



# Student Visas: Conditions of Sponsorship

Important Information for students who have  
a student visa to study in the UK.

*Empowering our students  
to achieve their potential.*



**UNIVERSITY OF  
GREENWICH**

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# Welcome to Greenwich!

**As an international student, we want you to have the best possible experience at the University of Greenwich.** The UK has some very strict immigration rules, and to ensure that your stay in the UK remains trouble-free, this guide contains some important information you need to know about your student visa.

Please read the following information carefully. You should keep this leaflet for the duration of your studies. If you have any questions, please take a look at the Digital Student Centre <https://studentcentre.gre.ac.uk/> and raise a query if you are unable to find the answer.

## Sponsorship of your visa

**The University of Greenwich is the 'sponsor' for your student visa.** As your sponsor, the university is responsible for monitoring your student status with UK Visas & Immigration (UKVI).

**Sponsorship of your visa is conditional upon continued registration at the University of Greenwich.** If you stop attending or leave the university, your visa may be cancelled.

If you are thinking about withdrawing or interrupting your studies, it is very important that you consider the visa implications and discuss this with your faculty or an International Student Advisor first.

## Reporting to UKVI

As your sponsor, the university must inform UKVI if:

- you do not complete the registration process (you must do this every year)
- you stop attending your classes
- you interrupt your studies
- you withdraw (or are withdrawn) from your studies
- you change your programme
- you complete your programme earlier than expected

We will write to you after we have informed UKVI with further guidance.

## Attendance Monitoring

**The university will monitor your attendance in class.** Most courses will record your attendance in at least one class per week. Records of your attendance are stored centrally and can be shared with UKVI, if requested.

You should always take your ID card with you and remember to register your attendance in all your classes.

**All attendance will be in-person unless otherwise specified.**

If you fail to meet the attendance requirements as set out in the Student Engagement Policy, you will be withdrawn from your studies and sponsorship will be terminated.

# Sponsorship Policy

All decisions regarding student visa sponsorship are taken in accordance with the University's Sponsorship Policy, which can be found here:

<https://www.gre.ac.uk/visa>

## Conditions of Student Visa Sponsorship

The University will act as your student visa sponsor for the duration of your visa, subject to the following conditions.

Please read these carefully as your visa may be cancelled if you do not follow these rules:

### You must:

- 1. Complete the registration process every year.**
- 2. Check your visa states the University of Greenwich sponsor number - 4E4NJQDA7.** If your visa has a different sponsor number on it, go to the Student Centre immediately. Visas sponsored by other institutions are not valid for study at Greenwich.
- 3. Attend all of your classes** and/or meetings with your supervisor. If you need to take a few days off or if you are ill, you must complete an 'authorised absence' form with evidence. This must be approved in advance.
- 4. Submit all of your coursework** on time.
- 5. Pay your tuition fees** on time. If you are finding it difficult to pay your fees, please speak with the Student Finance and Financial Support Team.

- 6. Keep your personal details up-to-date on the portal.** This includes your term-time address, email, and phone number.
- 7. Follow the work restrictions stated on your visa.** Most students are allowed to work up to 20 hours per week. It is a criminal offence to work more hours than you are permitted. If you decide to work part-time, you must not:
  - Fill a full-time, permanent vacancy
  - Be self-employed or engage in any form of business activity (except as an 'employee')
  - Work as a doctor/dentist in training
  - Work as a professional sportsperson or sports coach
  - Work as an Entertainer

**Remember that you are here to study.** Employment must never interfere with your attendance or university work.

- 8. Ensure your passport/visa is valid throughout your studies.** If your passport or visa is due to end, you must renew it before it expires. You will be withdrawn if you do not have a valid visa to study.
- 9. Show the university your original passport, visa, qualifications, and ATAS certificate (if applicable).** If you renew your documents, you must show us the new documents within 10 days.
- 10 Inform the university immediately of any change to your immigration status or nationality.**

## Further help and advice

### International Student Advice Service

Sometimes things go wrong, and if this happens, it is important to let us know immediately. Most problems can usually be resolved if you tell us soon enough.

We have a friendly team of International Student Advisors who will be able to help you with any immigration-related problems. You can book a 1-2-1 appointment with an International Student Advisor by visiting the Digital Student Centre <https://studentcentre.gre.ac.uk/> and raising a request.

### Student Finance and Financial Support

If you are experiencing unforeseen financial difficulties which are affecting your ability to pay your tuition fees, please contact the Student Finance and Financial Support Team by visiting the Digital Student Centre <https://studentcentre.gre.ac.uk/> and raising a query.

You can also visit their webpages: <https://www.gre.ac.uk/finance>

## More information

For up-to-date information for international students, including visa-related information, please see our new webpages:

<https://www.gre.ac.uk/visa>

Detailed and official information on UK immigration rules can be found on the gov.uk website:

[www.gov.uk/visas-immigration](http://www.gov.uk/visas-immigration)

**UKCISA** (UK Council for International Student Affairs) is an independent charity which offers free, independent advice to international students:

[www.ukcisa.org.uk](http://www.ukcisa.org.uk)

If you want to find an independent immigration advisor, please make sure that they are registered by checking the OISC approved list:

<https://www.gov.uk/find-an-immigration-adviser>

# Contact:

## Student & Academic Services

Visa Compliance  
University of Greenwich  
Greenwich Campus  
Old Royal Naval College  
Park Row  
London SE10 9LS

[www.gre.ac.uk/visa](http://www.gre.ac.uk/visa)



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