



**Manchester
Metropolitan
University**

**Your visa,
your responsibility**





University

Your responsibilities
at Manchester
Metropolitan.



Employment

Your responsibilities
during any employment.



Community

Your community
responsibilities.

Your visa, your responsibility

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Welcome to Manchester Metropolitan University

Manchester Met has a licence with UK Visas and Immigration (UKVI), and this permits the University to sponsor your visa for the purpose of study at Manchester Met only.

This document is divided into three sections:

- **The first section (University)** explains the reporting and record-keeping duties of the University as your Student visa (General) sponsor. It explains what you need to do during your studies at Manchester Met to protect your immigration status in the UK.
- **The second section (Community)** provides useful information about your student journey within your local community. This includes information on who is eligible for healthcare in the UK and how to register with a medical doctor. There is also useful information about volunteering as a Student visa holder.
- **The third section (Employment)** is about your student journey with a potential employer in the UK. This section provides useful information about employment during and after your studies, including how best to protect your immigration status in the UK by ensuring you work within the permitted weekly hours as stipulated on your immigration permission.





By enrolling with the University, you agree to meet these responsibilities. Failure to do so may affect your stay in the UK.

Not fulfilling your duties could be based on how often you attend your course. Any changes to your student status are reported to UKVI through your Certificate of Acceptance for Studies (CAS) number. Reporting to UKVI is completed through the UKVI Sponsorship Management System.

Your entry clearance or leave to remain has been granted subject to the conditions stated in 'Appendix ST: Student' of the immigration rules.

[gov.uk/guidance/immigration-rules/appendix-student](https://www.gov.uk/guidance/immigration-rules/appendix-student)

We recommend you read the general good practice guide for protecting and maintaining your Student visa status published by the UK Council for International Student Affairs (UKCISA): **ukcisa.org.uk/information--advice/visas-and-immigration/protecting-your-student-status**



Quick guide

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University

Your responsibilities
at Manchester Met.





Record-keeping duties

The University is required to keep a copy of relevant documentation for all non-UK nationals. This may include the following:

- A copy of your passport.
- Evidence of your immigration permission for the UK.
- A list of your current and previous UK contact details.
- An Academic Technology Approval Scheme (ATAS) certificate (where required).
- For students under 18, a consent letter from a parent or guardian.
- Documents and information from your admissions application.
- Your attendance record.



How the University collects your documents

Right to Study checks

Completing a Right to Study check is obligatory for all **new** students, and this takes place at the beginning of each academic year. If you are a **new** student to the University, you must provide us with a copy of the following documents (where applicable):

- The identity page from your passport.
- The travel visa with stamp pasted into your passport.
- The front and back of your Biometric Residency Permit (BRP) or a valid share code if you have digital immigration permission.
- If you are under 18, a consent letter from a parent or guardian.
- The qualifications your offer was based on, including the academic and English language qualifications.
- An ATAS certificate (if required).

If you cannot provide up-to-date immigration documents, you will not be permitted to join or continue with your course.

If you are a **returning** student and the University does not have up-to-date documents on file, you will be blocked from online enrolment and must participate in a Right to Study check. You must submit originals of your passport and evidence of your immigration permission to be in the UK and study.

For more information about Right to Study checks and providing documents to the University, please see: mmu.ac.uk/international/enrol

Please note, if you have entered the UK using a travel visa, you are normally required to collect your BRP within ten working days from the collection address you nominated on your visa application.

Research students who arrive at different times of the year (eg after the main enrolment sessions in September and January) must contact their Faculty Research Administrator to make appropriate arrangements for a Right to Study check and induction.



Your responsibilities and required actions

Students with an ongoing Student visa or other visa category (e.g. dependant) application or appeal

There is a chance that you may arrive at the University while you are waiting for an application or an appeal to be decided. In order to enrol, you may need to provide evidence that your application or appeal was made on time and that you are still waiting for a decision. In some instances, we may ask your permission to contact UKVI to confirm your current immigration status. If we are unable to confirm your current immigration status, the University will assume you do not have permission to stay in the UK and you could be withdrawn from your course. You can contact

the International Office by email at [**IntlPreEnrolment@mmu.ac.uk**](mailto:IntlPreEnrolment@mmu.ac.uk) to confirm your student status.

Updating your contact details

It is your responsibility to make sure the University has your latest contact details including a permanent overseas address, a term-time UK address and a UK phone number. You can provide up-to-date contact details at the Student Hub or via: [**pmi.mmu.ac.uk/self_enrol/login_contact_details.asp**](https://pmi.mmu.ac.uk/self_enrol/login_contact_details.asp)

We also advise you to report a change of address to UKVI online via: [**gov.uk/change-circumstances-visa-brp**](https://gov.uk/change-circumstances-visa-brp)

If there are other changes, such as in nationality or name, please email [**immigration@mmu.ac.uk**](mailto:immigration@mmu.ac.uk) for guidance.



The table below provides a summary of the documents you must submit to Manchester Met.

The Student Visas team will contact you on how to update contact or immigration details where applicable.

What to submit	When to submit	Who should submit
Passport	During Right to Study check	New and returning students
Evidence of immigration status for the UK	During Right to Study check	
Up-to-date contact details	During online enrolment and at any point your contact details change	
Academic Technology Approval Scheme (ATAS) clearance certificate (if applicable)	During Right to Study check	
For under-18s – copy of the letter of consent from a parent or guardian	During Right to Study check	New students
Copies of evidence used to assess your eligibility to join a Manchester Met course (such as qualifications and English proficiency)		



Managing your engagement

If you are undertaking a taught programme of study, including courses taught in the Manchester School of Architecture, the University must keep a record of your attendance at classes and examinations, as well as the dates you have submitted your assignments. Please make sure you record your attendance in a class, tutorial, seminar or studio session by using a card reader in the room or by self-recording your attendance at attendance.mmu.ac.uk. In order to access the self-registration system, you must be connected to Eduroam using your Manchester Met login information.

If your session is taking place on Microsoft Teams, please make sure you log in to the session using your Manchester Met email address and access the session via your timetable.

If you are completing a dissertation, we expect you to meet with your supervisor on campus regularly until you submit the dissertation.

If you are undertaking a research degree, records of your engagement are managed by checking the progression points on your course and the submissions of your supervisory record forms (also known as RD9s) on SkillsForge. Please make sure you submit at least one signed RD9 form per calendar month.

For further information, please see: mmu.ac.uk/study/international/when-you-have-an-offer/secure-your-place/when-you-arrive/enrol-on-your-course



Reporting duties

The University is required to let UKVI know if your academic situation changes. In some instances, the University is also required to withdraw sponsorship of your visa. Examples of this include:

- Failing to enrol before the latest date of acceptance for your course and failing to re-enrol each academic year.
- Not settling your tuition fee balance on time or meeting any contractual arrangements made with our finance team.
- Withdrawing or taking a break from your studies.
- Repeating failed units without attendance.

- Failing your course without any further opportunities to repeat.
- Low levels of engagement on your course.
- Completing your course earlier than the end date on your CAS.
- Switching to another immigration category.

In most of the above scenarios, where the University has reported the change, UKVI will write to you confirming when your visa will be cancelled. This is known as a curtailment.

For further information, please see: [mmu.ac.uk/international/visa-changes](https://www.mmu.ac.uk/international/visa-changes)

Repeating failed units

UKVI rule

UKVI may allow students to repeat a part of their course with attendance provided they have a timetable to attend over both semesters. If the student's immigration permission expires before they finish the repeated units, they must apply to extend it before their current permission expires.

If you no longer have any further opportunities to pass the course, the University will be required to withdraw sponsorship of your visa.

If a student is repeating part of their course without attendance, a Student visa cannot be held. The University is required to report this if this is the case.

The University's responsibility

The University must report to UKVI within ten working days if a student is not required to attend classes for units they are repeating or if they have no further opportunities to pass the course. The University will also provide UKVI with the student's last recorded UK address, phone number and personal email address.

Your responsibility and required action

If you are repeating failed units, you should contact PBSReporting@mmu.ac.uk to see if any of the scenarios on our website apply: mmu.ac.uk/international/visa-changes

Withdrawal or suspension of studies

UKVI rule

A Student visa cannot be held if a student is not actively studying.

A Student visa sponsor must report if a student stops attending because of a withdrawal or suspension.

The University's responsibility

The University must report the withdrawal/suspension within ten working days of the status change on your student record. The University will also provide UKVI with the student's last recorded UK address, phone number and personal email address.

Your responsibility and required action

If you stop studying, you should contact PBSReporting@mmu.ac.uk to see if any of the scenarios on our website apply: mmu.ac.uk/international/visa-changes

Short breaks in study

UKVI expect you to complete any study from within the UK, including any work towards a dissertation or thesis. Taking short breaks in study, for a holiday or returning home, are normally fine. You do not need the University's permissions to do this, but you should ensure you check with your personal tutor that they are happy that it will not interrupt any academic work you need to complete. You should ensure that you are not taking any significant time away from the course, for example more than two weeks, and that you record your absences during your time away via attendance.mmu.ac.uk

Changes in your circumstances

The University is required to let UKVI know if aspects of your course change – for example, if:

- The location of your study changes.
- You decide to transfer courses.
- You take an optional placement year or exchange year.
- You change immigration category while in the UK.

Apply for a new visa

Certain changes to your circumstances may also require an extension to your existing visa or a new visa application to be made from your home country. It is very important for you to check if a change in your academic circumstances will impact your Student visa.

For further information, please see:

mmu.ac.uk/international/visa-changes

UKVI rule

UKVI requires Student visa sponsors to report significant changes in student circumstances.

The University's responsibility

The University must report any significant changes to UKVI within ten working days after the changes to the student record have been made. These changes include, but are not limited to, the location of your study changing, the length of your course becoming shorter or a work placement being undertaken.





Your responsibility and required action

If there is a change in your circumstances at the University, please read how this may affect you and your stay in the UK by visiting: mmu.ac.uk/international/visa-changes

Problems with your BRP

If there is an error on your BRP that relates to your personal details, course length or conditions, you need to report it within ten days to UKVI. Guidance is available from ukcisa.org.uk or contact immigration@mmu.ac.uk for further advice.

The same applies if your BRP is lost or stolen. The University will need a copy of your replacement when you receive it.

Extending your visa

If your course length changes, you transfer to a placement, have resits, are repeating a year or otherwise have an extension, then you may need to extend your visa.

You will need to request a new CAS to make a fresh Student visa application and again pay the Immigration Health Surcharge. Any dependants may be able to extend their visa too depending on the conditions of your visa and the date you started your course.

If your course requires ATAS clearance, you will need to apply again for a new certificate to support your visa application.

It is possible for some students to extend a Student visa inside the UK. To check if this is possible, please visit UKCISA's website ukcisa.org.uk under 'Can you apply in the UK?' or email immigration@mmu.ac.uk for guidance.

There are limits to the time a Student visa holder can spend in the UK studying at an undergraduate level or below. This is two years for courses below undergraduate level and five years for undergraduate-level study. There is no limit on postgraduate study. If this is a concern, please email immigration@mmu.ac.uk to discuss your options with an adviser.



Renewing your ATAS

If you are currently enrolled on an ATAS-related course, you must apply for a new ATAS clearance certificate if you have:

- Changed your course or changed to modules that require an ATAS – this includes the area of research for students completing research degrees.
- Changed institution.
- Are applying to extend any visa, including non-student visas, in order to complete your course.
- Changed the length of your course, even if you are still able to complete your studies within your current period of leave.

The application may be a requirement regardless of the type of immigration permission you currently hold.

If ATAS clearance is refused by the Foreign and Commonwealth Office, regrettably you will not be permitted to join or continue on your course at Manchester Met.

Visa refusals

If your application is not successful, please let us know immediately by sending a copy of the Refusal Notice to immigration@mmu.ac.uk. We can then advise you on your next steps.

Guidance will be provided on your options, which are to challenge the refusal, apply for a new CAS to make a new visa application, or take a break from your studies.

As your sponsor, the University needs to report the refusal within ten working days.

Overstaying

Spending even one day in the UK after your visa has expired is a criminal offence, unless you made an application to extend your visa before it expired.

If you overstay your visa, you are unable to study, rent accommodation or have a bank account.

You can make a valid application as an overstayer in the first 14 days under certain circumstances, but you will be continuing to overstay until your application is decided. The University does not encourage students to make a visa application during a period of overstay. For further information about what circumstances Manchester Met will support a new application under, please see the appropriate CAS Policy at: mmu.ac.uk/CAS

If we advise you to leave the UK, you will be asked to send flight details so we can confirm this to UKVI.

You will need to declare the overstay on every future visa application. An overstay of more than 30 days will get you a one-year re-entry ban, and forgetting to declare the overstay can get you a ten-year entry ban.

If you have overstayed, please contact an adviser by emailing immigration@mmu.ac.uk

Section 3C Leave

You must request a new CAS with enough time to apply from within the UK before your current Student visa expires. If you are not eligible to apply from within the UK, you must ensure you leave the UK before your current Student visa expires.

Provided you are eligible to apply from within the UK, you can remain in the UK legally while the UKVI makes a decision on your application, as long as you apply before your current visa expires. This is called Section 3C leave.



Community

Your community
responsibilities.





Your student journey in your community

Medical care and the National Health Service

Doctors, dentists and hospital services are provided by the National Health Service (NHS), partially funded by the Immigration Health Surcharge. Urgent care centres can help with minor injuries and offer a same-day service with no appointment required. Emergency and urgent care is for very serious accidents or acute illnesses which require hospital treatment and aftercare. Dentists are also partially funded by the NHS, though some charges apply for appointments and treatments, even for students who have paid the Immigration Health Surcharge. When registering, check the dental practice is NHS-funded as some are private, which means you have to pay for any treatment you receive.

Registering with a doctor

Primary care is through a general practitioner (GP), a doctor who provides assessment and treatment by appointment or refers to specialist services as required, free of charge. To find a GP near you, check [nhs.uk/service-search](https://www.nhs.uk/service-search) or register with the Arch Medical Practice near the University: [thearchmedicalpractice.co.uk](https://www.thearchmedicalpractice.co.uk)

For information on healthcare in the UK and how to stay healthy, please see the help sheet from the UK Council for International Student Affairs: ukcisa.org.uk/information--advice/studying--living-in-the-uk/health-and-healthcare

Opening a bank account

To open an account, most banks will require a letter from the University that confirms your enrolment. You can request this letter via the Student Hub after you have completed your Right to Study checks and online enrolment.

Be wary of anyone approaching you with the promise of money in exchange for the use of your bank account. It could be a criminal offence and, if you are found to have been involved in such criminal activity, it can have a negative impact on your financial records and affect future applications for a mortgage, credit card, mobile phone and any other credit-related services. It may also impact any future immigration applications.

If you feel that your account may have been misused, we encourage you to speak to your bank or to the police.

The British Council's 'Creating Confidence' guidance and the UKCISA website both contain helpful information for students in relation to banking in the UK.

You can find more information at: mmu.ac.uk/international/uk-bank-account



Staying in the UK for reasons other than study

A Student visa is issued primarily for the purpose of study. If there are issues preventing you from engaging in your studies, then you should seek support from the University, starting with the **Student Hub**. If you are not able to actively engage in your programme of study, the University cannot continue to sponsor your Student visa. If you need to remain in the UK for reasons other than study, you will need to apply for a different immigration permission, and should consult a registered immigration adviser or immigration solicitor outside the University. To discuss this with an

immigration adviser in the University, please email immigration@mmu.ac.uk

To resume your studies, you would need to show the University that you have valid leave that permits you to study in the UK.

A full list of immigration advisers who are regulated by the Office of the Immigration Services Commissioner (OISC) can be found by visiting: [home.oisc.gov.uk/adviser_finder/finder.aspx](https://www.oisc.gov.uk/adviser_finder/finder.aspx)

The University also has help and support available for students who require health and wellbeing advice at: [mmu.ac.uk/counselling](https://www.mmu.ac.uk/counselling)



Pregnancy, maternity and childcare

Pregnant students should register with the University's Inclusion team, as risk assessments may need to be provided. Statutory Maternity Leave is two weeks post-delivery. PhD candidates may book annual leave to increase this time. Students requiring a longer absence should consider suspending studies and returning to their home country, when it is safe to do so.

The University is unsuitable for infants and children; they are not permitted in learning spaces and no facilities are provided. You can look for childcare on the GOV.UK website where you can also look at the UK school admissions system. Please see UKCISA's helpful website for more information: ukcisa.org.uk/information-advice/visas-and-immigration/dependants

Volunteering and voluntary work

Volunteering or voluntary work alongside your studies helps develop skills and provides engaging enrichment opportunities. You should be aware of the differences between volunteering and voluntary work and whether your visa permits you to carry out voluntary work.

Voluntary work/workers: this is unpaid employment and usually has contractual obligations to perform the work – for example, to attend at specific times and carry out specific tasks. The contract does not have to be written.

Student visa holders can carry out voluntary work. Any voluntary hours worked should be included when calculating the weekly hours of employment permitted under your Student visa.

Volunteering: students who are volunteering do not have a contract, are not a substitute for an employee and must not be doing unpaid work or receiving payment in kind. Students who are volunteering are sometimes reimbursed reasonable travel and subsistence expenses and usually help a charity or a voluntary or public sector organisation. Volunteering is usually considered an additional beneficial extra to support work done by employees and if there were no volunteers, the work would still be carried out.

Volunteering is not considered unpaid employment; therefore, students on short-term study visas are permitted to volunteer.

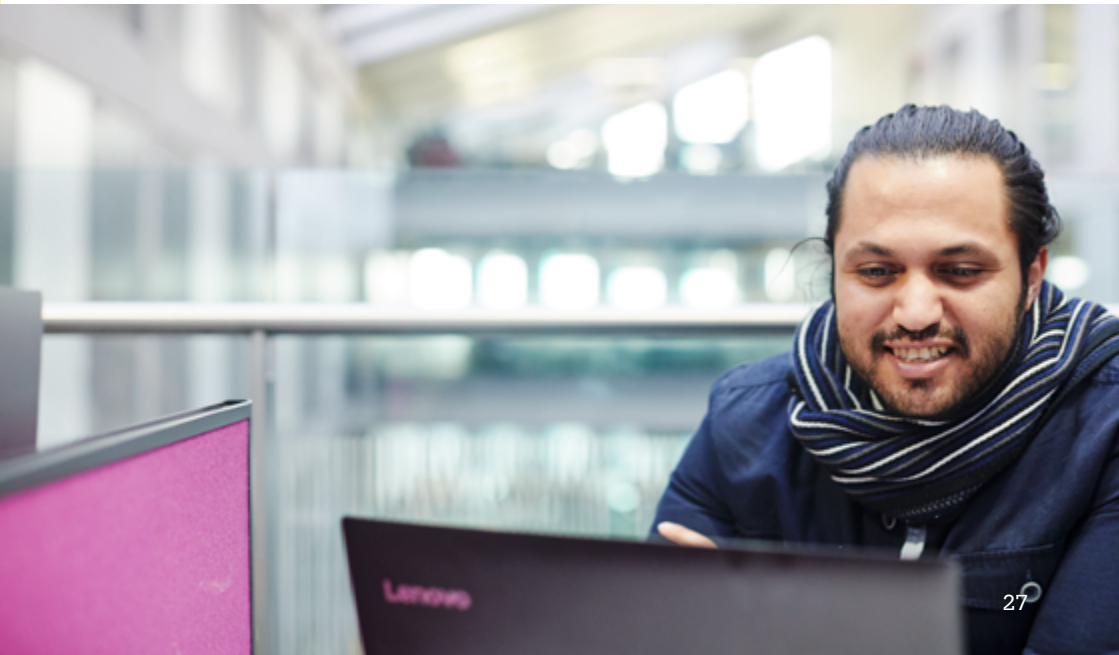
For more volunteering opportunities, visit the Jobs Hub in Geoffrey Manton or visit: mmu.ac.uk/careers/students/jobs-hub

Placements

If you secure a placement which is an integrated and assessed part of your course, it is not considered work, and the hours are unrestricted. You are not restricted to employers within the UK, and may retain your Student visa for the placement, and return to complete your course and retain eligibility for the Graduate visa.

The Placements team, via the Jobs Hub, can provide a letter for the employer confirming this, and your placement provider will also need a copy of your passport, visa and BRP, or share code if you have an eVisa.

You are able to work an additional 20 hours outside of your placement, if you have time.





Employment

Your responsibilities
during any employment.



Your student journey with an employer

All students with work permission also have the following restrictions:

- You cannot fill a full-time permanent vacancy.
- No self-employment; this means no freelance or consultancy work and you cannot set up your own business.
- No work as a professional sports person or entertainer.

The permitted term-time hours does not mean an average of 10 to 20 hours; it means you cannot work more than 10 or 20 hours in any one week Monday to Sunday. You can work for several different employers, but the total hours over all your jobs should not exceed the maximum permitted.

It is your responsibility to ensure you do not breach the conditions of your visa. You should record the hours you work for reference, write the hours worked in a diary or keep a record in your phone's calendar.

UKVI visit employers to check employees' right to work. UKVI take working too many hours very seriously, and you could be removed from the UK and refused future visa applications if you have been in breach of your work conditions.

For more information, please see the following web pages:

[ukcisa.org.uk/information--advice/working/can-you-work](https://www.ukcisa.org.uk/information--advice/working/can-you-work)

[gov.uk/government/publications/points-based-system-student-route](https://www.gov.uk/government/publications/points-based-system-student-route)

PBS dependants are not restricted in the same way, but all students are asked to consider their study/work/life balance. Short-term study visa holders are visitors and are not allowed to work in the UK.

Undergraduate students

The University's standard term dates will apply, except where specific term dates are approved for individual programmes. During University vacation periods, there is no restriction on the number of hours per week a full-time undergraduate student can work.

Employment during your studies

If you have permission to be in the UK as a 'student', your visa should have been granted with the following work permissions:

Level of course	Hours per week during term time	Hours per week during vacations
A course at or above UK degree level, for example, BA or BSc (Hons)	The maximum amount of part-time work you can do during term time is 20 hours per week, if you are studying and remain enrolled at Manchester Met.	You can work full-time during vacations.
A course that is below UK degree level, for example, pre-session English	You are limited to 10 hours per week if you are studying and remain enrolled at Manchester Met.	You can work full-time during vacations.
Postgraduate taught courses	<p>You are limited to working 20 hours per week until the end date of your course. You can find this date on your CAS. You are not permitted to work full-time during the time you would normally be expected to complete a dissertation.</p> <p>For example, during the summer and autumn terms while you are collecting data and writing up your dissertation, you are considered to be studying full-time.</p>	In general, the only vacation periods you can work full-time are during winter and spring breaks. Dates are published on the University's website.
Postgraduate research courses	All full-time research students are limited to no more than 20 hours of paid employment per week throughout the duration of their research degree. This rule is set by the University. This is to ensure that students do not compromise their ability to successfully complete their research degree programme.	The University's term dates do not apply to you as your course is full-time and there are no official vacation periods as part of your course. You can work unlimited hours if you have formally taken annual leave via SkillsForge.

Postgraduate taught courses

Students on full-time postgraduate taught programmes are required to spend the summer vacation (eg from the end of the summer term to the beginning of the autumn term) working on a 60-credit project/dissertation. This period is considered equivalent to term time for these students, and the maximum limit of 20 working hours applies. There are no restrictions on the number of hours you can work during official vacation periods on your course such as the winter and spring breaks.

If you submit your final assessment early, you must still wait until the official course end date before you may work full-time.

Research degree courses

Term dates do not apply to full-time postgraduate research programmes. These students have 30 days of annual leave, the timing of which is approved by their supervisor.

For wellbeing reasons, the University takes the view that annual leave should be regarded as a break and not as an opportunity to engage in employment.

Working for the University

The University employs students via Jobs4Students. During term time, students can be employed by the University for a maximum of 16 hours per week. If you wish to work for more than 16 hours per week, this will be dependent on the restrictions in place on the type of course you are studying and if you are classed as being in term time.

Employment after studies

You may be interested in staying and working in the UK after your studies, and with a Student visa you are permitted to work unlimited hours in the wrap-up period at the end of your course. If you are looking for a permanent position in the UK, your job would need to meet the Skilled Worker Visa salary requirements, and your employer would become your immigration sponsor.

The University's specialist Careers and Employability Advisers can help you prepare for the challenges of looking for suitable opportunities, completing successful applications and preparing for interviews. Find them in the Geoffrey Manton Hub or access services through Career Hub online. For further information about working after study, please visit UKCISA: ukcisa.org.uk/information--advice/working/working-after-studies

To see how many organisations already have employees with Skilled Worker Visas, you can check the Sponsor Register: gov.uk/government/publications/register-of-licensed-sponsors-workers

Graduate employment

Since July 2021, Student visa holders completing a degree can apply for a two-year Graduate visa. Student visa holders completing a PhD can apply for a three-year Graduate Work visa. This is not sponsored by an employer and there are no conditions on salary or hours. PGCE, BPTC and GDL students should also be eligible.

For more information, please see: ukcisa.org.uk/information--advice/working/working-after-studies



Useful information and contacts

My enquiry is about	Who should I email?	Useful webpages
Immigration advice for extending students	immigration@mmu.ac.uk	mmu.ac.uk/visas
Changes of circumstances		
BRP collection or corrections		
Graduate visa and working in the UK		
Right to Study checks	IntlPreEnrolment@mmu.ac.uk	
CAS requests for extending students	PBSReporting@mmu.ac.uk	
Change of Study Address Form		
Attendance registration		
Attendance record issues		
Absence from course		

Disclaimer

This document has been prepared to provide Manchester Met students with an overview of their own responsibilities and the University's responsibilities, and is a guide for general information only. It does not represent a full statement of legal requirements and is not intended to be relied upon in any specific student's case.

Individual students should ensure that they understand immigration guidelines and keep up to date with changes to legislation or rules during their stay in the UK in order to protect their immigration status. Students should be aware that UKVI may revise its policies at any time and the immigration rules

are subject to change. Manchester Met has used reasonable endeavours to ensure that the guide is accurate at the time of preparation.

Manchester Met shall be entitled to revise its policies or procedures relating to compliance with its UKVI sponsor duties at any time within an academic year. For an up-to-date version of our policies and procedures, please visit: mmu.ac.uk/legal-and-policies

For full terms and conditions of study at Manchester Met, please visit: mmu.ac.uk/legal/terms-and-conditions

The information contained in this publication was written in July 2024.





**Manchester
Metropolitan
University**

As a University committed to intentional inclusivity, we strive to make our content as accessible as possible. If you need information in a different accessible format like large print, or easy read please contact **international@mmu.ac.uk**

Manchester Metropolitan University
External Relations
International Office
6 Great Marlborough Street
Manchester
M1 5AL
United Kingdom

Contact our International Office:
international@mmu.ac.uk
mmu.ac.uk/international

Please note: This booklet is based on the information available at the time of publication in July 2024.