## **Study Abroad for Tier 4 Visa holders** Student decides to take part in exchange programme or is required part of their studies IAT will make arrangements with the student and the HI regarding study abroad period IAT will check that the student has a valid 10 year passport Passport/visa valid Passport not valid ERT to check that student does not exceeded time cap Student to contact the International Student signs declaration authorising UOS to contact HI to disclose progress and engagement during study abroad period Manager IAT confirm study abroad period Student Action Team update SITS screens (SCE) to reflect period abroad and the host institution. ERT will pull back on SCE data and contact student to enrol. Student enrols with UOS (Autumn) Student does not enrol (Autumn) IAT and the School contacted to check if student has ERT update the Tier 4 passport check hurdle to CON for 1 cancelled study abroad. Student chased for enrolment semester abroad and to PASS for full year abroad Enrolment process followed as detailed in the Guidance notes: http://www.aro.stir.ac.uk/reg-enrol/ Tier4StaffComplianceGuidance.php When studying abroad - Proof of Enrolment Provided If no proof of enrolment at HI is provided, IAT contact HI to confirm student has embark on study. HI confirm student has not arrived **Proof of Enrolment Provided** Student provides IAT with SA2 Registration Confirmation/ If the student is not at HI they will be Arrival Form (Erasmus) within 2 weeks of arrival. This is contacted for their intentions. It may be then forwarded to ERT. possible for the student to return to studies at UOS. If there is no response from the student then their Tier 4 sponsorship will be withdrawn and the Home Office notified . Points of contact during time abroad The host institution will provide the IAT with details of academic progress at the end of each semester. Any concerns will be taken forward by ERT. Where there are issues with Tier 4 compliance then the University will consider whether they can continue sponsoring the student. This may lead, where appropriate, to the student having to return to the University to continue studying, or having their Tier 4 sponsorship withdrawn. At the end of the exchange period, IAT liaise with ERT over transcript from host institution IAT: International Affairs Team **ERT: Enrolment and Records Team UOS: University of Stirling** S:\Tier 4 Compliance\Flowcharts\study\_abroad\_flowchart\_v2.vsd. Version 2 February 2014 HI: Host Institution