

Unable to sponsor due to Tier 4 regulations

CRM

- Stop application
- Add following note to both application record and contact record as to why unable to sponsor
 - o Description – *Unable to sponsor under UKVI academic progression regulations due to [REASON – see below]. If [Applicant] can attend on a different visa the academic offer will still stand. [INITIALS, TEAM] 11/04/2019*
- Check if a CAS record has been created, if so also add above note
- If an offer has been published contact Taught Admissions to update Banner.

Send the below email template as an email in CRM from the relevant school queue.

Banner (for Taught Admissions only)

- In SAADCRV add '20 – institutional withdrawal'
If 14 in SAADCRV ring operations to remove student record
- In SAAADMS under Checklist insert OEPL, with description 'Unable to sponsor' and status 'Rejected'. Under Sources, Interests, Comments, comments section, insert SRMT with reason why unable to sponsor
- Check SWAACAS and if there is a record change Process Ind to 'N'

Send the below email template as an email from taught-admissions@leeds.ac.uk.

Unable to sponsor email template

INSTRUCTIONS:

Please complete yellow sections with relevant information and delete irrelevant points in blue (keep one relevant point).

Subject: Application to University of Leeds – Academic Progression (ID number)

Dear <student>

Thank you for your application to the University of Leeds to study (UoL programme a).

We have identified as part of your application that you have previously studied <relevant NQF/SQF Level programme b> at <Institution> on a Tier 4 (General) student visa (or equivalent).

As you may be aware, the UKVI have recently changed the rules regarding academic progression relating to study on a Tier 4 (General) student visa. For detailed information please visit the UKVI website: <https://www.gov.uk/tier-4-general-visa>

From the information you have already provided to us, we have identified that in your case we are not able to sponsor you to study under a Tier 4 (General) student visa and therefore <cannot issue you with an/ can no longer support your> offer to study <programme a>.

The reason we cannot sponsor you to study under a Tier 4 (General) student visa is as follows:

- You have failed to complete the award for which you were previously sponsored under a Tier 4 (General) student visa (or equivalent)
- You have previously been sponsored to study at a higher level than <programme a>
- You have previously been sponsored to study at the same level as <programme a> and the University of Leeds has determined that these programmes combined do not adhere to the following UKVI regulation:

73. If your new course is at the same level as the previous course, it may exceptionally be considered to represent academic progression if the course is at degree level or above and your sponsor teaching the course is an HEI with Tier 4 Sponsor status and:

a. the new course is related to the previous course for which you were given Tier 4 leave (meaning that it is either connected to the previous course, part of the same subject group or involves deeper specialisation); or

b. your previous and new course combined, support your career aspirations.

(Tier 4 Policy Guidance version 01/2019 page 23)

- You will exceed the maximum time limit allowed to study
- [Other relevant reason for not being able to sponsor the applicant]

If at any point your circumstances change and you no longer require a Tier 4 (General) student visa to study in the UK please contact us at tp_applications@adm.leeds.ac.uk and we will revisit your case.

Wishing you all the best for your future studies.

University of Leeds