

## Unable to sponsor due to Student visa regulations

### CRM process (to be completed by faculty/school admissions)

- Stop the application
- Add the following note to both the application and the contact record as to why we are unable to sponsor
  - o *Unable to sponsor under UKVI academic progression regulations due to [reason - see below]. If the applicant can attend on a different visa, the academic offer will still stand. [initial, team, date]*
- Check if a CAS record has been created; if so, also add the above note to the CAS notes section of the application
- If an offer has been published, contact Taught Admissions to update Banner.
- Send the below template to the applicant as an email in CRM from the relevant school queue.

### Banner process (to be completed by Taught Admissions only)

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

### Unable to sponsor email template

#### **INSTRUCTIONS:**

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

Subject: Application to University of Leeds - Academic Progression <student 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 Student visa (or equivalent).

As you may be aware, the UKVI has strict rules regarding academic progression relating to study on a Student visa (previously known as a Tier 4 (General) student visa). For detailed information, please visit the UKVI website: [www.gov.uk/student-visa](http://www.gov.uk/student-visa).

From the information you have provided to us, we have identified that in your case we are not able to sponsor you to study under a 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 Student visa is as follows:

- You have failed to complete the award for which you were previously sponsored under a 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:

*If an applicant's new course is at the same level as their previous course, it may exceptionally be considered to meet the academic progression requirement if the course is at degree level or above, the sponsor teaching the course is a HEP with a track record of compliance, and one of the following applies*

- *the new course is related to the previous course for which the student was given permission as a Student or Tier 4 leave (meaning that it is either connected to the previous course, part of the same subject group, or involves deeper specialisation)*
- *the applicant's career aspirations are supported if the new course is combined with the previous course ([Student Route Casework Guidance Version 3.0 06/04/2021](#)) page 52)*
- 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 Student visa to study in the UK, please let us know and we will revisit your case.

We wish you all the best for your future studies.

University of Leeds