

Student Route: Reporting duties policy

1. Purpose

This document sets out the University's policy regarding the reporting duties as a Student (formerly Tier 4) sponsor of students under the points based immigration system. This document applies only to the reporting requirements for sponsored Student visa holders (and some legacy Tier 4 visa holders).

2. Key responsibilities

Responsibility for the management and implementation of this policy and any accompanying procedures lies with the Chief Operating Officer and University Secretary who is the Home Office Authorising Officer, with assistance of the Student Immigration Compliance Team (SICT), Canterbury/Medway Student Records Administration Offices, International Recruitment office, Admissions teams and Schools.

Despite the overall key responsibilities, all staff working with students covered by immigration rules must ensure the policy is adhered to accordingly. All staff have a responsibility to adhere to regulations and circumstances that require reporting to the Home Office.

3. Reporting duties

3.1 The University will report students to the Home Office in accordance with the Student Sponsor Guidance, Immigration Rules and other advice received by the Home Office.

3.2 Reporting of sponsored Students will be completed by the SICT and in the case of student delays and non-enrollers, by the CAS Team. Reports must be made to the Home Office within 10 working days from when SICT become aware of the circumstance that would result in a report being made to the Home Office.

3.3 Reports to the Home Office will be made through the Sponsor Management System (SMS) by the SICT/Admissions unless a situation arises whereby reporting through SMS is not possible in which case a report will be made via the Account Management Portal (AMP).

3.4 SICT will inform the Home Office if any information reported through SMS is incorrect and why it is incorrect.

3.5 When making a report to the Home Office the University will provide the student's last known address, contact telephone number and email address (personal email if known).

3.6 In accordance with the Student Sponsor Guidance the University will notify UK Visas & Immigration if it becomes aware that any of its sponsored students have been granted permission with the incorrect conditions of stay.

4. Prescribed enrolment period

4.1 The prescribed enrolment period refers to the period of time by the University where students are expected to arrive and register for their course, or in the case of continuing students, re-register on their course of study or research. The period applies to all students on all courses.

4.2 For students on taught courses of study with a standard September start date, the prescribed enrolment period will last for the first three weeks of the autumn term in September/October (ie. week 0 to Friday 5:00pm of week 2). For taught courses with varying start dates (i.e. January starters for IFP, postgraduate courses, pre-sessional English), the prescribed enrolment period will be adjusted accordingly.

4.3 For students on research courses, the prescribed enrolment period will extend for one calendar month following their expected registration date, as indicated in their offer documentation, unless otherwise agreed.

4.4 Students who do not enrol within the prescribed enrolment period will be reported to UKVI and sponsorship will be withdrawn.

4.5 If a student's start date is delayed or will change before they enter the UK then the University will inform the Home Office by making a report to the Home Office via SMS or adding a sponsor note to the Confirmation of Acceptance for Studies (CAS), depending on the CAS status. If the new start date will result in a student not being able to complete their course within the time on their visa the University will assign a new CAS and the student must apply to vary their leave to include the later finish date.

5. Students who do not maintain contact

5.1 Students who do not demonstrate sufficient attendance/engagement as per the Student Attendance and Engagement Policy will be reported to the Home Office if their sponsorship is withdrawn.

5.2 Contact points for taught students are all timetabled events for contributory modules - attendance is managed on Presto. These may include, but are not limited to, events such as lectures, seminars, labs, or terminals for contributory modules which are selected by Schools at the beginning of the academic year to form the attendance pattern for each module.

5.3 Contact points for research students include the monthly supervisory meetings which take place in accordance with Annex H of the Code of Practice for Research Courses.

6. Intermission

6.1 The University will make a report to the Home Office and withdraw sponsorship when a student takes a period of intermission after arriving in the UK which is longer than 60 days. Students already in the UK who temporarily suspend their studies through intermission for more than 60 days will be asked to leave the UK if their sponsorship has been withdrawn. Those who undertake an intermission of 59 days or less will have the absence reported to the Home Office but sponsorship will be maintained.

7. Significant changes in student circumstances

7.1 A report will be made to the Home Office if there is a significant change in a sponsored student's circumstances including:

- Change of study location or location of work placement
- Change of course
- If there is anything to suggest a student is breaking the conditions of their Student visa or permission to stay in the UK, including but not limited to, lack of engagement, falsifying documentation, breaching work conditions, or if there is reason to believe a student is nongenuine

8. Situations where sponsorship has ended

8.1 A report will be made to the Home Office when the University stops sponsoring a student for any reason. This includes but is not limited to the following:

- If a student moves into a different immigration category with a different sponsor
- If a student moves into an immigration category that does not require a sponsor
- If a student completes their course sooner than expected
- If a student withdraws from their course or is deregistered

8.2 Sponsored students in their post-study permission who have indicated they intend to apply for the Graduate Route will have their successful completion reported to the Home Office via SMS once results are published.

9. Additional Reporting

9.1 The University, as a Student Sponsor, fulfils its duties in supporting immigration control. The University will inform UK Visas & Immigration if it becomes aware of any individual or organisation that in any way poses a threat to immigration control.

9.2 The University will provide to UK Visas & Immigration the details of any third party, such as agents, that have helped to recruit its students.

10. Policy Review

This policy will be reviewed on a regular basis to ensure it remains compliant with the Student Sponsor Guidance and Immigration Rules as well as good sector practice.

Version	Effective Date	Activity	Previous Version
1.0	17/01/2014	Initial version	N/A
2.0	29/04/2016	Updated by former Compliance Manager (Overseas Students)	1.0
3.0	21/02/2019	Updated by former Head of Student Immigration Compliance	2.0
4.0	19/12/2022	Updated by Student Immigration Compliance Manager	3.0
5.0	02/01/2025	Updated by Student Immigration Compliance Manager	4.0
6.0	03/03/2026	Updated by Student Immigration Compliance Manager	5.0