Visiting students – more than six months

Please see the University’s guidelines on visiting students, and further information about immigration requirements, at http://www.ist.admin.cam.ac.uk/guidance-staff/visiting-students.

Students, who are nationals from outside the European Economic Area (EEA) and Switzerland, require a Tier 4 visa to study full-time\(^1\) at Cambridge for more than six months. To apply for a visa, the student must receive a Confirmation of Acceptance for Studies (CAS) from a Tier 4 licence holder.

The International Student Team (IST) manages the University’s Tier 4 licence, ensuring compliance with general sponsorship duties and specific duties under Tier 4. This document describes who is eligible for sponsorship, the process to obtain sponsorship, and the duties required to ensure compliance.

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### Responsibilities of sponsorship for a Tier 4 visa

If a Faculty/department chooses not to register a student with the Board, via graduate admissions, then they are wholly responsible for the student.

In accepting the student, the **host Faculty, Department or College** is responsible for assessing the student’s competence to study (including English language to University standards); obtaining information on previous study in the UK; requesting the CAS from the IST and providing information required for this; undertaking recording and reporting duties; and informing the International Student Team of any changes that affect the CAS or Tier 4 visa.

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### Who is eligible for sponsorship under Tier 4

Only students registered full-time at an overseas institution can undertake short-term study\(^2\) in the UK. The study in the UK must be part of their overseas qualification, and that qualification must be at the same level or above as a UK degree.

Even if the student is employed in their home institution, they must seek entry under Tier 4 to study in the UK.

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\(^1\) Part-time students, and those not currently registered for a degree in the UK or any overseas location are not eligible for sponsorship under Tier 4. Other routes of entry might be available, please ask the IST.

\(^2\) The Home Office limits the time in the UK to be no more than 50% of the total length of a student’s course.
Compliance

For every student sponsored with a CAS, the University is required to comply with general immigration rules and Tier 4 specific duties before and after arrival.

Faculties and departments are responsible for the recording and reporting of visiting students not affiliated to a College.

Colleges are responsible for recording and reporting of visiting students affiliated to a College.

How the University ensures compliance

All visiting students must:

- report to their College, Faculty or Department within seven working days of course start date;
- present their passport, visa/ID card to their College, Faculty or Department for scanning;
- provide up-to-date UK contact details;
- register at their College, Faculty or Department within seven working days of the start of each Term in Cambridge; and
- inform their College, Faculty or Department of any changes to their circumstances.

How to obtain a CAS and visa

1. Administrator contacts the International Student Team to request CAS for a visiting student. The International Student Team issues a pro-forma to capture all of the information required to prepare the CAS and to create a CamSIS student record.

2. Assessment of a visiting student’s English language should be part of the acceptance process. A visitor would be expected to meet the University’s standard English language requirements. To maintain consistency with the standard set by BGS and to ensure immigration compliance, students are assessed against the checklist at Appendix A with method of assessment in the CAS proforma.

3. Faculty or Department determines whether student requires Academic Technology Approval Scheme (ATAS) clearance based on study area. If required, the host institution provides the IST with an ATAS statement, which the IST issues to the student.

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3 The FCO requires all non-EEA candidates for PhD-level research degrees or Masters Courses in certain science and technology subjects obtain ATAS clearance. This includes visiting students coming to the UK for six months or more. The Graduate Admissions website provides information on the courses covered by the scheme.
3.1. The student makes an ATAS application. The student must receive this clearance before receiving a CAS for their visa application; without this clearance, the visa application will fail.

4. Host institution obtains details of visitor’s previous study in the UK, using suggested e-mail template.

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To ensure compliance and to help mitigate the risk of a visa application refusal, your CAS cannot be produced until you answer the following questions.

a) Have you ever previously studied in the UK?

b) If ‘yes’, state the name of each course and level (e.g. undergraduate, Masters, PhD)

c) Do you hold, or have you ever held, a UK visa? (Yes/No) - this does not include ‘Student VISITOR’. 

d) If ‘yes’ please provide an electronic copy

[END]

5. Host institution completes the proforma and returns to the International Student Team

6. Once the IST has all the required information, a CAS is issued to the student by e-mail.

7. The visiting student submits their Tier 4 application. The visiting student informs host institution of the outcome of this application and communicates plans for arrival.

**CAS sponsored students: pre- arrival and arrival**

Tier 4 legislation requires the University to:

- Report any student to the Home Office if they do not arrive within ten working days of their course start date, as specified in the CAS. The Faculty, Department or College must record on CamSIS:
  - The date a student arrives to commence their studies in the UK; or
  - The new expected arrival date, and reason for the delay, subsequently recording the date the student does arrive; or
  - If the student does not arrive, or confirms that they will not study at Cambridge

- Verify and take a copy of the visitor’s passport and immigration document (either a vignette (a sticker in the passport) or a Biometric Residence Permit), and hold on the student’s CamSIS record.

- Hold UK contact details (including address, telephone number).

**Recording this information in CamSIS:**
1. **Run ‘expected’ track arrivals** from CamSIS at Community>PBI>CAS Monitoring>Track Arrivals. Filtering on expected will return all students who have not been marked as arriving. You can see the expected arrival date by referring to the column headed Course Start Date.

2. Run the ‘Print Report’ from CamSIS at Community>PBI>CAS Monitoring>Monitoring Search to obtain the **sign-in sheet** that each new student is required to sign on arrival. The student should report **within seven days** of the date given as the ‘Course start date’ in the CAS.

3. The host institution should:
   - Ask the student to sign against their name;
   - scan the student’s passport, visa/ID card and upload images and details to CamSIS. Full instructions at [http://www.camsis.cam.ac.uk/cam-only/support_and_training/user_guides/Points_Based_Immigration_PBI_TRAIN.pdf](http://www.camsis.cam.ac.uk/cam-only/support_and_training/user_guides/Points_Based_Immigration_PBI_TRAIN.pdf)
   - confirm the student’s UK contact details;
   - record arrival in CamSIS at Community>PBI>CAS Monitoring>Arrivals>Track Arrivals, record first registration (see next section); and
   - provide a copy of “Your responsibilities under Tier 4”

4. Enter the new date of arrival for students who are **delayed**, and the reason for the delay, at Community>PBI>CAS Monitoring> Arrivals>Track Arrivals. Keep this record updated as necessary.

   Training on how to record this information on CamSIS is available through CamSIS online training, through user manuals and on request for one-to-one tutorials from the International Student Team.

### CAS sponsored students: during studies

Attendance must be monitored at least once each term – consult our guidance on monitoring attendance. Specific dates of attendance must be confirmed to the student by the host.

**Recording this information in CamSIS:**

1. Ask the student to sign in as agreed – documentary evidence of this contact must be held;
2. Check that their contact details remain current;
3. Record ‘**present**’ in CamSIS at Community>PBI>CAS Monitoring>Monitoring Search;
   - record ‘**contact deferred**’, if you have approved an alternative registration date; record
   - ‘**absent without permission**’ if student has missed registration without valid reason.
   Do not use ‘**absent with permission**’.
4. Notify the IST through Community>PBI>CAS Monitoring>Report PBI Issue if a student:
   - discontinues their studies, for any reason;
   - defers their studies, after arriving in the UK:
   - changes their study programme at Cambridge:
   - has obtained another visa under a different immigration route; or
   - breaches the terms of their visa.

### Alternative routes of entry as a visiting student

The Home Office allows students to apply to enter the UK using the [short term study route](https://www.gov.uk/study-visit-visa) where the visit is less than six months and the student meets the conditions of entry. There are restrictions attached to this route of entry, including:

- must be aged 18 or over;
- cannot take any employment;
- cannot undertake a work placement or internship (paid or unpaid) as part of this course;
- cannot extend their stay under any immigration category whilst in the UK;
- must be able to fund themselves for duration of stay and return journey.

The receiving Faculty or Department must provide a supporting letter. A template letter is available from the IST and all letters sent should first be checked with the IST. If the student will be undertaking research, or research methods training, at Cambridge as part of their degree overseas, they must include in their visa application a letter from their home institution confirming this to be the case. Depending on country of origin, the student may be required to make a short term student visa application in advance of travel.

All other visiting students fall under Tier 4 and require a CAS.

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4. [https://www.gov.uk/study-visit-visa](https://www.gov.uk/study-visit-visa)
### Checklist for assessing English language:

| 1. **Is the student from an English-speaking majority country?**
  | If student is from one of these countries, as evidenced in their passport, please name country.  
  | **No further assessment required.**
  | Australia, Canada, New Zealand, United States of America  
  | Antigua and Barbuda, The Bahamas, Barbados, Dominica, Grenada, Jamaica, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, Belize, Guyana.

| 2. **Has the student completed a degree taught in English?**
  | If the student meets this condition please provide evidence.  
  | **No further assessment is required** but you must keep the document in the student file.
  | Has the student completed a three year qualification, equivalent to at least a UK Bachelors, within the last two years in one of the English-speaking majority countries above?

| 3. **Is the student a national of any of the following countries or have they recently completed a degree (as above) in one of these countries?**
  | These students would be eligible to undertake a University Language Centre Assessment. IST would advise further in these cases.
  | Botswana, Ghana, India, Kenya, Mauritius, Nigeria, South Africa, Singapore, Sri Lanka, Sudan, Swaziland, Uganda, West Indies (with the exception of those in List A), Zambia, Zimbabwe.

| 4. **If your student does not meet any of the above conditions, then a language test is required.**
  | Please provide a copy of the test certificate.
  | The student to submit an original language test certificate (no more than two years old at the time of application) from IELTS, TOEFL or CAE/CPE. You must check the student meets the language requirements as detailed by [GAO](#) for the equivalent course at Cambridge. **Those students who have presented a TOEFL certificate will also need to take a language assessment with the University’s Language Centre – IST will advise in these circumstances.**

If your visiting student does not meet any of the above, please contact the [International Student Team](#).