



**QUEEN'S
UNIVERSITY
BELFAST**



Student Visa

Terms & Conditions

What You Need to Know Before Enrolling ?



Why Responsibilities Matter



- Queen's is licensed by UKVI to sponsor Student visas
- Compliance is a legal requirement
- Breaches may result in:
 - Withdrawal of visa sponsorship
 - Loss of right to study
 - Requirement to leave the UK

Immigration Support Service

Who We Are and What We Do

Immigration Advice Team

- Applying for visa to come to the UK
- Extending your visa in the UK
- Visa or immigration issues
- Withdrawing from the University
- Changing your course

Contact: immigration@qub.ac.uk

Immigration Compliance Team

- Evisa & a Share Code matters
- Student visa errors
- Immigration Document Checks
- Engagement Monitoring
- Working in the UK
- Graduate Route eligibility

Contact: isscompliance@qub.ac.uk

Your Responsibilities as a Student Visa Holder

- Complete your Immigration Document Check
- Provide a valid passport, visa, and digital status to ISS
- Enter the UK at the correct time
- Keep your contact details up to date in QSIS
- Attend and actively engage in your course
- Inform ISS promptly if you:
 - Lose your passport
 - Change your visa type
 - Need to extend your visa
 - Change your course, study location, immigration status
 - Add or remove a work placement
 - Are absent from your studies
 - Believe you may have breached your visa conditions
- Report any changes promptly



Course enrolment & Immigration Document Check

- You must fully enrol on your course to begin studying and access all systems.
- During enrolment, you will upload images of your current immigration documents.
- The Immigration Support Service (ISS) will review your documents.
- Once approved, you can complete the remaining enrolment steps with Student Registry Services.



Immigration Document Check

eVisa & a Share Code

➤ What is an eVisa?

An eVisa is a digital record of your visa.

It shows: Who you are (your identity), your immigration status (type of visa you hold), your visa conditions (for example, if you are allowed to work or study in the UK).

➤ How to use your eVisa

You can view your eVisa online through your UKVI account. You can create a share code to prove your visa status (for example, to an employer or landlord). You can travel to the UK with your eVisa, as long as your passport details are linked to your UKVI account.

➤ Accessing your eVisa

You must have a UKVI account to see your eVisa. If you don't already have one, you can set it up online for free. There is no extra cost to use or access your eVisa.

Benefits of eVisas

- Secure – cannot be lost, stolen, or tampered with
- Convenient – no need to wait for or collect physical documents
- Efficient travel – quicker and easier to prove immigration status at the border

Student Visa Decision Email & eVisa

Your Visa Application: GWF

<noreply@fcdo.gov.uk> Fri, 22 Aug at 4:29 PM
To:

UK Visas & Immigration, Home Office
Tel 0300 790 6268
Web www.gov.uk/uk-visas-immigration
22 August 2025

Dear
Ref: GWF
Date of birth:
Nationality:
Travel document number:

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

This notice is not proof of permission to travel to the UK.

You have been granted entry clearance to the UK as STUDENT (S) from 22 August 2025 until 19 August 2026.

It is important to check that your details above and on your eVisa are correct before you travel. If any of your details are incorrect, contact us before you travel by using the Report an error with your eVisa service on [GOV.UK](https://www.gov.uk/report-error-evisa) at <https://www.gov.uk/report-error-evisa>

What this means for you

You have been issued with an eVisa. An eVisa is an online record of your immigration status and the conditions of your permission to enter or stay in the UK.

You need a UKVI account to access your eVisa. The **next steps** section tells you where to find information on how to create your UKVI account or what to do if you already have a UKVI account.

 Home Office Check someone's immigration status

Their immigration status

Name

Date of birth

Nationality

Status

Sponsor licence number 25N2W99V3

Valid from

Valid until

Summary of what they can do in the UK

They can:

- live in the UK until 29 May 2027
- study with their licensed sponsor subject to [Academic Technology Approval Scheme \(ATAS\) conditions](#)
- use the National Health Service (NHS) in a similar way to permanent UK residents
- access a current account with a bank or building society in the UK
- travel in and out of the country

Things they cannot do

They cannot:

- access [public funds](#)
- study at a state school or academy



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Understand your visa responsibilities

Immigration Document Check – Entering the UK

- Enter on or after your visa start date
- Do not enter as a visitor (tourist)
- Cannot switch from visitor to Student visa inside the UK



Immigration Document Check - Step-by-Step Process

IDC CAN NOT BE COMPLETED until YOU HAVE ARRIVED IN THE UK !!!

- Complete the **E&R portal steps**, including uploading all required immigration documents.
- The ISS Compliance Team will review your submissions and contact you if additional information is needed.
- Once all documents are received, your **Immigration Document Check (IDC)** will be completed.
- You will receive a **confirmation email** once your IDC is successfully completed.
- After confirmation, return to the E&R portal to complete the remaining enrolment steps.
- **Important : Enrolment & Registration cannot be completed until you have arrived in the UK, and your IDC is complete.**
- Allow at least **3 working days** for your IDC to be processed.
- If documents are missing or unclear, you will receive an email with instructions.

Immigration Document Check

Documents You May Need to Provide

- **Share Code**
- **Biometric (photo) page** of your passport
- **UKVI Decision Confirmation Email (full content)**
- **Passport stamp**
- **Boarding passes** (with visible date and name)
- **If you travelled directly to the Republic of Ireland (Dublin), please also provide:**
 - Copy of your train or bus ticket showing the date you entered Northern Ireland
 - Photo of the green passport stamp received in Dublin *or* a copy of your boarding pass if no stamp was given

Additional documents (if applicable):

- **ATAS Certificate**



Understand your visa responsibilities

ATAS Certificates (if applicable)

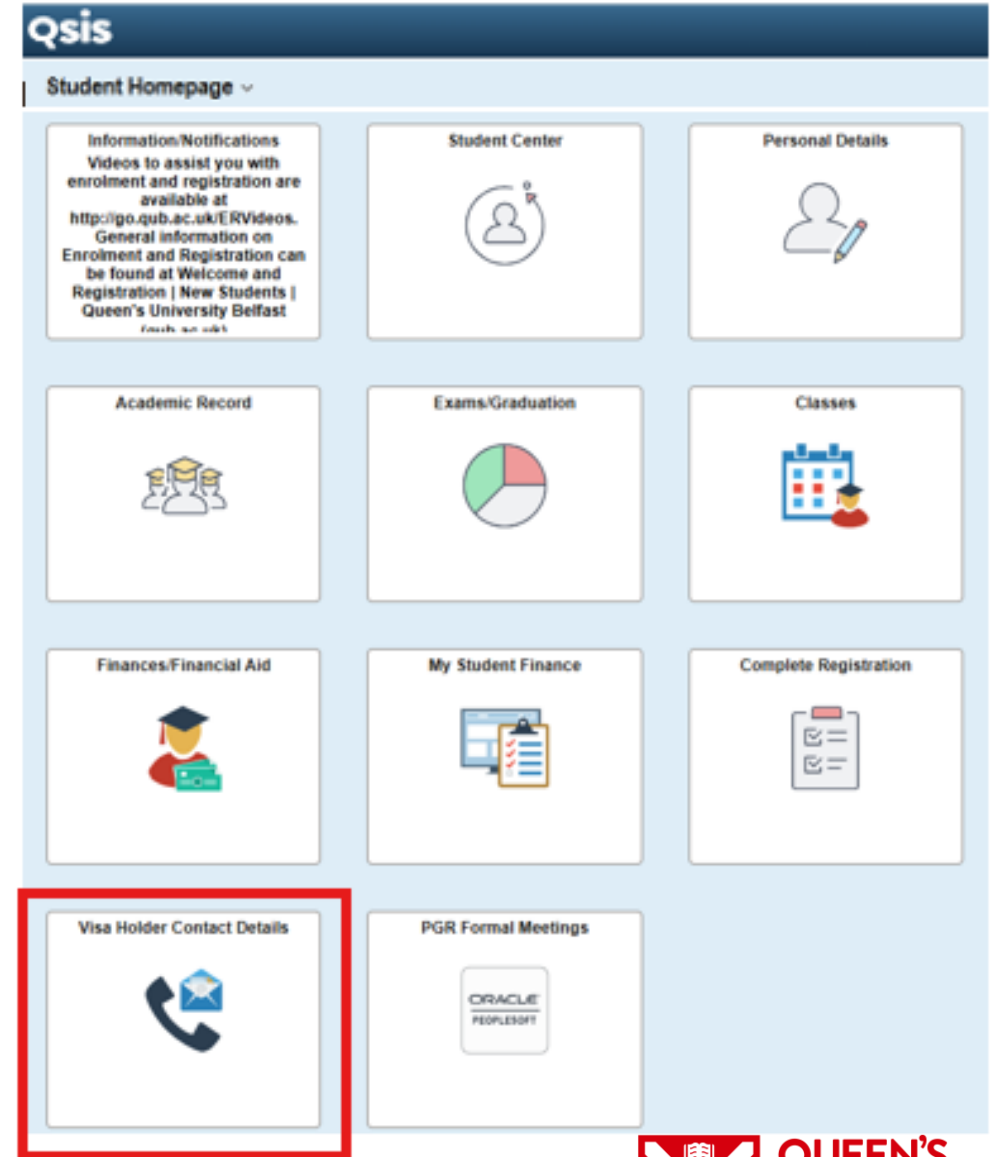
- ATAS = Academic Technology Approval Scheme
- Required for some science/engineering postgrad courses
- Must be obtained before enrolment
- New ATAS needed if:
 - Supervisor or Research project changes
 - You switch to a different visa category
- Without ATAS, enrolment cannot be completed



Understand your visa responsibilities

UK Contact details

- Keep your address and phone number current in QSIS
- Log in and confirm or add your **Visa Holder Term Time Address** and **Visa Holder Phone Number**
- Each semester, the ISS Compliance Team will contact you **to confirm or amend your Visa Holder Term Time Address and Visa Holder Phone Number**



Understand your visa responsibilities

Engagement Monitoring

- Attend all teaching and academic sessions
- Actively participate in your course
- Queen's must monitor and record engagement



Engagement Monitoring

As a Sponsor, the University needs to be able to demonstrate to the Home Office that you are **actively and consistently following your course of study** in order to continue to permit you to stay in the UK on your Student visa.

Your attendance will be recorded through the setting of a series of **specific contact points** which you must meet throughout the course of the academic year.

Virtual engagement will not be considered as contact point, only in-person engagement /on-campus attendance will be counted.

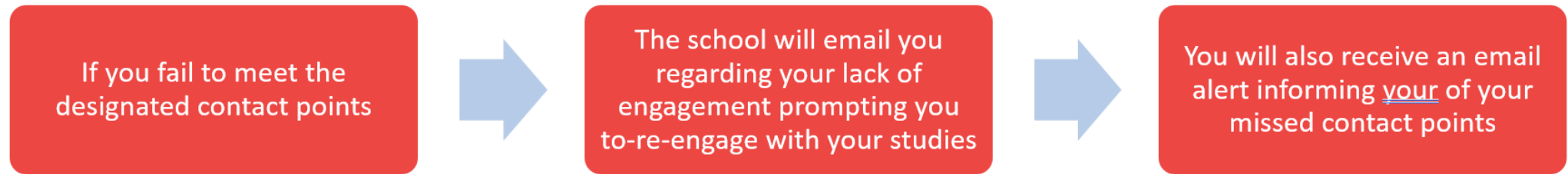
The number of contact points set will depend on your level of study, and the type of contact will depend on your course of study

UG students	PGT student	PGR students
Once every two weeks	During taught modules: once every two weeks During research modules: once a month Whilst undertaking your dissertation: once a month	Once a month

You **will not** be made aware which sessions have been set by your School as designated contact points.

Engagement Monitoring

You will need to use the QUB Engagement Monitoring App to record your attendance at QUB lectures, tutorials, seminars etc. An academic member of staff will display a QR code for you to scan using your phone.



Consequences of non-engagement



It is imperative that you engage with your studies and actively and consistently follow your course of study. If your sponsorship was withdrawn by the University previously due to non-engagement in studies , a further CAS will not be assigned unless the student provides evidence of exceptional circumstances.

Understand your visa responsibilities

Engagement Monitoring – Postgraduate Research

- QR codes do not apply to Postgraduate Research (PGR) - PhD students
- Upload formal meeting records to QSIS monthly (before the end of each month)
- To remain compliant with UKVI rules:
 - At least one in-person, on-campus meeting per month is required
 - Virtual meetings do not count towards engagement
 - Exception: If on an approved period of Off-Campus Study, virtual meetings will be accepted as valid engagement

Understand your visa responsibilities

Absence notification

Temporary Withdrawal / Leave of Absence (LOA):

- Enrolment suspended in QSYS – you cannot engage with studies during this time
- Reasons may include: pregnancy, long-term illness, family problems, etc.
- Sponsorship usually only continued for up to 60 days (UKVI policy) but you must still be able to complete your course within your current visa validity
- Sponsorship will be withdrawn if your absence is for longer than 60 days, you will be required to leave the UK and apply for a new CAS and visa , when you are ready to return to your studies.

Absence Notification (AN):

- Short-term absence from the University
- Reasons may include: brief illness, family visit, attending a wedding or funeral



Understand your visa responsibilities

Off campus study

- Normally, student visa holders must study in the UK
- Off-Campus Study allowed only for:
 - Fieldwork / Data Collection
 - Exchange / Study Abroad
 - Programme-related Research or Conference
- Maximum period: 6 months in 12 months
- Submit **Off-Campus Study Form** to your School in advance
- Engagement continues: maintain contact and attend virtual meetings

Understand your visa responsibilities

Working in the UK

- Visa states permitted work hours
- Degree-level or higher: max 20 hours per week (term time)
- Below degree level: max 10 hours per week (term time)
- Full-time permitted: official University vacations (UG only)
- Postgraduate research/dissertation = term time
- Work for Queen's: max 20 hours/week during term



Understand your visa responsibilities

Working in the UK – Foundation Programme Students (INTO)

- **Part-time during term-time:** Up to 10 hours per week (Monday–Sunday)
- **Full-time before course starts / after course ends:** Temporary or rolling contracts only, not permanent roles
- **Full-time during vacation periods**
- The University cannot issue central documentation confirming UK working hours, but your School may provide details if needed

Understand your visa responsibilities

Working in the UK - Undergraduate Students (UG)

- **Part-time during term-time:** Up to 20 hours per week (Monday–Sunday)
- **Full-time before course starts / after course ends:** Temporary or rolling contracts only, not permanent roles
- **Full-time during vacation periods** (may vary for courses with extended teaching)
- **Full-time on assessed work placements:** Only if $\leq 50\%$ of course length
- The University cannot issue central documentation confirming UK working hours, but your School may provide details if needed

Understand your visa responsibilities

Working in the UK – Postgraduate Taught Students (PGT)

- **Part-time during term-time:** Up to 20 hours per week (Monday–Sunday)
- **Full-time before course starts / after course ends:** Temporary or rolling contracts only
- **Full-time during Christmas & Easter vacations**
- **Summer:** No Full-Time work permitted for Master's students (full-time study required for dissertation) – limit of 20hrs per week applies
- **Full-time on assessed work placements:** Cannot exceed 50% of total course length
- Check with your School if unsure about vacation periods

Understand your visa responsibilities

Working in the UK – Postgraduate Research Students (PGR)

- **Part-time work only:** Up to 20 hours per week (Monday–Sunday) until course end date
- **Must be temporary or rolling contracts, not permanent positions**
- **No official vacation periods** – PGR students must request permission for time off as annual leave
- **Annual leave approved:** Can work more than 20 hours/week during this time
- Submit **Absence Notification Form** to confirm annual leave
- Ensure compliance to avoid breaching visa conditions

Understand your visa responsibilities

Visa Expiry

- Leave the UK before visa expiry
- No grace period after expiry
- Overstaying ends your studies at Queen's – Overstaying is a serious criminal offence
- Early course completion = visa shortened



Understand your visa responsibilities

Sponsorship withdrawal

- University must report to UKVI if:
 - You fail to enrol
 - Withdraw from studies
 - Are absent >60 days without permission
 - Course details change (title, duration, location)
 - You deferred your studies
 - You moved to another sponsor
 - You finish early
 - Change your immigration status
- Sponsorship can be withdrawn = visa curtailed



Understand your visa responsibilities

Changes in Circumstances

Report to Queen's and/or UKVI if:

- You move to different study location
- You switch courses
- You commence a work placement
- You add or remove a work placement year
- You were granted incorrect conditions of visa
- Personal circumstances change (e.g. dependants, convictions)



Main Student Visa Breaches UKVI Considers Violations

Work related breaches:

- Exceeding 20 hours/week during term time or working full-time during term (unless approved placement)
- Self-employment, freelancing, or starting a business or prohibited employment types

Academic related breaches:

- Poor attendance or unsatisfactory progress, not enrolling/registering for courses, unauthorized course changes
- Dropping out without notifying UKVI
- Studying at different institution than stated



Administrative and reporting breaches:

- Not reporting address changes or failing to notify UKVI of circumstance changes
- Invalid contact information
- Not extending visa when required

Financial and maintenance breaches:

- Insufficient maintenance funds or using fraudulent documents

Criminal and Legal breaches:

- Criminal convictions or activities inconsistent with student status
- Visa overstaying

How to Stay Compliant

- Attend and engage in your studies
- ALWAYS scan QR codes
- Keep QSIS details updated
- Provide valid immigration documents
- Tell ISS about any changes (visa, absences, circumstances)
- Ask ISS if unsure—don't risk assumptions

Where to Get Help

Immigration Drop-In Service

- Quick visa queries answered by expert advisers
- One Elmwood Student Centre, 1st Floor (Student Information Point). **Monday – Thursday, 2pm – 3pm**
- Open to any student needing a brief chat with an International Student Immigration Adviser

Immigration Advice Appointments

- Expert advisers provide guidance on a wide range of visa and immigration matters
- Book via: **immigration@qub.ac.uk**
- Appointments available **in person** or via **MS Teams**
- Advice provided **in writing** or through a **virtual appointment**

Contacts

- Phone: +44 (0)28 9097 3820
- Email: **iss@qub.ac.uk**,
immigration@qub.ac.uk,
isscompliance@qub.ac.uk
- **UKCISA:**
<https://www.ukcisa.org.uk/>



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