**International Visitors (Over 6 months)**

**International visitors that will be in Leeds for periods of time of more than 6 months**

**These visitors are expected to register as students**

**1. Visa Requirements**

**International student visitors will require a Tier 4 General Student Visa**

**If the person already has some other form of visa they should contact the** **International Student Advice** **team for advice before travelling – it may be that if they commence full time study on that visa, they may be in breach of their current visa regulations and depending on the type of visa they already hold, not able to apply for a student visa from within the UK.**

In order for the applicant to apply for a Tier 4 General Student Visa then the University must issue a CAS to the applicant. This means the applicant must demonstrate that they meet University academic and English Language requirements **and be eligible to hold an unconditional offer**. They will also need to apply for ATAS clearance if relevant.

PGRO will issue a formal offer letter.

**2. Fees**

**Unless there is a formal exchange arrangement between the University of Leeds and another university**, then it is expected that students should make payment for the use of facilities.

In some situations a formal reciprocal agreement will be in place with the Institution where the student visitor is currently studying. In these cases any fee can be waived if there is an existence of a formal reciprocal agreement. If there is a fee waiver then this should be noted in the conditions box

There is a minimum standard annual fee for 12 months of study:

2018/19: £1830

This can be broken down pro-rata as follows:

 1 month £152.50

 2 months £305

 3 months £457.50

 4 months £610

 5 months £762.50

 6 months £915

 7 months £1067.50

 8 months £1220

 9 months £1372.50

 10 months £1525

 11 months £1677.50

This minimum fee only covers University overheads; the School will not derive any income from this. Schools can agree to pay on behalf of the visitor using a Form 21.

If the PGR visitor will have a significant consumption of academic resources schools may charge the normal full time international fee. The definition of “significant consumption of academic resource” may be different in various Schools but might in general include some or all of the following:

• a supervisory and advisory load upon a member(s) of the academic staff which is similar to that provided for a research degree candidate

• significant technical assistance and support

• use of laboratory facilities and consumables

• participation in advanced skills and generic training courses offered by the Faculty, SDDU or other University providers

In addition to the academic fee, if the research of the visitor will entail specific identifiable costs for the School a “bench fee” may be charged but the basis for this in terms of consumables, equipment and other resources should be clearly identified in any correspondence with the student/sponsor and in information for Postgraduate Research and Operations.

**3. Process:**

* Visitors must apply online

*Applicant must be registered to study at a higher education institution for a research degree level qualification for at least the duration of the visit. Additionally, for a Tier 4 student visas, the applicant must be enrolled on a course that is at least equivalent to the level of a UK Bachelor’s degree*

* **International applicants requiring a CAS must demonstrate:**
* **English Language - all Tier 4 sponsors must assess their Tier 4 (General) students’ level of English language competence. This means the applicant must have met the required standards by:**
* **Holding a degree from a majority English speaking country, or**
* **Being a national of a majority English language speaking country**
* **Having obtained the relevant standards in IELTS or equivalent (see English Language booklet)**
* **Academic Evidence – highest awarded qualification to date**
* Schools must check and complete the School section of the Schools Recommendation Report It should then be sent to PGRO
* **In the conditions box it should state:**

**a) the number of months (including dates) that the visitor will be studying for and**

**b) what fee is to be charged**

* **International applicants studying with a School which comes under the Foreign and Commonwealth Office ATAS scheme will require ATAS clearance and the School must provide PGR & Operations with the relevant “Initial Proposed Summary of Research Area Letter” alongside the School Recommendation Report**
* PGR & Operations update the Banner record and inform Student Finance (Fees) of the fee details

Student Finance (Fees) will amend Banner. Where a fee is payable it should be noted that the student will not be able to register until this fee is paid in full

* The University (PGRO) will, assuming no problems with the application, issue an unconditional acceptance letter containing the details of the offer (If applicable the ATAS statement will also be included with the offer letter)
* Applicants accept as normal
* **For international students, PGRO need the School Recommendation, evidence of English Language, Academic evidence and, if relevant, ATAS summary of research area, before an offer can be made/CAS issued.**

***The University does not issue conditional offers to these applicants. .***

* PGR & Operations will issue a Confirmation of Acceptance for Study (CAS) Statement to the applicant which contains the CAS number, University Sponsor Licence number and details of the fee to be charged where appropriate (see section 3 below). This will enable the student to apply for a TIER 4 GENERAL STUDENT VISA. Details of how to apply for a student visa can be found at the following websites: <https://www.gov.uk/tier-4-general-visa>

<https://www.leeds.ac.uk/info/130114/visas_and_immigration/155/applying_for_a_tier_4_visa>

The CAS has a life span of 6 months but can only be used up to 3 months prior to the start date. Therefore PGR & Operations will issue the CAS when appropriate.

* On arrival, individuals must register via the on-line registration system as miscellaneous non-degree (non-award bearing) students and obtain a Student ID card. The University will also need to take a copy of relevant passport and visa information

**4. Attendance Monitoring for International Students**

**For international students on a Tier 4 visa, the University *is* required to undertake Tier 4 sponsorship duties. This means the University has responsibility for reporting non-registration, unauthorised non-attendance, apparent leavers and monitoring the attendance of these individuals**.

Schools must have arrangements in place for monitoring attendance and for reporting non-attendance to Postgraduate Research and Operations.

**Examples of attendance monitoring events at research level are:**

* Formal supervision meetings with supervisor
* School activities associated with registration and other routine communication
* Induction and training courses
* Meeting with Supervisor to discuss and review any training plan
* SDDU courses and Faculty Training (including Research Seminars involving giving presentations)
* Formal review meetings
* Meetings with Postgraduate Research Tutor or other relevant staff
* Attendance at External conference/meetings
* Other events at School level

It is recognised that there are different events and timelines within different schools which reflect the varying nature of research study. Schools may already have their own practices which relate to these events.

Therefore as a minimum, schools will be required to put the following procedure in place:

i) Supervisors (or other relevant staff) will be required to report to the school/faculty when there has been no contact with individual research students within any 1 month period (unless absence has been authorised for events such as fieldwork, illness, etc.), or where there is a pattern of absences which is affecting the student’s work or causing concerns for the student’s wellbeing.

ii) An investigation should then be carried out within the School which will provide an opportunity for issues to be resolved with the student.

iii) Where issues are not resolved, a full report will be sent by the faculty/school to PGR & Operations indicating that the student should be required to withdraw from the University.

iv) PGR & Operations will carry out any other appropriate enquiries, and then after further review, notify the Home Office of withdrawal.

**5. Overview**

|  |  |
| --- | --- |
| Length of Study | **Over 6 months** |
| Type of Visa | Tier 4 General Student Visa  |
| Document required for visa | PGRO issue CAS |
| **Summary of Process** |
| Enquiry | Applicant contacts School who collects relevant information |
| Application | • Applicant completes online University application form• School sends this to PGRO (with fee and time period details completed in the Conditions box) and if relevant proposed summary of research for ATAS purposes |
| Admission criteria | Applicant must:• Show academic qualifications meet UoL entry requirements• If relevant, show they meet UoL minimum English Language requirements• If relevant, obtain ATAS clearance from the FCO before applying for visaThe applicant should already have the relevant academic and English language qualifications. |
| PGRO Offer letter required | • PGRO issue formal offer letter and include the ATAS summary, produced by the School• Applicant must accept offer |
| CAS issued  | Yes, if applicant has accepted an unconditional offer |
| What does Applicant need to do next | Applicant • accepts• applies for General Student Visa using the CAS issued by UoL (and ATAS if necessary prior to this)• arrives, registers and obtains ID card(School must inform student when to register and ensure that any F21’s have been completed) |
| Requirements of the Points Based System – attendance monitoring | Student’s attendance must be monitored. If student registers late, suspends, is absent, or leaves, this will be reported to the Home Office and the student’s visa will be curtailed |