



Essex
College

Visa Responsibilities as a Tier 4 International Student

Attendance

- As an international student you must attend 100% of your classes. In addition, your attendance must not fall below 80% at any time.
- Any absences have to be approved by Essex College.
- Refer the student handbook for the attendance policy and procedure.
- Students must attend a monthly meeting arranged by the faculty.
- It is forbidden for student to take vacations to their home country or elsewhere during term time.
- Subsequently, the college will report any unauthorised absences and unsatisfactory attendances to the UKBA.

Working

- Students studying at degree level or above can work part time (no more than 20 hours per week) during term time.
- Students studying below degree level can work part time (no more than 10 hours per week) during term time.
- Please be aware that student visas will detail whether or not a student has authorization to work.

UK Welfare Benefit

- Whilst on a student visa, no application can be made to receive public funds.

Legal Registration

- Some visas are marked with a stamp to indicate that candidates need to register with the police; this should be completed within seven days of arriving in the UK.
- The police must also be notified when these students significantly change their circumstances, i.e. change in address, course or visa extension.

Contact details

- It is each individuals responsibility to inform and update the college of any changes in their personal details i.e. UK address, home address, telephone number, email address, emergency contact details, visa information.
- In turn the faculty will use this information to update the UKBA records.

Alterations / Leaving your Course

- Students must inform Essex College of any intension to leave or change their course/institution.
- Essex College requests that students should talk to a student advisor before finalising any decisions relating to these changes.
- When a change of course results in a shorter period of study students must inform the college. In addition, the UKBA should be contacted directly via email migrantreporting@ukba.gsi.gov.uk.
- In order to transfer to a different education provider you must receive approval from the UKBA via the email address above, detailing title of the new course, start and completion dates, as well as the new institutes contact details.

Visa Details

- At the point of enrolment you must present a valid visa.
- You must apply for your visa extension in advance of it expiring.
- Please ensure that you are not in breach of any visa or visa related conditions. Furthermore, that you comply with all UK rules and regulations.

As a student of Essex College, I _____ agree to adhere to the responsibilities detailed above.

Signed _____