

IJ Tours Ltd t/a “International House Manchester or IH Manchester”

IH Manchester Visa Student Policy & Procedure

International House Manchester is a Tier 4 (Legacy) Sponsor. In October 2016, IHM voluntarily withdrew from ISI Educational Oversight and informed UK Visas & Immigration of its intention to become a “Legacy Sponsor”. As a Legacy Sponsor the school may continue to enroll and teach any exiting Tier 4 students, but may not issue CAS for any new enrolments. Once the school’s last T4 student has completed their course of study, the school will inform UKVI who will then remove the school from the Tier 4 Register of Sponsors.

The school is an approved accredited provider (accreditation UK) and so can provide “Letters of Acceptance” for students whose applications have been approved by the school who wish to apply for Short Term Student Visitor and Short Term Student Visitor (Child) visas.

As a Tier 4 sponsor we are subject to an annual Basic Compliance Assessment by the UK VI and the renewal of our Tier 4 license is dependent upon this being satisfactory. In order to comply with our duties and responsibilities vis a vis Tier 4, the school must fully abide by and comply with the duties placed upon it as set out in the Home Office document:

[*Tier 4 of the Points Based System: Guidance for Sponsors Document 2: Sponsorship Duties*](#)

[*\(Version 04/2017\)*](#)

These duties can be broken down under the following headings:

1 Specific Record Keeping Duties

And

2 Specific Reporting Duties

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1 Specific Record Keeping Duties

a) What is required?

The specific documents that are required to be kept by the school are set out in **“Appendix D keeping documents guidance for sponsors”**.

Part 6: for each migrant enrolled under Tier 4 (General) Student or Tier 4 (Child) Student

- a. Copy of each sponsored migrant’s current passport pages showing all personal identity details including biometric details, leave stamps, or immigration status document including their period of leave to remain (permission to stay) in the UK. This must show the migrant’s entitlement to study with a licensed sponsor in the UK. In the absence of an entry stamp, other evidence such as the travel ticket to the UK or boarding card should be kept.
- b. Copy of the migrant’s biometric residence permit (BRP).
- c. Record of the migrant’s absence/attendance, this may be kept either electronically or manually.
- d. A history of the migrant’s contact details to include UK residential address, telephone number and mobile telephone number. This must be updated regularly.
- e. Where the student’s course of study requires them to hold an Academic Technology Approval Scheme (ATAS) clearance certificate, you must keep a copy of the certificate or the electronic approval notice received by you, from the Foreign and Commonwealth Office.
- f. If you are a Higher Education Institution (HEI) endorsing a migrant under the Tier 1 (Graduate Entrepreneur) route, you must keep evidence of the selection process that resulted in that endorsement.
- g. For migrants in the Tier 4 (Child) Student category who are going to be cared for in the UK in a private foster care arrangement during their stay, you must, as soon as you become aware of the migrant’s arrival, provide details of the name of the foster carer and of the address where the foster carer and the migrant will be living, to the local authority in whose area the child will be living. In addition, where a Tier 4 (Child) Student is already in the UK and a private foster care arrangement subsequently commences, you must provide details of the name of the foster carer and the address where the foster carer and the student will be living, to the local authority in whose area the child will be living as soon as you become aware of the change in their care

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arrangements. This is to ensure that the local authority is made aware of the arrangement as soon as possible. You must keep a record of the notification to the local authority.

- h. Copies or originals where possible of any evidence assessed by you as part of the process of making an offer to the migrant, this could be copies of references, examination certificates.

a) How we comply?

i) Migrants in School Spreadsheet

Every Monday the Tier 4 Authorising Officer compiles a spreadsheet listing every migrant (visa) student enrolled at the school. The spreadsheet includes the following information:

Visa Category, full name, date of birth, nationality, passport number, course enrolled on, start date, finish date and total hours taught per week. Any students living under a Private Foster Care arrangement are indicated here, too.

This spreadsheet is saved on the school secure online filing (MEGA) system and all key staff are asked to cross-check its accuracy; The Principal, The Accommodation & Welfare Officer and the Registrar.

ii) Passport & UK Visa or BRP

Each student enrolled at the school has an individual entry on our secure online school database. The above documents are checked on first day enrolment, copies made and these copies uploaded to and saved on the student's individual file.

iii) Records of Attendance

Class registers are completed before lessons begin at 09.30 hrs every morning. The school Administrator collects these and immediately checks for any absentees. In the case of any absentee who hasn't contacted the school to report their absence, the A will make telephone contact to enquire why the student is absent.

Class register attendance information for each migrant student is added to an ongoing "Student Attendance Tracker". This spreadsheet gives an "at a glance" view of the pattern of attendance for each migrant student enrolled. Failing or irregular attendance triggers a colour coded warning so that action can be taken by the school Principal.

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iv) Migrants' addresses and contact details in the UK

These specific details are collected at enrolment on the first day and added to the student's individual record on the database. Students are then informed of their duty to inform the school immediately any of these details change. A record of previous addresses is then kept for each migrant student on their individual database record.

v) Migrant students under the age of 18 years

Parental Permission Letter

The school will obtain prior to issuing a CAS or "Letter of Acceptance" a copy of a letter from the child's parents or legal guardian, or just one parent if that parent has sole legal responsibility for the child. This indicates each parent's express consent to the arrangements for the child's application, travel, reception and care arrangements in the UK.

This letter is checked then saved on the student's database record.

vi) Migrants in Tier 4 Child Student Category living under a Private Foster Care arrangement

The Tier 4 Authorising Officer will provide details of the name of the foster carer and of the address where the foster carer and the migrant will be living, to the local authority in whose area the child will be living, prior to issuing a "Letter of Acceptance" for such a child. A copy of this letter is retained in the child's visa file, managed by the AO.

vii) Copies or originals where possible of any evidence assessed by you as part of the process of making an offer to the migrant

Where appropriate / relevant, copies of the following are checked and copied, then saved by the T4 AO in the student's visa file:

- Exam certificates (verified online in case of IELTS selt)
- School reports (translations where relevant)
- School references (translations where relevant)
- Examples of completed extended written work in English (BTEC and / or English language courses)
- Results slips from IH online English Placement Test
- Completed suitability / screening questionnaire
- Record of Skype credibility interview

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1 Specific Reporting Duties

a) What is required?

As set out in:

[Tier 4 of the Points Based System: Guidance for Sponsors Document 2: Sponsorship Duties](#)

[\(Version 04/2017\)](#)

1.9 A sponsor has a duty to notify UKVI if:

- a. it becomes aware that any of the students it is sponsoring has been granted leave with the incorrect conditions of stay, for instance if they have mistakenly been granted permission to work;

Reporting: the school requests a scanned copy of the visa granted from the student / their parents / their study travel agent prior to them leaving their home country for the uk. In this way the details of the visa granted can be checked and any errors identified can be more easily corrected whilst the student is in country.

- b. anything it has reported through the SMS is incorrect, telling us why it is incorrect;

Reporting: via the SMS

if there are any changes to a Tier 4 student's circumstances - please see **Reporting changes to student circumstances** - [Tier 4 of the Points Based System: Guidance for Sponsors Document 2: Sponsorship Duties](#)

[\(Version 04/2017\)](#)

and

d. if there are any changes that affect its Tier 4 licence - please see **Reporting changes to an institution** - [Tier 4 of the Points Based System: Guidance for Sponsors Document 2: Sponsorship Duties](#)

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- 1.10 A sponsor must report on all Tier 4 students that it is sponsoring, including when they are:
- a. On a course (including a pre-sessional course) at a partner institution or at another institution under an exceptional arrangement; or
 - b. Doing a work placement that is part of their course.
- 1.11 A sponsor must also provide details of any third party, in the UK or another country, which has helped it to recruit students.

Reporting: the school forwards a complete spreadsheet of all its active and screened study travel agents who help it to recruit international students, to the UK VI via:

SCOC@homeoffice.gsi.gov.uk

every 6 months or when asked to do so by the UK VI.

- 1.12 Further information on reporting duties can be found at **Reporting changes to student circumstances** and **Reporting changes to an institution**

For further specific information regarding:

Reporting changes to student circumstances

and

Reporting changes to an institution

including how each item must be reported, we refer to the Home Office guidance under these headings (Sections 6 and 8 respectively) in [Document 2](#). The school follows this guidance vis a vis specific reporting channels on the SMS.

Peter Robert HAYES
IH Manchester Tier 4 Authorising Officer

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