, it is recommended that they contact the [International Student Advice Team](#) for advice before submitting any appeals. Should a refusal be received, and any appeal be unsuccessful, the student will not be permitted to re-apply or to continue their studies at the University. They will subsequently be withdrawn from their programme on the grounds of our wider security obligations.

In exceptional circumstances the University may support a second ATAS application being made, however this will only be considered in circumstances where there is demonstrable evidence that the original application was not considered correctly, or the original refusal was due to a system or administrative error. Decisions on whether a second application may be permitted will be made by members of the Points-Based-System Group.

#### 4.6. Registration

All new students from outside the UK or Republic of Ireland are required to present at registration their passport and evidence of a valid immigration status that allows study in the UK.

Students are also required to provide the University with a UK contact address, alternative e-mail address, and telephone number.

Staff registering students will take reasonable steps to satisfy themselves of the authenticity of the documentation provided. Training will be provided to all those working at registration and any queries should always be referred to the Immigration Compliance Manager or an appropriate member of the Immigration Compliance Team.

If checks establish that the student is not the rightful holder of the documentation produced or is not entitled to study at the University of Surrey, the individual will be referred to the Immigration Compliance team immediately.

The use of false or forged documents will be reported to the Home Office and the potential student will be removed from their programme of study.

#### 4.6.1. Student Route Registration

Students holding permission on the Student Route will be required to provide a valid [Share Code](#) before registration will be permitted.

Students holding permission to enter will also need to provide evidence that they entered the UK after the start date of their permission. This may be proven via a border entry stamp in the passport, or, in the absence of an entry stamp, other evidence such as the travel ticket to the UK or boarding card will also be accepted.

If, following registration, the Share Code is found to be invalid, or it is determined that the immigration status held does not permit study, the student will be de-registered from their programme of study until a valid immigration status can be proven.

Students who have an ongoing application under the Student Route, may be eligible to register provided they have submitted a valid permission to stay application before the expiry of their current permission, and can provide appropriate evidence of that application. Students in this position register at their own risk, and should note that if their application is subsequently refused, the University will withdraw them from their new programme of study. Students in this position are required to keep the University informed of the progress of their application, and respond to any follow-up communications from relevant Teams. Failure to respond, or to provide evidence of documentation, may result in suspension of registration until confirmation of ongoing immigration permission can be obtained.

##### 4.6.1.1. Student Sponsor Requirements

Students seeking to register for programmes delivered solely by the University of Surrey must hold sponsorship under the University of Surrey Sponsor Licence (B5V1G9VP0).

Where students hold student permission sponsored by another UK provider, registration will only be permitted if the student is seeking to undertake a period of visiting research that does not include any taught content, is registering as part of a documented partnership arrangement, or satisfies the conditions of section 4.6.1.2. below.

##### 4.6.1.2. Student Route Supplementary Study

Students may be permitted to register for non-credit bearing programme while holding valid Student permission from a different sponsor provided they meet the Supplementary Study regulations within the [Student Route Sponsor guidance](#).

Students wishing to register under this regulation will be required to provide the following documents at Registration:

A valid Share Code for verification of their ongoing student permission.

A formal letter from the existing sponsor confirming that study at the University of Surrey will not hinder progress on the main sponsored course of study.

Under normal circumstances, the existing visa should be valid for the full duration of study at the University of Surrey.

#### 4.6.2. Non-Student Route Registration

Students holding non-student immigration permission will be required to provide a valid [Share Code](#) before registration will be permitted.

If, following registration, the Share Code is found to be invalid, or it is determined that the immigration status held does not permit study, the student will be de-registered from their programme of study until a valid immigration status can be proven.

Students who register on a programme with other time-limited permission that expires before the end date of their programme, do so at their own risk.

Students who have an ongoing application may be eligible to register provided they have submitted a valid permission to stay application before the expiry of their current permission and can provide appropriate evidence of that application. Students in this position register at their own risk and should note that if their application is subsequently refused, the University will withdraw them from their new programme of study.

#### 4.6.2.1. Additional Requirements

Students holding permission in categories other than the Student Route may be required to fulfil additional requirements to register. For example, students holding permission on the Skilled Worker route (previously Tier 2) intending to register for full-time programmes will only be permitted to do so following receipt of a letter from their employer confirming that undertaking their proposed programme of study will not interfere with their ongoing employment.

The University may be required to check with the Home Office whether a student is eligible to study. In those cases, University staff will seek consent to share data from the student. It may not be possible to register on a programme until Home Office confirmation is provided.

#### 4.6.2.2. Legacy Physical Documentation

Students who continue to hold legacy physical immigration documentation are strongly encouraged to make a free [No Time Limit \(NTL\)](#) application prior to registration, to obtain access to their online account instead.

In cases where a student is unable to access their online account prior to registration, they must bring their passport and physical immigration documents with them in order to register.

#### 4.6.3. Non-Arrival

The University is required to report to the Home Office any sponsored student who fails to register within their specified registration period (as given on the CAS) within ten working days of the deadline passing

If a CAS has been updated on the Home Office Sponsor Management System as 'Used', the University will report that the student has failed to register and will withdraw sponsorship. If the CAS has not yet been updated to 'Used', the CAS will be withdrawn so it is no longer valid for use in a visa application.

After each Registration period, students who have not completed the registration or re-registration process, and are therefore not formally registered on their programme, will be reported to the Home Office along with the reasons for the failure to register (if known) and contact details of each student.

#### 4.7. Change of circumstances

The University is expected to monitor and review changes of circumstance for students on the Student Route in order to submit timely reports to the Home Office. This includes but is not limited to withdrawals, non-registration, programme changes and lack of engagement with the programme. The

Visa Compliance team does this by reviewing the student record system and through correspondence with Academic Administration.

#### 4.7.1. Programme Changes

It may not be possible for a student studying under the Student Route to change programme or length of study except in the specific circumstances listed below.

The University must ensure any programme changes are properly assessed and meet applicable external requirements.

The University will apply the academic progression rules in all cases regardless of where the student intends to apply for a Student visa (whether in the UK or outside the UK). Transfers will not normally be approved unless the new programme represents academic progression from the programme for which the CAS was originally assigned.

Where a student requests to change programme or study length, they will be required to submit a supporting statement to Immigration Compliance which will be considered by a panel (see section 4.7.1.4 below).

In addition to other conditions, any requests to change to a programme of a level and subject area specified in [Appendix ATAS](#) will only be approved following receipt of a valid certificate.

##### 4.7.1.1. Adding or Removing a Professional Training Year

Students will be permitted to add a Professional Training Year (PTY) to their existing programme subject to the following:

Submission of a satisfactory supporting statement to the Immigration Compliance team detailing how adding/removing the placement will benefit the student's future career and personal aspirations, such statements should be discussed with the [Employability and Careers Team](#) in advance. Extended student permission covering the new programme length must be obtained prior to the start of the PTY. In exceptional circumstances, the new permission can be obtained after the PTY has been completed. This will be assessed on a case-by-case basis and will only be approved in instances where the delay in obtaining new permission was caused by external factors beyond the student's control.

Students requesting to remove the PTY will be permitted subject to the following:

- Submission of a satisfactory supporting statement detailing how removing the PTY will benefit the student's future career and personal aspirations;
- The request to drop the PTY must be made prior to the end of the year preceding the PTY (usually the second year of the programme).

If the request to remove the PTY is approved, the student will not be required to obtain new student permission. When the student record is updated with the new programme and end date, the Immigration Compliance Team will report the change of circumstances to the Home Office. The University is required to submit a further notification to inform the Home Office of the early completion at the end of the programme. At this point, the time remaining up until the original end date of the permission will be curtailed.

##### 4.7.1.2. Transferring Between a Bachelor's Degree and an Integrated Master's Degree

Students registered on a Bachelor's degree which forms part of an integrated Master's degree will be

permitted to transfer to the integrated Master's programme (e.g. BEng to MEng) subject to the required academic results and the following:

- Submission of a satisfactory supporting statement detailing how moving to the integrated Master's programme will benefit the student's future career and personal aspirations;
- New student permission covering the new programme length must be obtained before the student can be transferred to the integrated Master's programme. In some cases, an ATAS certificate may be required.

Students wishing to transfer from the integrated Master's programme to the equivalent Bachelor's degree will usually remain registered on the integrated Master's pathway and will be awarded the Bachelor's degree as an exit award. Following the award, the Immigration Compliance Team will report the early finish and award of a lower-level qualification to the Home Office and any time remaining up until the original end date of the permission will be curtailed.

In certain circumstances, it may not be possible for a student to claim the Bachelor's degree as an exit award, for example due to the specification of the integrated Master's programme. Students in this situation will instead be transferred to the Master's programme immediately, and a Change of Circumstance report will be made to the Home Office. Following the award, the Immigration Compliance Team will report the early finish and award of a lower-level qualification to the Home Office and any time remaining up until the original end date of the permission will be curtailed.

#### 4.7.1.3. Other Programme Changes

Students wishing to change to a new programme not detailed above will only be permitted to do so if all the following criteria are met:

- Submission of a satisfactory supporting statement detailing how changing programme will benefit the student's future career and personal aspirations, and how the two programmes are related to each other; and
- The Progression and Programme Transfer Panel approves the programme changes; and
- The transfer meets the Home Office Academic Progression requirements; and
- The new programme can be completed within the time remaining on the current permission.

Programme changes which are not normally approved include, but are not restricted to:

- A transfer to an unrelated programme, particularly where the student will transfer back to year 1, and therefore will not be able to complete the programme within their current period of permission.
- A transfer to a lower-level programme, outside of an integrated Master's arrangement, as detailed in 4.7.1.2.
- A transfer to any programme without a strong supporting statement.

In exceptional circumstances the panel may agree to a programme change where it is not possible to complete the new programme within the remaining duration of the existing permission. This will normally only be agreed in situations where the programme change is required due to factors beyond the student's control. A non-exhaustive list of examples is:

- Significant and long-term illness/medical issues.
- Withdrawal of the original programme by the University.

Approval of a programme change request and issuing of a new CAS does not guarantee that the visa

application will be successful. Students applying for further permission may be subject to a credibility interview, and should be aware that if their application is refused, they may not be able to continue on their original programme.

For these reasons, students on Student visas will need to very carefully consider any changes to their programme. Students are encouraged to speak with International Student Advice for guidance and then to contact MySurrey Hive if they wish to formally request a change to their programme.

#### 4.7.1.4 Progression and Programme Transfer Panel

As detailed above, students who wish to change programme must provide a supporting statement. This should be several paragraphs on why the student would like to change programme, how this relates to any previous study they have done, and how it will help the student's future career aspirations.

The supporting statement will be considered by the Programme Transfer Panel and must be approved in order for the transfer to be permitted on immigration compliance grounds.

The panel is made up of representatives from Immigration Compliance, Academic Administration and Admissions.

Approval from the Programme Transfer Panel does not guarantee that the transfer request will be agreed by the other stakeholders in the programme transfer process.

This supporting statement will be kept on the student record as evidence that the transfer was assessed in line with the Student Route regulations.

#### 4.7.2. Reassessments

It is the responsibility of the relevant Board of Examiners to determine when a student is required to retake a module. If the Board requires the student to retake in the following year the student has the option to repeat with or without attendance.

##### 4.7.2.1. Repeating With Attendance

A sponsored student must be registered on at least one credit-bearing programme module per semester with attendance to enable sponsorship of their student permission to be maintained, and their continued participation to be monitored and reported. Global Graduate Award modules do not satisfy this requirement. A fee will be charged to the student if attending. Students who repeat with attendance are expected to engage fully with their programme of study

##### 4.7.2.2. Repeating Without Attendance

Where a student chooses to repeat all modules without attendance, sponsorship of their student permission will be withdrawn. During the resit period, visitor permission may be used to attend any required in-person examinations. If a student successfully passes their resits and progresses to the next stage of their programme, they may then apply for further permission to return to in-person study.

Detailed guidance is available from International Student Advice through MySurrey Hive.

#### 4.7.3. Absences

All absences are assessed and approved in accordance with University policy and regulation.

#### 4.7.3.1. Up to 60 Days

Temporary withdrawals from study where the University agrees to continue to sponsor a student will be granted for up to 60 days, as long as the programme of study can be completed in the time remaining on their permission. The student will be expected to return to their studies no later than the time agreed and remain in contact with their faculty as required.

If the student does not resume their studies by the date intended, or if the temporary withdrawal is subsequently extended beyond 60 days, then the University will withdraw sponsorship of the visa at that point.

In the case of a further request for temporary withdrawal being approved less than 60 days after the end of a previous period, the new request will be taken as a continuation of the previous absence, and may result in sponsorship being withdrawn if the new total is more than 60 days.

#### 4.7.3.2. Over 60 Days

Students taking a temporary withdrawal of over 60 days, will have sponsorship of their student permission withdrawn and the absence will be reported to the Home office. The only exceptions to this rule are as follows:

In exceptional circumstances the University may opt to maintain sponsorship, provided the programme can still be completed in the time remaining on the current permission. This allowance will only be considered in rare cases where the reason for absence are beyond the student's control and withdrawal of sponsorship would be of material detriment to the student. For example, during periods of severe illness or injury.

If specific guidance or concessions are introduced by the Home Office which temporarily overwrite our usual sponsor duties.

Students who have sponsorship withdrawn will be required to re-apply for new permission from outside the UK to return to the University when they are ready to resume. Students should ensure that they plan for their return by requesting a CAS at least three months in advance of resumption.

Students will usually have 60 days from the start of the absence to leave the UK or make another immigration application, however this is subject to Home Office decision. Once a student has left the UK, they should not return to the UK using the same permission, even if they are yet to receive curtailment notice from the Home Office.

If a student is unable to leave the UK due to exceptional circumstances, they should speak with International Student Advice through MySurrey Hive who can advise accordingly.

#### 4.7.4. Permanent Withdrawals

Should a student permanently withdraw from their programme, sponsorship of their student permission will be withdrawn. Students will usually have 60 days from withdrawal to leave the UK or make another immigration application, however this is subject to Home Office decision. Once students have left the UK, they should not return to the UK using the same permission, even if they are yet to receive a curtailment notice from the Home Office.

If students withdraw from their programme earlier than expected, all work permissions stop with

immediate effect.

Students who withdraw from their programme earlier than expected without award of a degree will be deemed by the Home Office to have not successfully completed their studies and this may affect future immigration applications either with the University of Surrey or other UK institutions.

#### 4.7.4.1 Enforced Permanent Withdrawals (Exclusion)

Where a student has been withdrawn or excluded from their studies for any reason (academic, financial, disciplinary or regulatory) but has submitted an appeal to the University against this decision, the student will be reported to the Home Office as they are not actively studying at that time. The student will be advised to return home to await the outcome of the appeal. It is not sufficient to be sponsored by the University of Surrey or remain in the UK solely for an appeal.

Students will usually have 60 days from the date of withdrawal to leave the UK or make another immigration application, however this is subject to Home Office decision. Once students have left the UK, they should not return to the UK using the same permission, even if they are yet to receive curtailment notice from the Home Office.

Students who are reinstated after an exclusion should contact Immigration Compliance before making plans to continue on their programme, as it is likely that their original permission will no longer be valid. In nearly all cases, students will need to obtain new permission before resuming study.

In certain exceptional circumstances, Immigration Compliance may be able to contact the Home Office to cancel the withdrawal notification within two weeks of sending the notification. If this is the case, the student may be able to continue on their original permission. The student must contact Immigration Compliance to see if this is possible before resuming study.

#### 4.7.5. Reporting

All changes to a student's status will be recorded on the student record system in a timely manner to enable timely reporting to the Home Office.

The Immigration Compliance team runs weekly reports to identify changes to students' status which require reporting to the Home Office.

Notification of any change to a student status must be sent to the Home Office within 10 working days of the start date of the change.

#### 4.8. Student Monitoring

The University will monitor engagement of sponsored students according to the requirements of the Academic Engagement Policy for Higher Education Providers contained within [Document 2 of the Student Sponsor Guidance](#).

##### 4.8.1. Programmes below RQF6

Programmes with a final award below RQF6 fall into the requirements set in Band 1 - Study at RQF5 and below of the [Home Office policy](#).

Home Office Policy Requirement	University Process
7.17 Each student in this band must be required to attend a minimum of 15 hours of	Daily registers of attendance are taken. Where a student's attendance falls below

<p>daytime (08:00 to 18:00, Monday to Friday) classroom-based study per week. Where the student has not reached 85% attendance of their classroom-based study in any given month, the sponsor must review the reason for the student's absence. The student's record must then be annotated with the reason for the non-attendance and the steps being taken to improve the student's attendance.</p>	<p>85% for the previous month the relevant administration team will contact the student to investigate the reasons for the absence, note those reasons on the student record and implement any measures necessary to improve attendance.</p>
<p>7.18 Where a student's attendance falls below 70% for three consecutive months, the sponsor must withdraw sponsorship due to lack of academic engagement unless there are exceptional and evidenced reasons for the non-attendance (e.g. illness).</p>	<p>Where a student's attendance falls below 70% in any single month without evidenced reason their details will be passed to the Immigration Compliance Manager who will contact the student to investigate the reasons for the absence and in conjunction with the faculty and local administration team will implement measures to improve attendance.</p> <p>If attendance remains below 70% for a second consecutive month without evidenced acceptable reason the Immigration Compliance Manager will send a formal warning to the student highlighting the risk of withdrawal of sponsorship if attendance does not improve, and drawing attention to available support systems.</p> <p>If attendance remains below 70% for a third consecutive month without evidenced acceptable reason sponsorship of the student visa will be withdrawn and the student will be withdrawn from their programme.</p>

#### 4.8.2. Taught Degree Programmes

Taught Degree programmes fall into the requirements set in Band 2 – Study at RQF6 and above of the [Home Office policy](#). This requires that Sponsors 'must have a single academic engagement policy in place that applies consistently to international students across their institution. ... The policy may differentiate between levels of study (for instance, doctoral and masters by research students may have their engagement recorded in a different way to undergraduates.'

Students undertaking a Bachelor's Degree with integrated Foundation year will be monitored according to Band 2 requirements for the full duration of their programme.

As per University regulations, we require that all students participate fully in the work of their programme and complete the required assessments as set out in their programme specification and/or handbook.

1	Completion of initial registration / online re-registration.	Failure to register/re-register will result in termination as per University general regulations and sponsorship duties.
2	Reporting Checkpoint One: Review submission of semester one assignments/assessments.	Any student submitting fewer than 50% of expected assessments over the course of a semester without approved Extenuating Circumstances will automatically be escalated for investigation at the next Reporting Checkpoint.  Withdrawal of sponsorship and termination of study will take place if there is sufficient evidence of unsatisfactory engagement without evidenced acceptable reason over the course of the previous semester.
3	Reporting Checkpoint Two: Review submission of semester two assignments/assessments.	Any student submitting fewer than 50% of expected assessments over the course of a semester without approved Extenuating Circumstances will automatically be escalated for investigation at the next Reporting Checkpoint.  Withdrawal of sponsorship and termination of study will take place if there is sufficient evidence of unsatisfactory engagement without evidenced acceptable reason over the course of the previous semester.
4	Reporting Checkpoint Three: Review submission of summer semester assignments/assessments.	Any student submitting fewer than 50% of expected assessments over the course of a semester without approved Extenuating Circumstances will automatically be escalated for investigation at the next Reporting Checkpoint.  Withdrawal of sponsorship and termination of study will take place if there is sufficient evidence of unsatisfactory engagement without evidenced acceptable reason over the course of the previous semester.

At each Reporting Checkpoint, the overall engagement of each student over the course of the previous semester will be reviewed according to data held within the MySurrey Engagement (MSE) platform. Additional checks may be made directly with academic Faculties as needed, in order to confirm the validity of data held within MSE. Each student will also be offered the opportunity to provide any further evidence they believe is relevant. The file will then be considered by the Associate Director – Student Experience and Head of Student Hub Operations for a final decision.

The Associate Director – Student Experience and Head of Student Hub Operations may opt to either withdraw sponsorship of the student visa, or maintain sponsorship subject to the student adhering to enhanced checks in the following semester.

If there are concerns surrounding a student’s health and/or ability to continue with their studies their

case may be referred to the Regulations for Support to Study before being permitted to continue.

If engagement concerns are raised by academic or professional services colleagues during a semester, individual cases may be referred immediately to the Associate Director – Student Experience and Head of Student Hub Operations for a decision on continued study, without waiting for the next end of semester checkpoint.

#### 4.8.3. Research Students

Monitoring of research students is as follows:

1	Completion of initial registration / online re-registration	Engagement point. Failure to register/re-register will result in termination as per University general regulations and sponsorship duties.
2	(October) Review activity in July-September (for continuing students from previous academic year)	Engagement point. Monthly activity in the form of required monthly supervisory meetings, six monthly or annual review, submission of thesis, or viva voce. Withdrawal of sponsorship will take place if insufficient engagement at this and/or previous points is showing non-compliance.
3	(January) Review activity in October-December	Engagement point, as previous.
4	(April) Review activity in January-March	Engagement point, as previous.
5	(July) Review monthly activity in April-June	Engagement point, as previous.

In accordance with the [University Code of Practice for Research Degrees](#), monthly meetings are the primary mechanism of monitoring progress between supervisors and students. Where research is being conducted at distance an effective method(s) of regular contact shall be agreed between the student and principal supervisor (e.g. telephone, email, Skype etc.). Research students who are writing up their thesis (on 'completing status') are also required to maintain contact with their supervisors in this manner.

The Immigration Compliance team monitor monthly contact activity of research students on a quarterly basis, reporting those not engaging to the Doctoral College for appropriate follow-up action. If any student is identified as falling below the required engagement level, they will have the opportunity to provide any further evidence they believe is relevant, and their academic supervisor(s) will be asked for comment on the student's research progress over the past quarter.

If academic progress was unsatisfactory in the past quarter, and there are no relevant extenuating circumstances, the academic Supervisor(s), Head of the Research Degrees Office and Immigration Compliance Manager may decide to withdraw sponsorship and end the student's registration at the University immediately.

Alternatively, if relevant extenuating circumstances are presented, it may be considered appropriate for the Doctoral College to implement a managed study plan for a minimum of three months, with documented research goals. If the student's engagement does not improve by the end of the plan they will be considered for withdrawal from the University.

If academically feasible, and considered appropriate by the Doctoral College, a student may have sponsorship of their visa withdrawn, but be permitted to continue their research at the University via Distance Learning.

#### 4.8.4. Professional Training Year & Study Abroad Students

Details of all Professional Training Year (PTY) placements are held on the student record system. At the start of each placement period these are notified to the Home Office via a change in student circumstances report.

Placement providers are required, by virtue of their contract with the University, to alert the University to any unauthorised absences by students. The placement provider will advise the appropriate PTY administrator of any student failing to attend and/or engage with their placement and the administrator will refer this matter to the appropriate Programme Director to follow-up.

University Placement tutors visit students once in person and once or twice virtually. At each reporting checkpoint for taught students, the Immigration Compliance Team will confirm with the PTY administrators that the required placement tutor meeting has taken place.

Details of Study Abroad placements are held by the International Engagement Office at the start of each study abroad period these are notified to the Home Office via a change in student circumstances. Engagement of these students is monitored by receipt of an arrival certificate at the start of each semester and a satisfactory transcript from the overseas institution upon their return.

Should the University be made aware by an Employer or placement partner that a student is not engaging to satisfactory level, the student will have the opportunity to provide any further evidence they believe is relevant and the file will then be escalated to the Academic Registrar and Head of Student Records & Data for a final decision.

#### 4.8.5. Appeals Against a Decision to Withdraw Sponsorship of a Student Visa

Students may appeal against a decision to withdraw sponsorship by emailing OSCAR ([oscar@surrey.ac.uk](mailto:oscar@surrey.ac.uk)) within 10 University working days of receiving notification of the decision. Appeals received after this timeframe will only be considered in the most exceptional circumstances.

Appeals will be considered on one or more of the following grounds:

that those making the decision failed to follow the University's regulations and/or procedures or failed to follow them with due care

that one or more individuals have shown bias or prejudice towards the student in the way that they have reached their decision

that relevant new evidence has become available that should be considered and there are valid reasons why it was not presented earlier

that the decision to withdraw sponsorship was unreasonable and/or the outcome was not proportionate in all the circumstances

When making an appeal and in requesting a review of the decision to withdraw sponsorship, it is for the student to show that one or more of the grounds above apply.

OSCAR will collate a dossier of relevant material upon receipt of the appeal, and this will be provided to the Chief Student Officer. Consideration of the student's appeal will be based on the material contained in the dossier only.

The standard of proof applied is that of the balance of probability; that it is more likely than not that something was or was not the case.

The outcome of the appeal will be one of three findings:

- That the appeal should be upheld, and sponsorship should not be withdrawn.
- That the matter should be reconsidered by the Associate Director – Student Experience and Head of Student Hub Operations.
- That the appeal should be rejected.

The Chief Student Officer's decision will be final, and this will normally be communicated by OSCAR in writing within 10 University working days of the finding being confirmed. The letter also states that it constitutes the completion of the University's procedures and that the student can request a review of the University's decision by the Office of the Independent Adjudicator.

#### 4.9. Expiring Visas and Overstayers

The University considers that responsibility for visa validity remains solely with the student. However, the Immigration Compliance team will communicate with any students who have not yet completed their programme of study starting from three months before the expiry date of their permission. The team will recommend contacting International Student Advice for advice regarding visa extensions, if this is possible and appropriate for them. This communication will be followed up at monthly intervals until the date of expiry.

If a student's immigration validity is about to elapse, the Immigration Compliance team will endeavour to have established if:

The student has left the UK and will either re-apply for new permission to enter (if appropriate and possible) to return either under Student route or other permission.

The student has left the UK, but will not return to the University and will finish their studies overseas by remote submission.

The student remains in the UK, but has submitted an in-time application for further permission to remain (Student route or otherwise) and can continue their study under 'Section 3c leave' until this is granted.

If none of these apply and the student has not made an in-time application, the student will be deemed an overstayer, even if they are yet to receive official notice from the Home Office. A student in this situation will be terminated or suspended, and the student advised to leave the UK at the earliest opportunity. The student's registration may only be re-instated once they have demonstrated they have valid permission to study in the UK.

The University will not issue CAS to current students who have overstayed on their visa and who do not hold valid permission to stay.

#### 4.10. Student Route and Employment

Employment conditions are shown on the entry vignette, Biometric Residence Permit and/or digital verification. Sponsored students who are studying full-time at degree level or above are permitted to work no more than 20 hours per week during semester time, while below degree level this is limited to 10 hours.

Students on the Student route are not permitted to work in certain jobs and should familiarise themselves with the Home Office Sponsor Route guidance for further information. Self-employment or engaging in business activity is strictly prohibited – this can encompass a number of different activities. Students should speak with International Student Advice or seek independent legal advice, and should review the "[Working for yourself](#)" UK Government guidance.

The Home Office takes illegal working very seriously, so students should ensure they do not breach the

work conditions related to their visa. Students found to be breaching their work conditions risk the curtailment of their visa, a long-term ban from the UK, fines, or a prison sentence. The University of Surrey is obliged to report breaches to the Home Office.

#### 4.10.1. Working for the University of Surrey while on the Student Route

Students seeking work through [Unitemps](#) are required to notify Unitemps of any change to their circumstances which may impact their permission to work. Students should be mindful of any external employment gained in addition to working for Unitemps and ensure that all work combined is limited to 20 hours per week during term time.

The University has a responsibility to ensure that every employee has the legal right to work in the UK, which is also applicable to students on the Student Route who seek employment at the University – please visit our website for more information on our [Eligibility to Work in the UK](#) procedure. You will not be able to work for the University until you demonstrate your eligibility to work.

The Immigration Compliance Team will inform Unitemps when a student visa is withdrawn earlier than the student's original end date.

#### 4.10.2. Undergraduate Students and Work

Undergraduate students have defined Winter, Spring and Summer vacation periods, as well as a short vacation at the end of Semester 1. Undergraduate students holding student permission are eligible to work full time during these defined vacation periods. Vacation dates can be found on the [University website](#).

#### 4.10.3. Postgraduate Taught Students and Work

Postgraduate Taught students have different defined vacations depending on their type of programme:

**12/15-Month Programmes:** Postgraduate Taught students on 12 or 15-month programmes have defined Winter and Spring vacation periods, as well as a short vacation at the end of Semester 1. However, they do not have a summer vacation as these programmes continue to have full-time study during the summer months.

**24-Month Programmes in FEPS:** In year one Postgraduate Taught students on 24-month programmes have defined Winter, Spring and Summer vacations, as well as a short vacation at the end of semester one.

In year two Postgraduate Taught Students undertaking a work placement do not have any defined University vacation periods. Instead, vacation time will be defined by the annual leave policy of their placement provider.

Postgraduate Taught Students who instead undertake further study or research at the University in year two have defined Winter and Spring vacation periods, as well as a short vacation at the end of Semester 1. However, they do not have a summer vacation as these programmes continue to have full-time study during the summer months.

**24-Month Programmes in FABSS:** In year one Postgraduate Taught students on 24-month programmes have defined Winter and Spring vacations, as well as a short vacation at the end of semester one. However, they do not have a summer vacation as these programmes continue to have full-time study during the summer months.

In year two Postgraduate Taught Students undertaking a work placement do not have any defined University vacation periods. Instead, vacation time will be defined by the annual leave policy of their placement provider.

Full-time Postgraduate taught students holding Student Visas are eligible to work full time during these defined vacation periods. Vacation dates can be found on the [University website](#).

Students studying on part-time student permission are not permitted to work.

#### 4.10.4 Postgraduate Research Students and Work

Postgraduate Research Students holding Student Visas may work full-time only during University closure days, or during time booked using their 25 days holiday allowance. At all other times Postgraduate Research student may only work part time until awarded their degree.

Postgraduate Research students may be permitted to undertake a placement providing it is an “integral and assessed” part of their research.

Students studying on part-time student permission are not permitted to work.

#### 4.11. Visa Support and Extensions

Any queries or requests for extensions to visas will be handled by the International Student Advice (ISA) team, who have been trained to provide information, advice, and guidance regarding the Student Route and extensions of that permission.

It is the responsibility of the student to ensure that they possess a valid immigration status at all times.

Advice given is based on the information provided by the student at the time. Advisers can provide support to any student whose application has been unsuccessful or if there are any problems with the case.

Students are encouraged to seek advice from International Student Advice before making any decision that affects their visa or immigration status in the UK. If students do not wish to seek advice from the University, it is recommended that independent legal advice is sought.

##### 4.11.1 CAS Issuance for Visa Extensions or Changes (Current Students)

It is generally understood that a student will complete their programme of study within the period of student permission initially granted.

However, it is recognised that on occasion a student may need to extend this period of time, and request a new Confirmation of Acceptance for Studies (CAS) to complete their programme. This may be required after a period of absence, to account for a repeat period of study, or requested by the University prior to transferring to a new programme of study.

International Student Advice is responsible for issuing CAS to current students extending their visa to complete their studies with the University. The University is not legally obliged to issue a CAS and will always exercise caution when doing so, to ensure adherence to its obligations as a licensed sponsor under the Student Route.

Information on CAS issuing for current students can be found in the [Confirmation of Acceptance of Study](#)

[\('CAS'\) issuing procedure for applicants and students](#) which includes:

Criteria to be met before a CAS is issued  
When a CAS will not be issued  
Visa refusals

#### 4.12. The Graduate Route

The University will support the application process for the Graduate Route by reporting successful completion of degree programmes for eligible students. This report will be made in accordance with the requirements set by the Home Office so will only be made for students who are awarded a Bachelor's Degree, Master's Degree or PhD, and have completed either the original programme stated on their CAS or have made one of the permitted changes listed within the [Graduate Route Guidance](#).

For Undergraduate and Postgraduate Taught students, the report of successful completion will be made after the date of mark release and no later than five working days after that date. For Postgraduate Research students, the report will be made no later than five working days after the date of award.

For the avoidance of doubt, the University has no authority to make exceptions to the eligibility requirements set by the Home Office and will only make a successful completion report where students meet all criteria. Additionally, eligibility for the Graduate Route is not guaranteed and the University cannot be held liable for any changes to programme end date or enrolment status which are necessary for a student to complete their degree programme, but which may remove eligibility for the route.

The University will continue to only support extensions to Student Visas where the reasons for doing so satisfy the criteria within the [Student Sponsor Guidance](#) and cannot authorise extensions solely for the purpose of maintaining eligibility for the Graduate Route.

Further information about the Graduate Route and the full eligibility criteria can be found on the University website and at [gov.uk](#).

#### 4.14. Recording and reporting of information

Information recorded about individual students is recorded on SITS (the University's student record system) and is reported, when required, to the Home Office Sponsor Management System on a weekly basis.

Reporting to the Home Office will be completed in line with obligations and deadlines set by the Home Office.

#### 4.15. Managerial Oversight and Review

The Chief Student Officer, as Authorising Officer for the University, is accountable for providing assurance that the University is compliant with sponsor guidance as noted in the [Student and Child Student Guidance](#) and the [Immigration Rules](#).

The Associate Director – Student Experience chairs the University's Visa Compliance Steering Group comprising representatives from Human Resources, Immigration Compliance, Admissions, and Unitemps. This steering group convenes twice a year and reports annually to the Executive Board, its terms of reference being to review the University's working practices and to ensure compliance with its obligations under its licences and Student Route Sponsor status.

The Immigration Compliance Manager convenes a fortnightly Points-Based-System operations group

which oversees activities and monitoring relating students subject to UK immigration control. The other members of this group include representatives from International Student Advice, Immigration Compliance, Admissions and International Recruitment.

This procedure will be reviewed on a regular basis to ensure it remains compliant with the Student Route Sponsor Guidance and Immigration Rules as well as good sector practice.

#### 4.16. Useful Contacts

Immigration Compliance: [immigrationcompliance@surrey.ac.uk](mailto:immigrationcompliance@surrey.ac.uk)

International Student Advice: [internationaladvice@surrey.ac.uk](mailto:internationaladvice@surrey.ac.uk)

MySurrey Hive: <https://support.surrey.ac.uk/>

Academic Administration: [academicadministration@surrey.ac.uk](mailto:academicadministration@surrey.ac.uk)

Admissions: [admissions@surrey.ac.uk](mailto:admissions@surrey.ac.uk)

Admissions CAS Team: [cas@surrey.ac.uk](mailto:cas@surrey.ac.uk)

OSCAR: [oscar@surrey.ac.uk](mailto:oscar@surrey.ac.uk)

## 5. Governance Requirements

### 5.1. Implementation: Communication Plan

5.1.1 This procedure will be published on the [University website](#), with a secondary student-facing link on the [MySurrey Visa Webpage](#).

5.1.2. Details of the obligations of students holding permission on the Student Route and those of the University to monitor and report their non-attendance to the Home Office will be communicated to students at various times and in various ways:

- Visa and Immigration web pages on [MySurrey](#).
- Information sessions during International Orientation and Welcome Week.
- Details in online registration guidance.
- Information provided at Registration.
- Ad-hoc e-mail communication from the Immigration Compliance Team.

Details of the University's procedure will be communicated to academic and professional services staff via signposts to the appropriate web pages.

### 5.2. Implementation: Training Plan

5.2.1. Not applicable.

### 5.3. Review

5.3.1. This procedure will undergo a full review every three years by the Visa Compliance Steering Group and approved through the approval route as detailed in the Procedure for Policies and Procedures (UEC>Executive Board).

5.3.2. Interim updates will be made as needed to reflect changes in UK immigration legislation, with review at the next Visa Compliance Steering Group and approval via Chair's Action at

UEC.

**5.4. Legislative Context and Higher Education Sector Guidance or Requirements**

5.4.1. The University’s duties as a Student Route Sponsor are as described in the UK Government publication [Document 2: Student Sponsor Guidance, Sponsorship Duties](#).

5.4.2. The terms of the Student Sponsor Guidance is set by the [UK Immigration Rules](#).

**5.5. Sustainability**

This Procedure has no impact on carbon emissions or on energy consumption.

**6. Stakeholder Engagement and Equality Impact Assessment**

6.1. An Equality Impact Assessment was completed on 14/02/2025 and is held by the Authorised Coordinator.

6.2. Stakeholder Consultation was completed, as follows:

<b>Stakeholder</b>	<b>Nature of Engagement</b>	<b>Request EB Approval (Y/N)</b>	<b>Date</b>	<b>Name of Contact</b>
Governance	Review of Procedure		24/01/2025	Kelley Padley, Governance Officer
H&S	Review of Procedure	N	28/01/2025	Matt Purcell, Director of Health and Safety
Sustainability	Review of Procedure		18/03/2025	Martin Wiles, Head of Sustainability
Academic Freedom and Freedom of Speech	Review of Procedure		13/02/2025	Abi Bradbeer AFFE Project Manager