

Student Visa (Tier 4)

Student and Sponsor Responsibilities

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Student Responsibilities

Students must be aware of and adhere to certain requirements in order to retain their Student visa or Tier 4 visa throughout their studies. Please make sure that you read through the following important information.

Registering with the Police

You may need to register with the police and update them following certain changes to your personal or course details. Whether or not you need to register with the police depends on your nationality.

Your visa decision letter, BRP card or visa vignette will state whether you are required to register with the Police after arriving in the UK. You should check all of these documents carefully. You can also check whether you need to register with the police on the [UKVI website](#)

If you are staying in the Metropolitan Police area in London, you should register at the following location:

The Overseas Visitors' Records Office Southwark Police Station

323 Borough High Street, London, SE1 1JL

Opening Hours: Monday-Friday 09:00-16:00

UK public and bank holidays: closed

Tel: 020 7230 1208 - This is a 24 hour recorded information line, messages are not accepted.

Further information on where to register [can be found here](#).

Getting there

The nearest Underground stations are Borough tube station which is served by the Northern line and Elephant and Castle tube station which is served by the Northern and Bakerloo lines or Bus routes are 35, 40, 133, 343.

What do I need to take when I register?

- your completed [registration form](#)
- one UK passport-sized photo (45mm x 35mm), glued to the form
- your passport (containing your visa vignette) and/or electronic code
- your biometric residence permit (BRP) or your electronic code
- £34 registration fee (payable by card, including American Express and Diners Club International, or through most mobile payment applications such as Apple Pay and Google pay). They do not accept cash
- you'll need to show details of your online booking confirmation on your phone or printout when you attend.
- if you applied for and had your visa granted in the UK to further your leave to remain, you'll need to bring your Home Office grant letter or email as well as your BRP

What to bring with you

Metropolitan police [document checklist](#)

You can complete the form using Adobe Reader, but please note you will be unable to save the completed form, so please print when complete. You do not have to register if any of the following apply:

- There is no requirement to do so on your Visa
- You are under the age of 16
- You are not a foreign national from the list of countries shown below
- You are not living in London [register with your local police]

Regulations

When you register with the police you will be issued a Police Registration Certificate (PRC). Any changes in your circumstance will need to be reported to OVRO at the address shown above and your PRC updated accordingly. However, any change of residential, business or school address can be reported to your local police station.

This Police Registration Certificate (PRC) may be used as an identity document in the United Kingdom (UK). You are advised not to carry it with you but keep it in a safe place together with your passport/travel document. If you are asked to produce the PRC, you will be given 48 hours in which to do so at any police station.

Change Notifications

You must tell the police if any of your information that you gave them have changed - information on this [can be found here](#)

Your Biometric Residence Permit (BRP) Card

Collecting your BRP card when you arrive to the UK

If you applied for your visa overseas, you should have an Entry Clearance vignette (sticker) in your passport, you must collect your BRP by the date it expires or, within 10 days of your arrival in the UK whichever is the latest date.

Check your BRP card and report errors

Your BRP will contain lots of information, it's your responsibility to check it immediately. If there are any errors, you must take action to report this to the Home Office and have it corrected, you only have a limited time to do this. Most errors must be reported within 10 days after you received it.

How to report and correct the error depends on the type of error and where you applied for your visa. Read the Home Office guidance and find out [how to report the problem with your BRP](#)

PLEASE NOTE - The Home Office may mistakenly give you the right to work on your visa and therefore also on your BRP. Students studying at private institutions are not allowed to work when studying in the UK and therefore you must report the mistake (we also will need to report the mistake) to the Home Office.

Attendance and Engagement

As a Student or Tier 4 visa holder you are required to be in regular attendance on your course and inform the College of any absences. The College has a responsibility to monitor student attendance, and in cases of continued poor or non-attendance it is obligated to consider the withdrawal of your visa sponsorship. This would result in withdrawal from the College.

All Student visa or Tier 4 visa holders must read the Absence Policy (which can be found in the Handbooks and Policy section on CNC Global) which outlines the requirements of attendance.

Conditions of Study

Your Student or Tier 4 visa is only valid for the specific institution and course it was issued for.

You should only study the main course for which your visa was granted. If you request a change of programme you should not start studying the new course without first receiving immigration advice from us and having the programme change formally approved. You may need a new visa before you can start studying a new course.

Similarly, you are not permitted to study at a different institution.

Working During Your Studies

Students on a Standard Visitor visa, Student visa or Tier 4 visa are **NOT** allowed to take employment, including:

- paid or unpaid work
- a work placement
- work experience in the UK
- intend to be: self-employed and/or involved in business activities or any professional activity in the UK

However, students are able to undertake a work placement that is an integral, assessed part of the course.

Recourse to Public Funds

All Student or Tier 4 visa holders have the condition whereby you have no recourse to public funds. This means you are not able to claim most government benefits such as welfare benefits, tax credits and housing assistance.

For more information on what types of public funds this condition includes please visit [the UKVI website here](#).

Change of Personal Information and Details

You must provide the College with your current personal information and address as well as any new passport or visa information. The College must hold up-to-date information for you, according to UKVI rules.

If your personal information changes (i.e. your address) you must inform the College asap. You would also need to inform the UKVI of a change of circumstance - for more information visit [the government website here](#).

Breaching your Student or Tier 4 visa conditions

Please note that the College is obligated to inform UKVI where there is anything to suggest a student has breached their visa conditions. For instance if a student informs us that they have worked when they are not permitted, or have claimed public funds.

College Responsibilities

The College also has a number of duties and responsibilities which are set by UKVI. The College must fulfil these duties in order to keep its Student Visa sponsor licence, which allows it to continue sponsoring students to apply for Student visas to study in the UK.

The College must ensure its international students have immigration permission which includes the ability to study in the UK, and keep copies of this evidence throughout their studies.

The College must also inform UKVI when a Student or Tier 4 visa holder makes certain changes. This includes where you might change course, complete early, take a leave of absence, or withdraw from studies among other things.

College Student and Tier 4 sponsor duties

The College must adhere to the following requirements, as set by UK Visas and Immigration:

- Keep accurate contact details for Student and Tier 4 visa students.
- Only issue CAS numbers to students who are capable of completing their chosen course.
- Only issue CAS numbers to students who are eligible to complete their course within the time limits permitted on their Tier 4 Visa.
- Retain scanned copies of passports, visas/BRP cards for Student visa and Tier 4 students according to the College record retention schedule.

Note: Students from EEA countries with a chipped passport and a Student Visa will not be issued with a vignette in their passport or a BRP card. You will have a document that is an online form of immigration status. You will need to share the code with Condé Nast College so that we can check your status and keep an electronic copy of it on file.

- Only accept students with a valid Student visa or Tier 4 visa or valid application for a course at the Condé Nast College of Fashion & Design, or accept other visa types or applications where these permit study in the UK.
- Monitor students' attendance and engagement with their academic programme.
- Provide UKVI with the details of any third party, in the UK or another country, which has helped it to recruit students (overseas agents).

Reporting student changes to UKVI

The College also has a requirement to inform UK Visas and Immigration of any Student visa or Tier 4 student who:

- defers their studies and is no longer actively studying, for instance taking a leave of absence (this is dependent upon the length of the absence)
- breaches any of their Tier 4 visa conditions of stay
- is deemed withdrawn or excluded (including for non-attendance according to UKVI guidance)
- has been refused a visa application
- completes their course earlier than expected

- fails to register within their registration period e.g. non-enrolment or deferral
- changes into a different immigration permission
- commences a work placement or study abroad period
- has a significant change of circumstance (for example a course change)

Any reports to UKVI should be submitted within 10 working days of the change via the UKVI's Sponsor Management System.

Some reports to UKVI are only for their information and does not affect the student's Tier 4 visa, whereas other reports can result in visa curtailment and a requirement to leave the UK within a certain timeframe. In most cases students are informed when a report is sent to UKVI.