UK Visa and Immigration Policy UKVI 1:

Sponsorship of International Students for Visa Purposes

1. **Background**

1.1 Middlesex University has been granted a license by UK Visas and Immigration (UKVI) to act as a sponsor of international students, for visa purposes, admitted to programmes of study at the university.

1.2 UKVI places obligations upon the university as sponsor, as laid out in its policy guidance, available at https://www.gov.uk/government/publications/sponsor-a-tier-4-student-guidance-for-educators.

1.3 The university is committed to comply fully with its obligations as a licensed sponsor, as laid out in the UKVI policy guidance.

1.4 This policy sets out the principles which enable full compliance with UKVI policy guidance.

2. **Application and Admission of new students**

2.1 Admission requirements for Tier 4 students are in accordance with UKVI policy guidance, including appropriate level of academic qualifications and English language capability. In addition, the programme applied for must be deemed as “progression” from any previous study undertaken in the UK.

2.2 The university will require the applicant to provide specified documentation, and fulfil all conditions laid down by the university, including payment of a deposit where requested, before an unconditional offer of a place will be made.

2.3 A Certificate of Acceptance for Studies (CAS) will be issued to applicants to whom an unconditional offer has been made, provided that the university is confident the applicant will be able to make a successful Tier 4 visa application and join the programme by the specified latest enrolment date. The final decision rests with the Academic Registrar.

2.4 Scanned images of all relevant documentation (including passport, visa, English language, and entrance qualifications) will be kept by the university.

2.5 Applicants will only be sponsored to study on the university’s own premises.
3. Withdrawal of sponsorship

3.1 Sponsorship will be withdrawn for students who fail to fully register/enrol for their programme of study within required timescales. Such registration/enrolment is normally required on an annual basis. This includes the de-registration of students for non-payment of fees.

3.2 Sponsorship will be withdrawn for students
   - who successfully complete their programme of study in advance of the end date stated on their CAS
   - whose studies are terminated by an assessment board
   - who are expelled from the university, or suspended for a period of more than 1 month who withdraw, or interrupt, themselves from a programme of study

3.3 Sponsorship will normally be withdrawn for students who
   - do not attend and participate in their studies as required for their programme of study
   - elect to transfer to part-time study
   - do not attend events arranged to confirm their presence at university
   - fail to provide accurate information such as address or contact details
   - fail to provide documents such as passports, visas, and qualification certificates, as requested by the university from time to time
   - are discovered to be in breach of the terms of their current visa
   - are in breach of UKVI regulations for any reason

3.4 Students for whom sponsorship has been withdrawn will normally have their studies terminated on their programme of study

4. Visa extensions

4.1 Students requesting a visa extension must supply any information/documentation required by the university, and fulfil any conditions specified by the university, before such an application can be considered.

4.2 A CAS will only be issued to a student where there is an unequivocal requirement for the student to remain in the UK to complete their studies, and where the student
   - has academic approval, for extending their period of study
   - is making satisfactory progress on their programme of study
   - has paid a deposit against future fees (if required)
   - is not in breach of the rules of their current student visa
   - has valid Leave to Remain in the UK (unless the student is overseas at the time of request)
   - can demonstrate accordance with the requirements as specified in the Tier 4 policy guidance, including the appropriate level of funding

4.3 The issue of a CAS does not guarantee that a student will be successful in obtaining a visa. The university cannot accept liability for a failed visa application, or for any consequences (financial or otherwise) of such failure.
5. General

5.1 UKVI policy is subject to change. The university's policy and practices may therefore change at short notice in order to remain compliant with current requirements.

5.2 The university will collect and retain any such information and documentation about applicants and students as it considers consistent with UKVI policy guidance. The university will share this information with UKVI, to the extent that the university believes is required to comply with its duties as sponsor.

5.3 The university cannot accept any liability for any loss (financial or otherwise) suffered by any applicant or student as a result of any actions or omissions on the part of the university which the university believes are necessary or desirable to comply with the university’s obligations as sponsor.

5.4 The issue of an offer of sponsorship is at the sole discretion of the university. In doing so, the university is agreeing to comply with its obligations, as a sponsor, to UKVI. The final decision on whether a CAS may be issued rests with the university’s Academic Registrar.

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**Revision history**

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<th>Revision history</th>
<th>This policy was approved by the University Executive in January 2013. The revised policy was approved by Academic Board on 25th June 2015. This policy is to be reviewed in June 2016.</th>
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**Date of publication**

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<th>Date of publication</th>
<th>June 2015</th>
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