THE TWO ACADEMY

Student Sponsorship Portfolio: Introduction to Student Visas & Sponsorship

Course Workbook

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Course Notes

Welcome!

This is the course companion workbook for our course: Becoming a Sponsor.

Download and save this workbook before filling in your answers. It is editable – all you have to do is click inside the boxes or above the solid lines to type your answers. You can also print the workbook and complete it by hand if you prefer.

In this course we will teach you about becoming a sponsor. After learning everything we have to share with you, you will need to take action in order to apply to become a sponsor, and then set up processes and procedures to ensure sponsor compliance. This workbook can then become your reference point; once downloaded and saved, it is yours to keep, print or save on your computer. Forever. Well, perhaps not forever, but for a while …

The workbook is designed for you to use side by side with the learning. It follows the same structure as the course and has space for your notes; it contains useful tips and links to external websites and other useful reference material.

Don't Be Stuck

If you have difficulty with any element of the course, or in becoming a sponsor/ sponsor compliance, please do let us know. You can contact us by via email: info@twolimited.co.uk or telephone: 01293 889691.

Disclaimer

Immigration rules and regulations do change. We make every effort to keep our material up to date but cannot guarantee this. Please always double check before acting based on the information in this workbook and associated course.

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Record Keeping Checklist

As a licenced sponsor, you must keep the following on record either as paper or electronic copy:

Sponsor Licence	
All documents submitted as part of your application to become a sponsor.	
For Each Sponsored Student	
A copy of current passport pages showing personal identity details, leave stamps or immigration status document including their period of leave to remain in UK. Must show entitlement to study with you if entry clearance to UK.	
A copy of biometric residence permit card OR digital status.	
Evidence of student's date of entry into UK. *See notes below	
Consent letter (for children under age of 18) for arrangements for application, travel, reception and care in UK. *Details (name & address) of foster carer must be provided to local authority.*	
History of contact details (UK residential address, telephone no., mobile no. personal email). N.B. This must be kept up to date.	
Record of attendance/absence(s); kept either electronically or manually.	
Copies (or originals where possible) of any evidence assessed as part of the process of offering the student a place to study (e.g., references, exam certificates).	
A copy of ATAS (Academic Technology Approval Scheme) certificate, if required for course of study.	
Any other document specified in the sponsor guidance and relevant code of practice.	

*You now must check the student entered the UK during the validity period of their visa. This is not applicable to those already within the UK with a valid visa - it is for entry into UK only. Points to note:

- If they entered before the 'valid from' date on their visa, they do not have permission to study.
- In most cases, the date of entry will be evidenced via an ink stamp on the visa within the passport. You must therefore make & retain a copy of the stamp. In most cases, EU students will not have a physical stamp in their visa, so their boarding pass should be requested.
- Re. nationals of AUS, CAN, JPN, NZ, SNG, SKR, USA, as well as EEA countries & Switzerland. Nationals of these countries are eligible to use automated e-passport gates to enter the UK. In such cases you must check the date of entry coincides with the entry clearance validity date via other evidence. e.g., ticket, boarding pass.
- In these circumstances, you must make a record of the date the student entered the UK, but you do not need to retain the evidence. N.B. Consider your system requirements in order to keep a record of this date.

Monitoring and Reporting Migrant Activity

Consider your processes surrounding sponsored students. Do your student records contain the following information, and is there a way of flagging if any of these events or changes to detail (which must be reported to UKVI) occur:

- ✓ Correct leave
- ✓ Missed deadline for enrolment
- ✓ Changes to student circumstances
- ✓ Student leaves before expected end date
- ✓ Student moves to different type of visa
- ✓ Course dates (there is no need to report change to subjects, as long as course completion date remains the same)
- ✓ Student been withdrawn from course due to missing expected contacts/attendance hours
- ✓ Student is deferring, postponing or taking a break from studies for more than 2 months
- ✓ Student is leaving the UK
- ✓ Student is changing institution
- ✓ Student is suspected of breaching conditions of their immigration permission.

N.B. A record must be kept of the date of expiry of a student's passport and BRP. If either expires, you must request a copy of the renewed documents.

GLOSSARY

CAS (**Confirmation of Acceptance of Studies**) – this is an electronic document which details the sponsorship of a student. The CAS reference must be included on a student application form.

Visa Vignette – this is a visa sticker in a passport and is received after making an entry clearance visa application (from outside the UK). They are valid for 30 days to enable the holder to enter the UK.

BRP (**Biometric Residence Permit**) – this is a visa issued on a separate card. An applicant outside of the UK applies for entry clearance, they are granted a 30-day visa sticker in their passport to use to travel to the UK. They then collect the BRP (which contains the full length of their visa) after arriving in the UK. Applicants in the UK will get their new visa on a BRP.

IHS (**Immigration Health Surcharge**) – The IHS payment is to cover the cost of most of NHS healthcare for the duration the person is in the UK.

Maintenance – this is the money the UKVI require a visa applicant to have to cover their living costs. Maintenance must be held for at least 90 days before the date the visa application is submitted. Employers can certify maintenance on the Certificate of Sponsorship which negates the need for the applicant to provide proof of funds.

Main applicant– the person applying for a visa.

PBS dependant – main applicant's spouse, partner or children.

USEFUL RESOURCES/ LINKS WITHIN THE COURSE

Student Sponsor Guidance 1: Apply for a Licence:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/939672/Student_Sponsor_Guidance_-_Doc_1_-_Applying_for_a_licence_2020.pdf

Student Sponsor Guidance 2: Sponsor Duties:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1022004/Student_Sponsor_Guidance_-_Doc_2_-_Sponsorship_Duties_2021-09-29_FINAL.pdf

Student Sponsor Guidance 3: Sponsor Compliance:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/939470/Student_Sponsor_Guidance_-_Doc_3_-_Compliance_2020-12.pdf

Student Sponsor Guidance 4: Higher Education Regulatory Reform
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/939469/Student_Sponsor_Guidance_-_Doc_4_-_HE_reform_2020-12_FINAL.pdf

Appendix D:
https://www.gov.uk/government/publications/keep-records-for-sponsorship-appendix-d

Sponsorship Management System:
https://www.points.homeoffice.gov.uk/gui-sponsor-jsf/SponsorHome.faces

The Sponsorship Management System Manuals:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1023419/6._Miscellaneous_CAS_functions_-_PBS840.pdf