



Your responsibilities as an International student at DMU

This checklist is designed to help you ensure that you protect your immigration status while studying in the UK, and enjoy a safe and successful time at DMU. Please take a few moments to read it carefully.

Before you come to DMU

- When applying to DMU, provide a full history of your study, including previous study in the UK and UK visas held
- Where appropriate, apply for and provide copies of your ATAS certificate to the University (see page 11 of the International Student Guide for more information)
- If you are applying for a tier 4 visa, apply as early as possible for your visa – and make sure that you have all the necessary documentation in place to ensure a successful visa application – for example, evidence of your finances

When you arrive and while you are here

- Provide your contact details, and keep the university up to date with any changes.
- Present the university with your visa and passport documentation at the beginning of your studies and at intervals throughout your stay, as requested by the university
- Apply for an extension to your visa if it is to expire before you complete your studies – you should start preparing to apply for your extension at least 2 months before your visa expires. Once you have your new visa, ensure that you present the university with your new visa so that we can update our records.
- Promptly notify the university of any changes to your immigration status – for example if you change from a study visa to a different type of visa during your stay
- Attend your lectures and tutorials. Should you need to be absent from the University, you should notify your faculty promptly. If your attendance is unsatisfactory and your absence is not authorised, you may no longer be able to study the course and the Home Office will cancel your visa
- Be familiar with and conform to the conditions of your visa – for example, on a study visa, you must not work for more than 20 hours each week during term time
- Report the following changes to the Home Office via the Migrant Change of Circumstances form on the Home Office website (or if you have a Biometric Residence Permit you should use the BRP form):
 - Changes in your personal details and contact details
 - Criminal convictions that you had not previously told the Home Office about
 - Changes in your representatives details
 - Changes of the details of any of your family members who are in the UK as a dependant on you
 - Any other information you think the Home Office should know
- Where your visa instructs you to, register with the Police and keep them up to date with your details

When your studies have finished

Leave the UK at the end of your studies (if you have not applied to switch into another visa or extend your tier 4 visa for further study). You should be aware that staying in the UK after your visa has expired (or after you have left or been terminated from your course of study) is illegal, you may be subject to removal from the UK by the Home Office and a re-entry ban. This may prevent you from coming back to the UK in the future

At points throughout your studies, the university may contact you regarding your visas as a routine exercise to ensure our records are up to date. Please check your emails regularly and respond promptly when contacted by the University regarding your visa.

Useful contacts

DMU International Admissions Office, Portland Building 0.22, iao@dmu.ac.uk, +44 (0)116 257 7713

DMU International Student Support, Student Gateway, internationalsupport@dmu.ac.uk, +44 (0)116 250 6388

DSU Welfare and Education Centre, Campus Centre Building, first floor, +44 (0)116 257 6307