

## University of Bolton, Immigration and Welfare Officer Tier 4 students attendance census

With effect from academic year 2013/14 the University will introduce census points in order to confirm the attendance of students who have been issued with a Tier 4 visa. The purpose of this census is to ensure that students and the university are fulfilling their responsibilities under Tier 4 of the Points Based System.

The census will operate alongside the existing attendance monitoring procedures undertaken within each School. Personal Tutors will continue to identify and report any students who miss expected contacts which include lectures, exams, submission of work etc.

### What do Tier 4 students need to do?

1. Students are expected to re-enrol on their course of study each academic year. Information on how to do this will be sent via email prior to the academic year commencing.
2. In addition to enrolling each academic year, students with a Tier 4 visa are expected to attend a census point during October, March and July (If applicable)

Students must attend in person – another student or friend cannot do this for you.

You will be emailed details of when the census will take place.

### What do students need to bring with them?

- University of Bolton Student ID card
- Passport
- Visa or Biometric Residence Permit (BRP)
- Police Registration Certificate (if applicable)
- Proof of your address in the UK (e.g. a bill, tenancy agreement)

If students do not have their passport or visa because they are currently applying for a new visa they should bring evidence of this. If students do not have these documents for any other reason they should contact the Immigration and Welfare Officer as a matter of urgency.

If students cannot attend due to illness, undertaking a placement or being out of the UK students should email [studentimmigration@bolton.ac.uk](mailto:studentimmigration@bolton.ac.uk) explaining why they cannot attend and produce satisfactory evidence to confirm why they cannot attend. No reasons other than those mentioned above will be considered satisfactory

If students do not attend the Census point the Immigration and Welfare Officer will undertake investigations with the School and if necessary the University will withdraw the student from their course of study and report this to the UK Visas and Immigration. This will result in the student's Tier 4 (General) visa being cancelled. .