



My Student Visa

Are you aware of your responsibilities as a student visa holder?

There are a number of things you need to remember to ensure that you comply with the conditions of your visa.

It is your responsibility, but the university is here to support you.

1. Attendance and Engagement

If you are not fully engaged with your studies, you may fall behind with your degree and you could also be breaking the terms of your Student visa.

If you have been absent or not engaging for a period of time or without permission, it could lead to formal action, including the university withdrawing sponsorship of your visa.

Your responsibilities

To ensure you get the best out of your studies and comply with the conditions of your Student visa, you must ensure that you:

- Punctually attend all in-person or online lectures, seminars and other study sessions
- Check-in to scheduled sessions with your Module Tutor
- Inform your Module Tutor in advance if you are unable to attend scheduled classes or sessions
- Submit all coursework and attend all examinations and assessments on time
- Regularly engage with your supervisor when working on projects or dissertations

- Attend monthly supervision meetings with your Director of Studies (Postgraduate Research students)
- Respond promptly to communications regarding your attendance or engagement

If your attendance falls below 80%, you will be sent an absence concern email. If your attendance continues to fall below 80% you will be invited to attend a meeting with your Personal Academic Tutor, who will discuss your absences with you and offer support options as appropriate.

Placements

The university will contact your employer regularly to check your attendance.

If you are on a work placement, you must attend your placement in full and notify your employer if you will be absent for any reason.

2. Working

Your Student visa allows limited working rights.

It will be stated on your visa if you can work and the number of hours you are allowed to work per week. This includes any paid work, unpaid work, voluntary work and internships.

If your course of study is at degree level or above you are allowed to work up to 20 hours per week during term time, and full-time during vacations. You can apply for and accept jobs in most types of paid or voluntary roles, both on and off-campus.

There are certain types of work you are not permitted to undertake, including:

- Self-employment
- Work as an entertainer (actors, musicians, dancers, etc)
- Professional sports person
- Doctor/Dentist in training
- You must not undertake business activity or a permanent full-time job.

You can find further information about permitted work for Student visa holders on the [UKCISA website](#).

You must not work beyond your allowed working hours or carry out any prohibited work.

Breach of working rights can result in cancellation of your visa, fines and/or a ban on entry to the UK.

3. Changes in your circumstances

We are required to report any significant changes in your studies to UKVI, such as a change in programme; study location; course duration; or addition of a work placement.

Your Student visa is only valid for study at the University of Bolton and the course title and duration stated on your Confirmation of Acceptance of Studies (CAS).

If you want to change to a different course, you must contact the International Student Support Team for advice in the first instance.

Changes to your course may affect your visa and could require you to leave the UK to apply for a new Student visa.

If you change your personal details, such as your name or contact details, or if you receive a new passport at any time during your studies, you must notify us as soon as possible and inform UKVI directly of any changes.

4. Change of immigration status

If you change your immigration status by moving into another visa category, such as the Skilled Worker visa, you must contact the International Student Support Team immediately and provide a copy of your new visa so we can update your records including your new visa expiry date.

If you change to a different immigration status, the university will no longer be able to sponsor you and we will notify UKVI that sponsorship has been withdrawn.

5. Suspending your studies

We understand that there may be circumstances where you need to take a break from your studies.

If you need to take a break from your course for any reason, you need to speak to your Personal Academic Tutor for advice.

Once your studies have been suspended, the university will notify the UKVI and sponsorship will be withdrawn. You will need to return to your home country and you will be issued with a new CAS letter to recommence your studies at an agreed later date.

6. Support and Advice

We want you to succeed and have the best experience when studying with us and we understand that you may encounter difficulties during your studies, which can impact your attendance and engagement with your course.

If you are struggling to engage with your studies, you must notify your Personal Academic Tutor who will be able to discuss any issues with you and provide appropriate support.

You can also be signposted to other University support services such as Student Liaison Officers, Disability Service, Counselling Service and Financial Advisors.

Please familiarise yourself with the arrangements set out in the University's [Attendance and Engagement Policy](#).

Access LEAP Online at: <https://leaponline.bolton.ac.uk/>