

Off-campus Study Notification for Tier 4 International Students

To be used when students are to be away from the University for course-related reasons.

Section 1: Student Details				
To be completed by student				
Name		Student number		
Nationality		DOB	Visa end date	
Section 2: Details of Course and Off-campus Study				
To be completed by student				
School				
Course title		Course level		
Dates of Off-campus Study Period	From:		To:	
Reason (please include your destination and travel dates)	Eg Fieldwork, Research overseas, Work placement, internship etc			
Student's signature			Date	
Section 3: Approval from School				
To be completed by School				
Recommendation of Course Director/Supervisor:	Approved		Declined	
Comments				
Course Director/Supervisor's signature			Date	

NOTES

1. This form is designed for those international students who currently hold a Tier 4 visa in order to comply with UK Visas and Immigration (UKVI) requirements. Please note the maximum permitted overseas research period for PGR students is normally 6 months in a rolling 12 month period. Please contact ISS if you have any queries in relation to this.
2. This form is designed to inform International Student Support of a student's intention to undertake study *elsewhere* other than the Queens University Belfast campus and approved sites and partnerships. ISS are obliged to inform UKVI of this change to the student's circumstances and may seek further information from the school in order to complete this.
3. The student will continue to be enrolled on QGIS during this period of off-campus study.
4. It is the responsibility of both the student and the School Office to ensure that this form is completed.
5. Once the form is complete a copy should be sent (electronically or by internal mail) to International Student Support. The School should also retain a copy.