Study Abroad for Tier 4 Visa holders

Student decides to take part in exchange programme or is required part of their studies

IAT will make arrangements with the student and the HI regarding study abroad period

IAT will check that the student has a valid 10 year passport

Passport not valid

Student to contact the International Manager

Passport/visa valid

ERT to check that student does not exceeded time cap

Student signs declaration authorising UOS to contact HI to disclose progress and engagement during study abroad period

IAT confirm study abroad period

Student Action Team update SITS screens (SCE) to reflect period abroad and the host institution. ERT will pull back on SCE data and contact student to enrol.

Student does not enrol (Autumn)

IAT and the School contacted to check if student has cancelled study abroad. Student chased for enrolment

Enrolment process followed as detailed in the Guidance notes: http://www.aro.stir.ac.uk/reg-enrol/Tier4StaffComplianceGuidance.php

Student enrolls with UOS (Autumn)

ERT update the Tier 4 passport check hurdle to CON for 1 semester abroad and to PASS for full year abroad

When studying abroad - Proof of Enrolment Provided

If no proof of enrolment at HI is provided, IAT contact HI to confirm student has embark on study.

HI confirm student has not arrived

If the student is not at HI they will be contacted for their intentions. It may be possible for the student to return to studies at UOS. If there is no response from the student then their Tier 4 sponsorship will be withdrawn and the Home Office notified.

Proof of Enrolment Provided

Student provides IAT with SA2 Registration Confirmation/Arrival Form (Erasmus) within 2 weeks of arrival. This is then forwarded to ERT.

Points of contact during time abroad

The host institution will provide the IAT with details of academic progress at the end of each semester. Any concerns will be taken forward by ERT. Where there are issues with Tier 4 compliance then the University will consider whether they can continue sponsoring the student. This may lead, where appropriate, to the student having to return to the University to continue studying, or having their Tier 4 sponsorship withdrawn.

At the end of the exchange period, IAT liaise with ERT over transcript from host institution

Key

IAT: International Affairs Team
ERT: Enrolment and Records Team
UOS: University of Stirling
HI: Host Institution

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