

## Right to Study Checks

### LSBU Students

#### Who needs a right to study check?

- Anyone who wants to commence the enrolment process in order to study a course and/or attend classes/lectures at London South Bank University (LSBU)
- Anyone who is currently enrolled as a student in order to study a course and/or attend classes/lectures at LSBU

#### What is the 'right to study'?

- The 'right to study' means you have permission to remain in the UK and this permission does not restrict you from study at LSBU.
- 'Permission' could be a visa or endorsement, or you may be entitled to remain in the UK because you are the family member of someone who has permission to remain in the UK.

#### Why do we need to do checks?

LSBU holds a UKVI sponsor licence. We are required by the Home Office to take steps to ensure that every student studying at the institution has permission to study in the UK throughout the whole period of their study. Failure to do so is a breach of our duties as a Sponsor and can result in compliance action against us or the revocation of our licence.

#### What you must do:

Please ensure that you refer to Appendix ST: Student below which give examples of visas and immigration status.

#### If you are a prospective student/applicant/offer holder

It is important that you understand if you have the right to study prior to commencing enrolment as a student at LSBU. This is because the 'right to study' check is conducted when you enrol as a student at LSBU. We may not be permitted to commence the enrolment process with you and you may be unable to start your course if you are unable to show evidence of this right to study when you attend enrolment as a student. If your immigration status is due to expire shortly after your course commences, or if you have a pending application which may mean we cannot determine if you have the right to study, you may wish to consider deferring your studies until your immigration status has been extended or granted.

**Please note**, you will also be required to separately have a student status assessment to determine whether you are Home/EU/Overseas for fees/funding purposes, and you may be required to provide other documentation to verify that assessment.

#### If you are currently enrolled as a LSBU student

It is important that you maintain your immigration status throughout your studies at LSBU. You must take action to maintain your immigration status where your permission to stay is due to expire, or take action to maintain your immigration status where your permission to stay is due to expire, or where your circumstances change which affects your immigration status.



LSBU must ensure that every student who is enrolled at LSBU has the right to study so we will take action to suspend or exclude students if it transpires that you no longer have the right to study. It is your responsibility to make sure that you take the appropriate action to maintain your immigration status prior to the expiry of your stay.

### **Guidance review**

This guidance will be reviewed on a regular basis to ensure it remains compliant with the Student Route Sponsor Guidance which are subject to change by the Home Office. The current version of this policy supersedes any previous versions.

### **Pending applications**

If you have an application pending for any of the above immigration categories, we reserve the right to contact the Home Office for confirmation of your right to study before allowing you to commence enrolment. We will ask you to sign a form which grants us permission for the Home Office to share information about yourself and your immigration history/status. Please note, such requests can take up to five working days for the Home Office to process.

### **Pending appeals**

If you have an outstanding appeal against a Home Office decision to refuse an application for any of the above immigration categories, LSBU will contact the Home Office for confirmation of your right to study before allowing you to commence enrolment.

We will ask you to sign a form which grants us permission for the Home Office to share information about yourself and your immigration history/status. Please note, such requests can take up to five working days for the Home Office to process.

### **Change in circumstances**

If there is a change in your circumstances so that you no longer meet the conditions under which you were granted your visa or you no longer satisfy the provisions of the EEA Regulations, you may lose the right to study even though you have a valid residence card or other proof of immigration status, e.g. your permission to stay is on the basis of your relationship and your relationship breaks down permanently.





## Examples of visas and immigration documents

### 3. Letter from Home Office



**Home Office**  
Immigration and Nationality Directorate  
Lunar House  
40 Wellesley Road  
Croydon  
CR9 2BY  
Telephone: (0870) 600 7766 Fax

FORENAMES SURNAME	Our Ref	Our Ref
Date of Birth: DATE	Your Ref	Your Ref
Nationality: NATIONALITY	Case ID	CID Case ID
	Date	Date

Dear Salutation

**GRANT OF HUMANITARIAN PROTECTION**

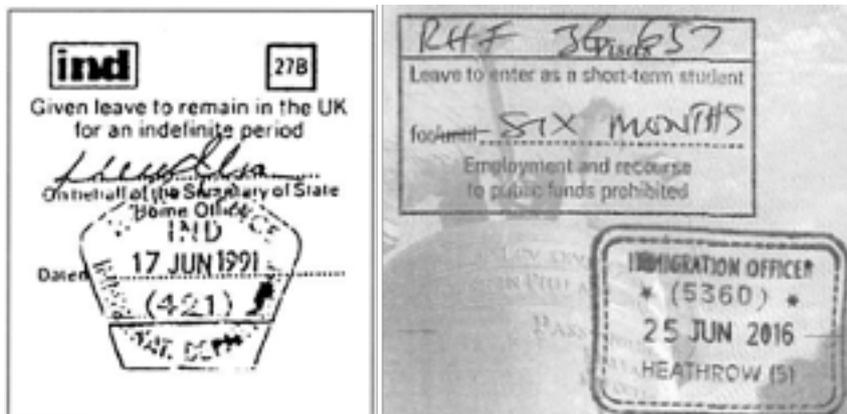
You have/Your claim has been reviewed and you have been granted limited leave to enter/remain in the United Kingdom for a reason not covered by the Immigration Rules.

**THIS LETTER IN ITSELF CONFERS NO LEAVE TO ENTER OR REMAIN IN THE UNITED KINGDOM AND DOES NOT CONSTITUTE PROOF OF YOUR STATUS.**

Please find enclosed your Immigration Status Document/Passport. This has been endorsed with your leave to enter/remain in the United Kingdom. The date this leave to enter or remain expires is shown on the endorsement. It is this endorsement that constitutes proof of your immigration status in the United Kingdom.

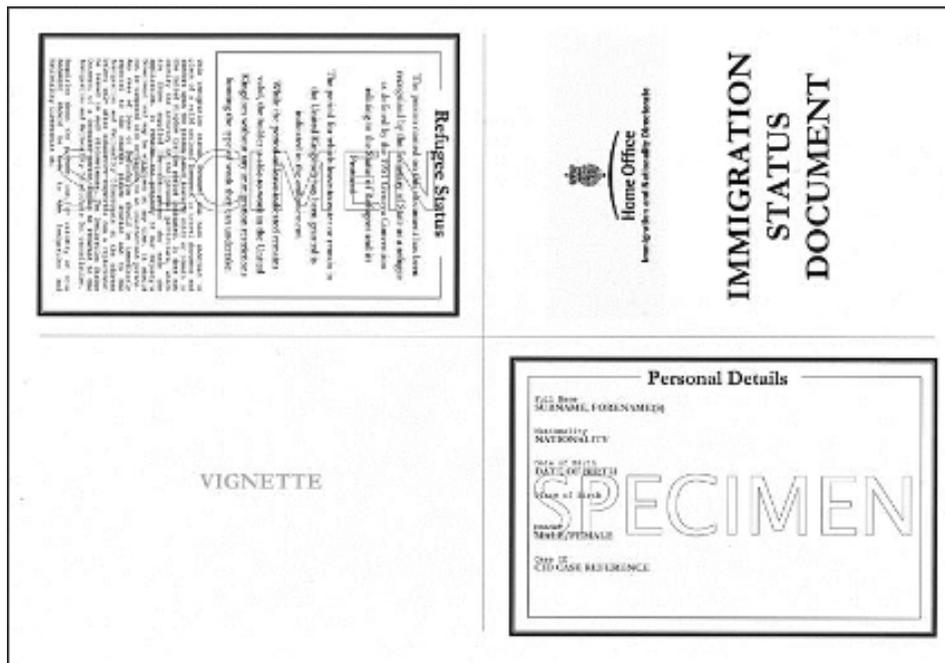
You have been granted this leave in accordance with the published Home Office Asylum Policy Instruction on Humanitarian Protection.

### 4. Stamps

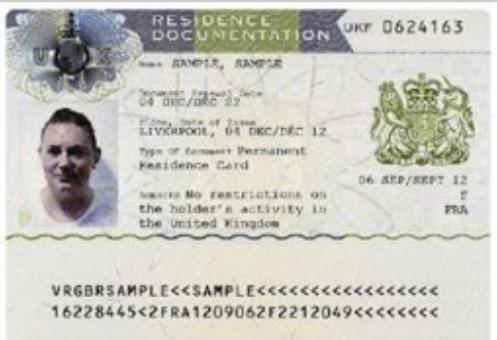


## Examples of visas and immigration documents

### 5. Immigration Status Document



### 6. Residence cards



## Examples of visas and immigration documents

### 7. Certificate of Application

Home Office

UK Visas and Immigration  
 Permanent Migration  
 PO Box 308  
 London  
 SE1 6LN  
 Tel: 0870 436 1744  
 Fax: 020 213 2804  
 Email: [ukvisas@ukvisas.gov.uk](mailto:ukvisas@ukvisas.gov.uk)  
 Web: [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk)

Address: [Redacted] Our Ref: [Redacted]  
 Case ID: [Redacted]  
 Your Ref: Your Ref  
 Date: 04 June 2014

Dear Mr/Ms/Ms,

Re: **CERTIFICATE OF APPLICATION**

Thank you for your application for a Residence Card/Permanent Residence Card/Temporary Residence Card. We will make a decision on the application as soon as we can and, in any event, within the next 6 months.

Please do not telephone or make enquiries about the progress of the application before you hear from us unless a passport or other document is needed urgently, as this diverts resources from making decisions.

We advise you not to make any non-urgent travel plans until we have decided your application and returned your passport(s) or travel documents(s).

You are permitted to accept offers of employment in the United Kingdom, or to continue in employment in the United Kingdom, whilst your application is under consideration and until either you are issued with residence documentation or, if your application is refused, until your appeal rights are exhausted.

An employer may ask to see this document as evidence of eligibility to work, so you should keep it in a safe place until the application has been decided as it may not be replaced.

**Note for employers**

This document may form part of a statutory defence against liability to pay a civil penalty under section 23 of the Immigration, Asylum and Nationality Act 2006 for employing an illegal migrant worker. However, it should only be accepted for this purpose if presented within 6 months of the date of issue and provided you can demonstrate that the document has been verified by the Home Office Employer Checking Service.

The holder must possess the original document. You should request verification of the document by downloading the Employer Checking Service form from the Home Office website and e-mailing it to [Employerchecking@hio.gov.uk](mailto:Employerchecking@hio.gov.uk) and retain a copy of it in your records. Further information about the Employer Checking Service and the responsibilities of employers can be found at <https://www.gov.uk/government/organisations/home-office>.

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### 8. Student Visa 'Document Checklist'

UK Visas & Immigration

**Document Checklist**

Payment notification number: 2PAA001143352  
 Payment amount: £439.00  
 Immigration health surcharge reference number: IHS003439948  
 Email: [Redacted]@gmail.com  
 Submitted date: 10 February 2016 21:16 +00:00 (+00:00)

**Applicant**

Product name/service: Tier 4 (General) student  
 Applicant's full name: Miss [Redacted]  
 Date of birth: 9 December 1987  
 Nationality: Albania

**Documents**

All documents must be originals.

You have agreed to include the following documents in your application. Please tick the box beside each document to confirm that you are enclosing it.

**Mandatory documents**

