ID and Visa Uploads – Pre-enrolment Guide

Immigration Compliance Team

QUEEN MARY UNIVERSITY OF LONDON

(2024)

Contents

Pre-enrolment for non-British/Irish nationals

QMUL is a UKVI licensed immigration sponsor.

As a sponsor, we are required to check the right to study of all students with immigration permission and retain documentation as part of our sponsor duties.

This means checking evidence of identity, nationality and immigration status (passport and immigration documents) before completing enrolment and retaining relevant documentation to fulfil our record keeping sponsor duty.

It is your responsibility to ensure these documents are kept up to date throughout the period of your enrolment/registration regardless of your immigration status and to notify the Immigration Compliance Team of any changes to your documents/status.

Task: ID Upload

ALL students enrolling for study at QMUL will require evidence of their identification to be uploaded in the ID Upload section of pre-enrolment.

Further information on **Evidence of Identity and Nationality** can be found on our New Students website **What documents do I need for Pre-Enrolment?**

When uploading a copy of your passport, the copy/scan/photo must:

- be in colour, be clear and in focus and without glare/reflections
- show the FULL biographical details page (must include all 4 corners of the page)
- include the machine-readable zone (MRZ) at the bottom of the page

Specimen UK Passport as an example:

Task: Immigration Documents (Visa) Upload

PLEASE NOTE: Every student who is not a British or Irish Citizen is required to show evidence of their immigration permission / visa that allows them to study in the UK.

Documents that you may need to provide in this section can be found on our New Students website **Immigration Permission to Enrol**.

In order to be best prepared for this section, please refer to the situation which applies to you for guidance on what evidence you will need to provide and instructions to follow.

Section: Arrival Status in the UK

Please indicate whether you are:

- Already in the UK
- Not yet in the UK

If you are already in the UK, you will proceed to Select Immigration Permission / Visa Type.

If you are not yet in the UK, you will need to indicate your expected date of arrival or that you don't know when you will arrive yet.

You must return to the task once you have eventually arrived in the UK before we can complete your enrolment.

Section: Select Immigration Permission / Visa Type

You will be able to select the category of your immigration permission/visa.
You will be shown a box that gives further information about each type. **Read it carefully to ensure you select the correct one.**

The information in the box may tell you:

- what documents you need to upload in the next step
- if you will be required to send further documentation by email
- to go back and select a different type from the options.

PLEASE NOTE:

SCENARIO	VISA TYPE
If you are a short term or associate student coming for **less than 6 months**	select **Visitor Visa**
If you applied for a Student visa and have collected your Biometric Residence Permit (BRP) or have an eVisa	select **Student - Sponsored by QMUL**
If you have not yet collected your BRP and do not have an eVisa	select **Student Entry Clearance Vignette**

The following section gives information and examples of documents that are required in the Immigration Permission / Visa Details and Upload section of the Pre-enrolment task.

Immigration Permission / Visa Details and Upload

Coming to QMUL for less than 6 months

Depending on your nationality, short term or associate students coming for less than 6 months will have immigration permission/entered as a Visitor and have one of the following:

- a vignette (visa sticker) in your passport,
- a stamp in your passport from a Border Force Officer upon entry or
- if you entered via eGates, you will not have any evidence of entry other than your boarding pass or flight/travel ticket.

Vignette

If you had to apply for a visa in advance of travel because you are a visa national, you will have a vignette for Visitor permission. This should be stamped upon arrival by a Border Force Officer. If it was not stamped, you will need to upload a copy of the vignette AND evidence of your date of entry.

Stamp from a Border Force Officer

If you do not require a visa in advance of travel, and are not eligible to use eGates, you should have a wet ink stamp in your passport showing your date of entry and permission.

Please ensure you upload a copy of the full page so that your passport number is included.
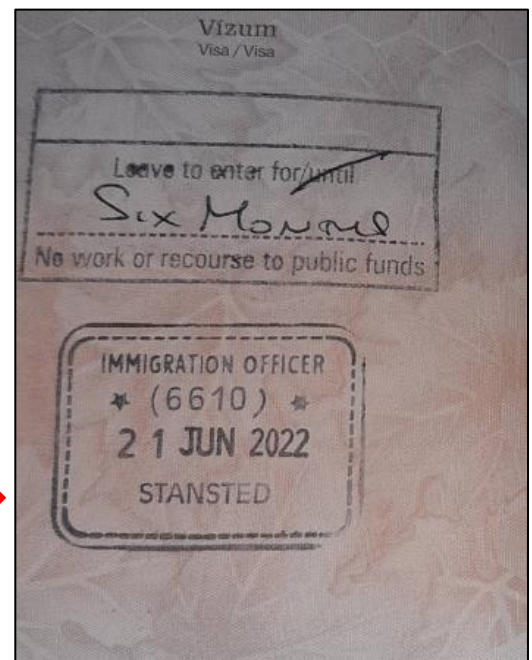
Entered via eGates/vignette not stamped

Nationals of the following countries are eligible to enter via eGates providing you have a biometric passport:

national of an EU country, Australia, Canada, Iceland, Japan, Liechtenstein, New Zealand, Norway, Singapore, South Korea, Switzerland, USA.

You will need to provide evidence of entry as outlined below:

Boarding pass/travel or flight booking

A colour copy/scan/photo of the physical boarding pass or a copy of the electronic boarding pass is acceptable.

 OR

Boarding pass   **Flight confirmation**

Whichever evidence you provide, it must clearly state your arrival date in the UK.

Visitor - Visa Details

For the **Issue Date** of your permission, please use the issue/start date on your vignette.
If you do not have a vignette, please use the date that you arrived in the UK (we can check this against the documents you provided).

For the **Expiry Date** of your permission, please use the Valid Until date on your vignette.
If you do not have a vignette, please add 6 months to your UK entry date.

Coming to QMUL for more than 6 months

If you are coming to study for more than 6 months, you will need to provide evidence of your immigration status/permission for the UK.

Most international students will have received immigration sponsorship from QMUL by way of a Confirmation of Acceptance for Studies (CAS). This is then used to apply for a Student visa. The following example documents therefore relate to **Student** immigration permission.

Where did you apply for your current visa/immigration permission?

You will need to indicate whether you applied for your immigration permission outside or inside the UK as this will determine the questions you are asked next and the evidence you must therefore provide.

For example; only those who applied for their visa outside the UK will have received a vignette as it is 'entry clearance' - clearance to enter the UK.

Letter or email sent by UKVI when your visa was granted

When you were informed of the decision of your visa application, you would have received an email likely sent from "home.office.atlas@notifications.service.gov.uk". There may have been a PDF letter attached if you were due to collect a BRP.

You should check the main inbox <u>and</u> junk/spam folders of the email you used for your visa application. You will need to upload a copy of the email or the PDF letter attached to the email.

If you received a physical letter when you collected your passport, please upload a copy of it.

Student permission – UKVI decision email/letter

Application Update

Home Office Atlas <home.office.atlas@notifications.service.gov.uk>
atlasnotifications.notmonitored@homeoffice.gsi.gov.uk   17

GOV.UK

Dear

Ref:

Your application for Entry Clearance as a Student has been successful.

You have been granted permission to enter and stay in the UK as a Student from 18 Aug 2023 until 17 Jan 2025.

This notice sets out all of the conditions of your permission so please make sure you read it carefully.

Your Conditions

The following are all the conditions of your permission to enter and stay in the UK as a Student.

UKVI Decision email

UKVI Decision Letter

UK Visas & Immigration

Vulcan House
6 Millsands
Sheffield
S3 8NU

Tel   0300 790 6268
Web   www.gov.uk/uk-visas-immigration

Date   21 Apr 2023

Dear
Ref: UKVI

Your application for a United Kingdom (UK) visa (vignette) has been successful.

This letter is not permission to travel to the UK.

What this means for you
Before you can travel to the UK, you will need to collect your visa from the visa application centre, or if you have purchased a courier return service, wait until you have received your visa. Please do not attempt to travel to the UK until you have your visa.

We will contact you when your visa is ready to collect from the visa application centre where you submitted your application.

Please do not visit the visa application centre until you are contacted.

This notice explains that, when you arrive in the UK, you will have permission to be in the UK (known as permission to enter) as STUDENT from 24 Apr 2023 until 31 May 2025.

Your passport/travel document contains a short-term entry clearance visa, which allows you to travel to the UK. This visa is valid for 90 days. If you do not travel to the UK before your 90-day visa expires you will need to apply and pay to transfer your visa. You can find out more about transferring a visa and make an application on https://www.gov.uk/transfer-visa.

Sheffield Visa Section
UK Visas & Immigration, Home Office

UK Visas and Immigration is an operational command of the Home Office

INVESTORS IN PEOPLE

Student permission – Vignette

If you applied from overseas and are not an EU/EEA national, you should have a vignette for entry clearance. This should have been stamped upon arrival by a Border Force Officer.

Stamped

Unstamped

If your vignette was not stamped upon arrival, check the adjacent passport page in case that was stamped instead. If there is no date stamp, you will need to upload a copy of the unstamped vignette AND evidence of your date of entry (examples above).

Student permission – Biometric Residence Permit (BRP)

If you applied from overseas and are not an EU/EEA national, you should have a BRP. If you already have it, you will need to select **Student - Sponsored by QMUL** as your visa type. You need to provide copies of BOTH sides of your BRP in the upload task.

If you have not yet collected it, you will need to select **Student Entry Clearance Vignette** as your visa type and you will need to provide copies of your BRP once you have collected it. Please email copies of BOTH sides of the card to immigrationcompliance@qmul.ac.uk.

BRP Front

BRP Reverse

If your BRP shows as only valid until 31-12-2024, you will need to provide a copy of your UKVI Decision Letter/email as evidence of your true visa expiry date.

BRPs will become obsolete in 2025 and you will receive a digital immigration status instead. See **Digital immigration permission – eVisa** below.

Digital immigration permission – eVisa

The UK Government is replacing immigration stickers, stamps and cards with eVisas by 2025. You will need to create a UKVI account to be able to view your digital status. Further information can be found on our Digital Immigration Status: eVisa webpage.

If you are in any of the following categories, were a UKVI digital only customer or have already created a UKVI account, you will already have a digital immigration status known as an eVisa:

- EU/EEA/Swiss nationals with Student visa (applied outside or within UK)
- Non-visa nationals with Student visa (applied within UK)
- EU Pre-settled status
- EU Settled status
- British National Overseas (BNO) visa

In order for us to verify your digital status, you will need to provide us with a **share code**. This is a nine-digit alpha-numerical code provided by the UK government to enable non-UK nationals to prove their right to work, right to rent or right to study.

You'll need:
- details of the identity document you use to sign in to your UKVI account (your passport or biometric residence permit)
- your date of birth
- access to the mobile number or email address you use to sign in to your UKVI account - you'll be sent a code for logging in

To get a share code, you will need to visit the following website and follow the instructions:

https://www.gov.uk/view-prove-immigration-status

When requesting a share code to be generated, please ensure you select **'To prove my immigration status for anything else'** when asked for the purpose for the code. The screen may look like this:

Once you are shown your share code (which must begin with '**S**' for our purposes), please input the 9 digit code in the box in the task.

<mark>**Please note: If you applied for Student permission from overseas, <u>you must not enter the UK until AFTER the Valid From date on your vignette/digital status</u>.** If you do, you will have entered as a Visitor and cannot be enrolled without the correct immigration permission for your course. You will have to leave the UK and re-enter within the validity of your permission.</mark>

Pre-settled Status

EU/EEA/Swiss nationals who were resident or arrived in the UK prior to 31 December 2020 were able to apply for a status under the EU Settlement Scheme as a result of the EU Withdrawal Agreement.

Those granted Pre-settled status will have had their initial grant of 5 years automatically extended by 2-5 years by the Home Office.

In the 'Immigration Permission / Visa Details' section, please use the date that you complete the task as the **'issue date'** of your permission if you do not have an issue date listed on your digital status.

You will be required to enter an **'expiry date'**. If there is no expiry date listed on your digital status, please *add either **10 years to your issue date** (if visible to you) **or add 5 years to the date you complete the task***. We will be able to verify your digital status (eVisa) and update your record once enrolment by QMUL commences.

Settled Status

Examples of 'settlement' immigration permission which would allow you to study at QMUL (not an exhaustive list):

- Indefinite Leave to Enter
- Indefinite Leave to Remain
- Settled status via the EU Settlement Scheme

To Pre-Enrol online, you will need to provide evidence of your status by way of:

- valid immigration sticker or stamp in your passport; *or*
- valid Biometric Residence Permit; *or*
- a share code to verify digital status otherwise known as an eVisa.

In the 'Immigration Permission / Visa Details' section, please use the date that you complete the task as the **'issue date'** of your permission.

Whilst there is no time limit or expiry date for settlement or indefinite leave to remain, you will be required to enter an **'expiry date'**. Please therefore *add **10 years to the date you complete the task***. We will be able to update your record once enrolment by QMUL commences.

Visa Application with Home Office

If you applied for immigration permission within the UK and are still awaiting a decision, depending on the category and date of application, we may be able to enrol you before you receive your new visa.

You will need to answer the relevant questions and upload evidence in the task for us to decide.

IMPORTANT: We cannot enrol you on a full time programme if you have immigration permission for Graduate Route or High Potential Individual (even if the permission is still valid).

You must have submitted a new Student visa application using the CAS issued by QMUL and provide evidence of a <u>successful application</u>.

We cannot enrol you with a pending Student application if your previous permission was Graduate Route or High Potential Individual. This is because the conditions do not allow study on a course that a sponsor can issue a CAS for Student sponsorship.

The only exceptions that apply are for the following part time programmes that we do not issue CAS for:

PgCert Medical Education, MA Medical Education, MSc Prehospital Medicine

Please provide either a copy of your **Document Checklist** or **Submitted Application**, either of which can be downloaded as a PDF document from your UKVI application account (for example: under Further actions for the Document Checklist)

Document Checklist   **OR**   **Submitted Application**

IMPORTANT: We cannot enrol you on a full time course over 6 months in duration if you have immigration permission as a Student issued under sponsorship by another institution, even if the permission is still valid.

You must have submitted a new visa application using the CAS issued by QMUL and provide evidence as stated above.

The only exceptions that apply are for intercollegiate or associate students on specific programmes where we have received confirmation from their sponsoring institution.

Any other documents related to immigration permission

If you have further documents that did not relate to previous questions or uploads in the task, please upload them by answering **Yes** to:

Do you have any other documents related to your immigration permission that you think we should see?

Please note, it is mandatory to upload at least 1 document to proceed.

Other categories of immigration permission

Most categories of immigration permission will currently be demonstrated on a BRP.

Some categories may be demonstrated by a digital status (eVisa). This depends on your nationality, whether you were a digital only customer or whether you have updated your status to an eVisa as part of the UKVI digital transformation.

You should be aware which category your immigration permission is under from the documents issued to you by the UKVI/Home Office.

If the immigration application was made outside the UK, you will have an entry clearance vignette. You should also have a BRP (collected after arriving in the UK). Some nationalities however may only have a digital status (eVisa).

If your BRP states '**LEAVE TO ENTER**' then we will also require your vignette and your decision email/letter.

If the immigration application was made in the UK, you will have a BRP or eVisa.

If your BRP states '**LEAVE TO REMAIN**' then this indicates you applied in the UK and you will not have a vignette. We will still require your decision email.

Each category listed in the section: **Select Immigration Permission / Visa Type** has an information box with an explanation and required documents.

Time-limited permission that does not cover the whole programme

If you enrol with immigration permission that does not cover the whole of your programme of studies, you are confirming that you understand that:

- If your immigration application (and any subsequent in-time administrative review) is not successful, you will have to interrupt or withdraw from your studies (and potentially return home).
- If you have to interrupt or withdraw from your studies because your immigration application is not successful, you will be held liable for the fees for your programme for the whole academic year and you will not be entitled to any refund.

If you are not prepared to accept this risk, you should not enrol. If you do not wish to accept this risk, you may be able to ask the QMUL Admission Office to defer your place until the next intake.