



IMMIGRATION TEAM

The Immigration Team are here to help you with all your Student Visa compliance needs. The Team also deal with International Attendance monitoring queries and we can be found on the ground floor of the Penbre Building.

The office is open :
8.30am to 5.00pm

We can be contacted on :
immigration@bangor.ac.uk



Introduction

All students must adhere to the University's rules and regulations as these are linked to the Home Office rules for students with a Student (Tier 4) Visa. You will have been informed of these rules and regulations prior to your arrival at the University. Speak to the Immigration Team if you need further information.

The University's Responsibilities

The University must adhere to the following requirements, which are set by UK Visas and Immigration:

- Keep accurate contact details for student who have a Student Visa (Tier 4).
- Only issue CAS numbers to students who are capable of completing their chosen course.
- Only issue CAS numbers to students who are eligible to complete their course within the time limits permitted on their Student (Tier 4) Visa.
- Retain scanned copies of passports, visas/BRP cards, Matriculation, Financial Guarantees/Certificates and ATAS certificates for students who hold a Student Visa (Tier 4) according to the University's Record Retention Schedule.
- Only accept students with a valid Student (Tier 4) Visa or valid application for a course at the Bangor University, or accept other visa types or applications where these permit study in the UK.
- Monitor students' attendance and engagement with their academic programme.
- Provide UKVI with the details of any third party, in the UK or another country, which has helped it to recruit students (overseas agents).

The Student's Responsibilities

These are your main responsibilities

- **Attendance** : Students must attend **ALL** timetabled events and if you are unable to do so due to mitigating circumstances e.g. illness, you must place a note on My Bangor. If you are unsure how to place a note on My Bangor then please contact us, and a member of the Team will be happy to help you.
- **Residency** : According to the University's rules you must live within an hour travelling distance of Bangor, this will ensure that you have the best student experience possible and will have access to the numerous facilities at the University.
- **Payment of Fees** : this includes both Tuition fees and, if you are staying in the University's Halls of Residence, Halls fees. You will need to pay 50% of your fees prior to your arrival in Bangor and, on arrival you need to set up a Payment Plan with our Finance Office for the outstanding balance.

On Arrival

- You will need to complete your online student registration (you will have received an e-mail from the University with the details). If you have not received an e-mail, please contact registration@bangor.ac.uk who will re-issue the details.
- Once this is complete you will need to attend one of the Registration events at the university. If you are unable to do this you will need to complete an ID Check with a member of the Immigration Team please contact us to arrange this.
- Please note: we will expect you to have set up a payment plan with the Finance Office prior to undertaking your ID Check.
- During the current Covid-19 crisis other arrangements may be in force please contact immigration@bangor.ac.uk to confirm the arrangements if you haven't already been notified.

Please bring the following documents with you to your ID Check :

- Passport
- Stamped Vignette
- Your Home Office letter informing us where your Biometric Residency Permit (BRP) card should be picked up
- A copy of your payment plan agreement (you will not need to produce this if you have already paid your fees)
- Proof of address within the Bangor area which may include your Landlord/Tenancy Agreement
- If you are a PGT/PGR or PhD student, then you will need to show us your **original** certificate from your previous University

ATTENDANCE

Attendance at lectures is now monitored by an online University system. Students are asked to log in during timetabled events using a PIN system which automatically uploads your attendance into My Bangor. The Immigration Team, module tutors and students can view this data later that day. Students can record reasons for not attending e.g. illness or other mitigating circumstances on MyBangor.

Undergraduates

Data on undergraduate students is monitored on a regular basis and, in line with the University's [Academic Engagement Policy](#), automatic emails generated by the University's system are sent to students on Stage 1 or 2, attendance issues which are higher than a Stage 2 will result in an email from the Immigration Team and you will be expected to attend a meeting to discuss your lack of attendance/engagement.

PGT

PGT attendance is monitored on a regular basis. Students who fail to attend timetabled events in line with the University's [Academic Engagement Policy](#) will receive automatic emails generated by the University's system flagging their non-attendance. Students are advised to meet with their Personal Tutor if they are experiencing difficult circumstances. The Personal Tutor will record this on My Bangor which the Immigration Team can also view. Students who continue to miss lectures etc will be contacted by the Immigration Team to attend formal meetings to explain their reasons for non-attendance.

PGR/PhD

Supervisors must meet their Postgraduate Research Candidates at least once every two weeks. Where a meeting cannot be arranged, an alternative contact method must be used in e.g. contact through email, Skype etc. These meetings, and all other alternative contact points, must enable the Principal Supervisor to confirm that the candidate is committed to the programme of study. Each meeting/contact point must be recorded, as required by the University's [Academic Engagement Policy](#).



Information for Staff



About the Team



Contact Us



Frequently Asked Questions?



Staff Briefing Sessions



Student (Tier 4)

TEAM MEMBERS

The University's Immigration Officer is **Lynne Hughes**. Lynne manages the Immigration Team and can be contacted on :

**For Undergraduate Student Enquiries
please contact :**

Katharine Groves

Katharine undertakes the attendance monitoring of the Undergraduate and Postgraduate Taught Students. She can be contacted on :

**For Postgraduate Student Enquiries
please contact :**

Bronwen Hayes

Bronwen undertakes the attendance monitoring of all Postgraduate Research and PhD students. She can be contacted on :

immigration@bangor.ac.uk

Frequently Asked Questions

What are E-Gates

Other types of Visas

Can I change my course?

Can I change to another UK University?

Can I apply for a DES?

TB Testing

What courses require an ATAS Certificate?

Academic Progression

Study and Time Limit Extensions

New CAS for Continuing Students

E-Gates

- Student (Tier 4) Visa holders **SHOULD NOT** go through eGates as you will need your Vignette date stamped as proof of entry into the UK; if this is not stamped, then you will need to provide proof of your date of entry into the UK e.g. boarding pass.
- There are over 250 eGates in place at 15 air and rail ports in the UK to enable quicker travel into the UK.
- You can normally use eGates if you:
 - have a biometric symbol on the cover of your passport
 - are aged 12+ (12 to 17 year olds must be accompanied by an adult)
- are either:
 - a British citizen
 - a national of an EU country, Australia, Canada, Iceland, Japan, Liechtenstein, New Zealand, Norway, Singapore, South Korea, Switzerland or the USA
 - a member of the Registered Traveller Service
- Those travelling with ID cards cannot use the eGates.

Other Types of Visas

Visitors Visa

The Standard Visitor visa has replaced the:

- Family Visitor visa
- General Visitor visa
- Child Visitor visa
- Business Visitor visa, including visas for academics, doctors and dentists
- Sports Visitor visa
- Entertainer Visitor visa
- Prospective Entrepreneur visa
- Private Medical Treatment Visitor visa
- Approved Destination Status (ADS) visa

You can [study for up to 30 days](#), as long as it's not the main reason for your visit.

Ancestry Visa

You must prove that you:

- are 17 or over
- have enough money without help from public funds to support and house yourself and any [dependants](#)
- can and plan to work in the UK

You must also show that you have a grandparent born in one of the following circumstances:

- in the UK, including the Channel Islands and the Isle of Man
- before 31 March 1922 in what is now Ireland
- on a British-registered ship or aircraft

You can claim ancestry if either you or the relevant parent:

- were adopted
- were born within or outside marriage in the UK

You cannot claim UK ancestry through step-parents.

Other Types of Visas

Start Up and Innovator Visas

You can apply for a Start-up visa if:

- you want to set up a business in the UK
- you're from outside the [European Economic Area \(EEA\)](#) and Switzerland
- you meet the other [eligibility requirements](#)

Getting Endorsed

You must be endorsed by an authorised body that is either:

- a UK higher education institution
- a business organisation with a history of supporting UK entrepreneurs

You must be able to show that your business idea is:

- a new idea - you cannot join or invest in a business that is already trading
- innovative - you must have an original business idea which is different from anything else on the market
- viable, with potential for growth

Dependent Visas

You will need a family visa to live with a family member in the UK for more than 6 months.

If you are outside the UK

You can apply for a family visa to live with your:

- spouse or partner
- fiancé, fiancée or proposed civil partner
- child
- parent
- relative who'll provide long-term care for you
- If you're visiting the UK for 6 months or less, [check if you need a Standard Visitor visa or Marriage Visitor visa](#).

Can I Change Course?

There are strict rules about changing courses and you will, in most cases, need to apply for a new Visa.

The Home Office guidance is :

- The Student (Tier 4) Visa guidance states, in relation to a change of course:
- If you applied for your current leave on or after 6 April 2016, you can only change your course without getting permission from us to start your new course if all of the following apply:
 - your sponsor is an HEP with Student (Tier 4) Sponsor status;
 - your sponsor has a track record of compliance;
 - your new course is at degree level or above;
 - your new course is not at a lower level than the current course;
 - you will be able to complete your new course within your current period of leave;
 - if you have previously been granted Student (Tier 4)(General) leave, your sponsor confirms either of the following:
 - your new course is related to the previous course for which you were granted leave as a Student (Tier 4)(General) Student, meaning that it is either connected to your previous course, part of the same subject group, or involves deeper specialisation
 - or your previous course and your new course in combination support your genuine career aspirations.

If you meet the any of the above stipulations and are eligible to change your course, you must complete your new course within your existing period of leave; the only exception to this is if you are applying to re- sit exams or repeat modules or you require further leave because you have previously resat exams or repeated modules for your current course.

You will need to provide evidence that you have attempted exams/modules when applying for leave. You will not be allowed to use this provision to undertake part(s) of the course for the first time.

Can I change to another UK University?

If you wish to study in another University then you will have to return home to make an application directly to that University. We will then have to curtail your Visa and you will be expected to return home.

You will be able to make a new application from home.

Doctorate Extension Scheme

The Doctorate Extension Scheme (DES) allows PhD students to extend their Student (Tier 4) visas for up to 12 months to remain in the UK to look for, and engage in, employment. The University DES Procedure is currently under review and will be available shortly.

Tuberculosis Testing (TB)

Who Needs to Be Tested?

When you have lived for at least six months in a country where TB screening is not required by the UK (including the UK itself) and you have been away from that country for no more than six months, you do not need to be tested for TB.

Where you are coming to the UK for more than six months and are resident in any of the below countries, you are required to submit a medical certificate confirming you are free of TB. You must be tested at an approved clinic outlined on the list below.

[UKVI List of Countries and Approved Clinics](#)

You will still require a medical certificate from an approved clinic where:

- You are submitting your visa application in a country that does not require TB testing, but you have been living in a country that does require TB testing for at least six months.
- You submitted your visa application less than six months after you left a country not requiring TB testing, but you state your intended date of travel to the UK will be more than six months after you left.

How to Provide Evidence

- In your application you must provide evidence of the date you left the UK. Where you are not given an entry stamp in your passport or it is unclear, you can use your boarding pass as evidence.
- Where you are using your boarding pass as evidence you must outline in your supporting letter or the “additional information” section of your application that you do not require a TB certificate as you left the UK for less than six months.
- You should carry your medical certificate in your hand luggage in case you need to present it to an Immigration Officer on arrival in the UK.



Academic Technology Approval Scheme (ATAS)

ATAS was introduced to help stop the spread of knowledge and skills that could be used in the proliferation of weapons of mass destruction (WMD) and their means of delivery.

Migrants of all nationalities must apply for a clearance certificate online through the Foreign and Commonwealth Office (FCO) website. This site also contains information about the scheme and the list of designated subjects and useful documents to provide with ATAS applications.

A Student Visa holder must hold a valid ATAS clearance certificate if they are applying for leave for:

- postgraduate studies leading to a doctorate or master's degree by research in one of the subjects listed
- postgraduate studies leading to a taught master's degree or other postgraduate qualification in one of the subjects listed
- a period of study or research in one of the subjects listed



List of Subjects that need an ATAS Certificate

Doctorate or Masters by Research :

Subjects allied to Medicine:

- Pharmacology
- Toxicology
- Pharmacy
- Bioengineering, Medical and Biomedical Engineering
- Others in subjects allied to Medicine

Biological Sciences:

- Biology (non-specific)
- Ecology and Environmental Biology
- Zoology
- Microbiology and Cell Science
- Plant Sciences
- Biotechnology
- Genetics
- Biomedical Sciences (non-specific)
- Molecular Biology, Biophysics and Biochemistry
- Biosciences (non-specific)
- Others in Biological Sciences

List of Subjects that need an ATAS Certificate

Veterinary Sciences, Agriculture and related subjects:

- Others in Veterinary Sciences
- Agricultural sciences

Physical Sciences:

- Chemistry
- Materials Science
- Physics
- Astronomy
- Others in Geographical Studies
- Physical Sciences (non-specific)
- Sciences (non-specific)
- Natural Sciences (non-specific)

Mathematical and Computer Sciences:

- Mathematics
- Operational Research
- Computer Science
- Information Technology
- Information Systems
- Software Engineering
- Artificial Intelligence

List of Subjects that need an ATAS Certificate

Engineering:

- Engineering (non-specific)
- Civil Engineering
- Mechanical Engineering
- Aeronautical and Aerospace Engineering
- Naval Architecture
- Electronic and Electrical Engineering
- Chemical, Process and Energy Engineering
- **Technologies:**
- Polymers and Textiles
- Minerals Technology
- Materials Technology
- Maritime Technology

Taught Masters Subjects :

- Materials Science
- Physics (including Nuclear Physics)
- Mechanical Engineering
- Aeronautical and Aerospace Engineering
- Chemical, Process and Energy Engineering
- Minerals Technology
- Materials Technology

Academic Progression

Academic progression is required for you to be issued a CAS for your new course and determines whether you can apply in the UK for your new Student (Tier 4) Visa.

Your application **will** meet the academic progression criteria if:

- You are applying for a course at a higher level than your previous course (e.g. applying for a Masters after completing a Bachelor's degree).
- You are applying for a course at the same level as your previous course (e.g. applying for a second Masters) and both courses are related or both courses combined will support your career goals.
- You have not completed your previous course but the Admissions Team deems your reason for study valid.

Your application **will not** meet the academic progression criteria if:

- You are applying for a course at a lower level than your previous course (e.g. applying for a Bachelor's after completing a Masters).
- You have not completed your previous course and the Admissions Team deems your reason for study invalid.

Study and Time Limit Extensions (PGR)

Extension to complete PhD

- Once your extension has been approved, you must apply for your visa before your new course end date or your visa expiry date (whichever is sooner).
- Your new visa expiry date will be:
- new thesis submission date + 10 weeks + 4 months

Submitted thesis and awaiting viva

- If you've submitted your thesis and awaiting your viva you can either:
- apply for a Student (Tier 4) Visa extension inside the UK if your Student (Tier 4) Visa is still valid. A CAS can only be issued for this if your expected or actual viva date is still in the future at the time the CAS is issued
- leave the UK before your visa expires and apply for a Short-Term Student Visa to return for the viva
- Your new visa expiry date will be:
- current thesis submission date + 10 weeks (or actual viva date) + 4 months

Minor (3 month), major (6 month) corrections & resubmission (12 month) without a second Viva

- You can apply for a Student (Tier 4) Visa extension inside the UK if:
- If you have received the outcome of your viva before your current Student (Tier 4) Visa expires; and
- Your new course end date is after your current Student (Tier 4) visa expires
- Your new visa expiry date will be:
- new course end date + 4 months
- Alternatively, you could leave the UK before your visa expires and apply for a Short-Term Student Visa to return to submit your corrections.

Resubmission (12 month) with a second viva

- You can apply for a Student (Tier 4) Visa extension inside the UK if:
- You have received the outcome of your viva before your current visa expires; and
- Your new course end date is after your current Student (Tier 4) visa expires
- Your new visa expiry date will be:
 - resubmission date + 10 weeks (or actual 2nd viva date) + 4 months
- Alternatively, you could leave the UK before your visa expires and apply for a Short-Term Student Visa to return for the 2nd viva.

Study and Time Limit Extensions (PGT)

Study extension (PGT)

If you are a Taught Postgraduate Student and require a study extension to submit your dissertation, please apply through your department for approval.

If you are required to have regular meetings with your department and you must remain in the UK to work on your dissertation, please mention this on your application form.

If the duration of your requested study extension is more than four months, your department must provide the Immigration Team with justification for your extra time.

You will only be assigned a CAS if the Immigration Team accept that this as a valid reason.

We cannot issue a new CAS to you if:

- your re-submission date is before your visa expiry date; **or**
- you are not required to have regular meetings with your department; **and**
- you can re-submit your work from your home country (you must leave the UK and submit online)
- A study extension does not exempt you from meeting the academic progression requirements.
- If you make a further Student (Tier 4) Visa application for your existing course, you must apply outside the UK.

New CAS for Continuing Students

Where you are a continuing student, you may require a new CAS if you are:

- repeating/resitting modules
- returning from a Leave of Absence
- upgrading to an integrated degree programme
- continuing a degree course following repeats/resits
- downgrading from an integrated degree programme
- a candidate for the Doctorate Extension Scheme (DES)
- a PhD/MPhil candidate requesting a time extension to submit/resubmit/attend Viva
- changing to a new degree programme following a Change of Status/Change of Candidature

Useful Links

- <https://www.bangor.ac.uk/international/support/>
- <https://www.gov.uk/tier-4-general-visa>
- <https://www.gov.uk/start-up-visa>
- <https://www.gov.uk/uk-family-visa>
- <https://www.ukcisa.org.uk/>