



Student visas: Conditions of sponsorship

Important information for international students with
a student visa to study in the UK

*Empowering our students
to achieve their potential*



**UNIVERSITY OF
GREENWICH**

London | Kent



Welcome to Greenwich!

We want you to have the best possible experience as an international student at the University of Greenwich.

The UK has strict immigration rules, so to ensure that your stay with us remains trouble-free, we've provided important information that you need to know about your student visa.

Please read this guide carefully and keep it for the duration of your studies.

If you have any questions, please visit our Digital Student Centre at <https://studentcentre.gre.ac.uk>. You can raise a query if you can't find the answer you're looking for.

Sponsorship of your visa

As the sponsor for your student visa, the university is responsible for monitoring your student status with UK Visas and Immigration (UKVI).

Sponsorship of your visa is conditional upon your continued registration with us. If you stop attending or leave the university, your visa may be cancelled.

If you are thinking about withdrawing or interrupting your studies, it is very important that you consider the visa implications and discuss this with your faculty or an International Student Adviser.

Reporting to UKVI

The university must inform UKVI if:

- You do not complete registration (you must do this every year)
- You stop attending
- You interrupt your studies
- You withdraw (or are withdrawn) from your studies
- You change your course
- You complete your course earlier than expected.

If we contact UKVI, we will write to you with further guidance.

Attendance

The university will monitor your attendance in class. For most courses, we will record your attendance in at least one class per week. Records of your attendance can be shared with UKVI if requested.

You must bring your ID card to all classes and remember to register your attendance for all classes.

All attendance will be in-person unless otherwise specified.

If you fail to meet the attendance requirements set out in the Student Attendance Policy & Procedure, you will be withdrawn from your studies and sponsorship will be terminated.

Sponsorship Policy

All decisions regarding your visa sponsorship are taken in accordance with the university's Sponsorship Policy. This can be found at gre.ac.uk/visa/during-your-studies.

Conditions of student visa sponsorship

Your student visa sponsorship is subject to the following conditions. Please read these carefully as your sponsorship may be withdrawn if you fail to meet them:

You must:

- 1. Complete registration every year.**
- 2. Check your visa states the university's sponsor number – 4E4NJQDA7.** If your visa has a different sponsor number on it, go to the Student Centre immediately. Visas sponsored by other institutions are not valid for study with us.
- 3. Attend all of your classes and/or meetings with your supervisor.** If you need to take a few days off or if you are ill, you must complete an 'Authorised Absence' form and provide evidence. This must be approved in advance.
- 4. Submit your coursework on time.**
- 5. Pay your tuition fees on time.** Please speak with the Student Finance Team if you are facing any difficulties.
- 6. Keep your contact details up to date on the portal.** This includes your UK address, email and a phone number.
- 7. Follow the work restrictions stated on your visa.** Most students are allowed to work up to 20 hours per week. It is a criminal offence to work more hours than you are permitted. If you work part-time, you must not:
 - Fill a full-time, permanent vacancy

- Be self-employed or engage in any form of business activity (except as an ‘employee’)
- Work as a doctor/dentist in training
- Work as a professional sportsperson or sports coach
- Work as an entertainer.

Remember that you are here to study. Employment must never interfere with your attendance or coursework.

- 8. Ensure your passport/visa is valid throughout your studies.** If your passport or visa is due to end, you must renew it before it expires. You will be withdrawn from your studies if you do not have a valid visa.
- 9. Show the university your original passport, visa, qualifications, and ATAS certificate (if applicable).** If you renew your documents, you must show us these within ten days.
- 10. Inform the university immediately of any change to your immigration status or nationality.**

Get in touch

The Visa Compliance Team is here to help you with any questions. You can contact us through the Digital Student Centre at <https://studentcentre.gre.ac.uk>.

Scan for access

If you prefer to visit our Digital Student Centre and visas and immigration pages via QR code, just scan below.

Digital Student Centre

<https://studentcentre.gre.ac.uk>



Our visas and immigration pages
gre.ac.uk/visa



Further help and advice

International Student Advice Service

Sometimes things go wrong, and if this happens, it is important to let us know immediately. Most problems can usually be resolved if you tell us soon enough.

Our friendly team of International Student Advisers can help you with any immigration-related problems. Just book a 1-2-1 appointment with an International Student Adviser through our Digital Student Centre:

<https://studentcentre.gre.ac.uk>

Student finance and financial support

If you are experiencing unforeseen financial difficulties which are affecting your ability to pay your tuition fees, please contact the Student Finance and Financial Support Team by raising a query through the Digital Student Centre:

<https://studentcentre.gre.ac.uk>

You can also visit our finance web pages:

gre.ac.uk/finance

More information

For up-to-date information for international students, including visa-related information, please see our visa and immigration web pages:

gre.ac.uk/visa

You can find detailed official information on UK immigration rules on the gov.uk website:

www.gov.uk/visas-immigration

The UK Council for International Student Affairs (UKCISA) is an independent charity which offers free, independent advice to international students:

www.ukcisa.org.uk

You can find a registered immigration adviser through the Immigration Advice Authority (IAA) adviser finder. You can also check to see if a specific organisation or adviser is regulated by the IAA:

<https://www.gov.uk/find-an-immigration-adviser>

Student and Academic Services

Student Visa Compliance
University of Greenwich
Greenwich Campus
Old Royal Naval College
Park Row
London SE10 9LS

gre.ac.uk/visa

studentvisa@gre.ac.uk



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