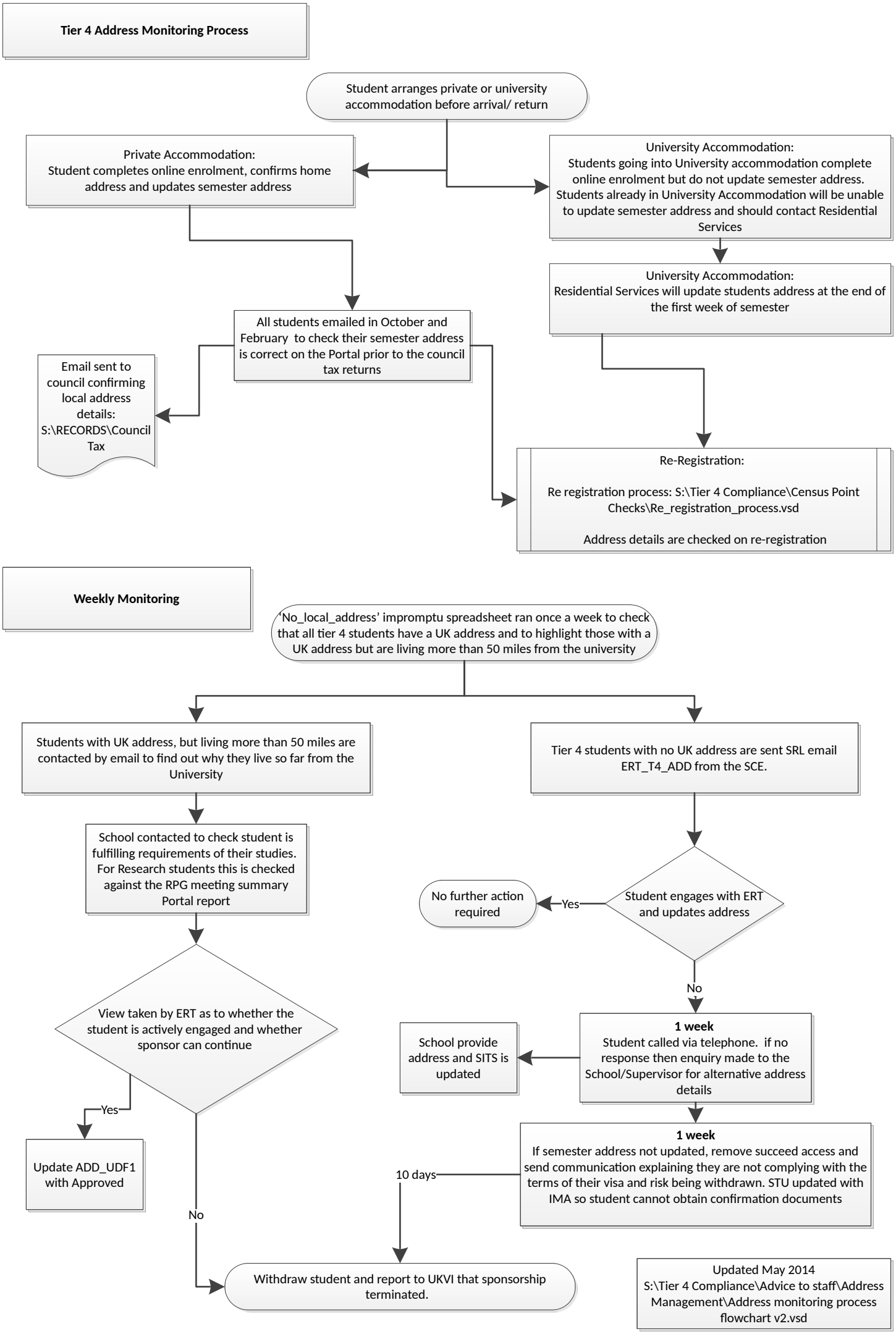
Tier 4 Address Monitoring Process
Student arranges private or university accommodation before arrival/ return
Private Accommodation: Student completes online enrolment, confirms home address and updates semester address
University Accommodation: Students going into University accommodation complete online enrolment but do not update semester address. Students already in University Accommodation will be unable to update semester address and should contact Residential Services
University Accommodation: Residential Services will update students address at the end of the first week of semester
All students emailed in October and February to check their semester address is correct on the Portal prior to the council tax returns
Email sent to council confirming local address details: S:\RECORDS\Council Tax
Re-Registration:
Re registration process: S:\Tier 4 Compliance\Census Point Checks\Re_registration_process.vsd
Address details are checked on re-registration
Weekly Monitoring
'No_local_address' impromptu spreadsheet ran once a week to check that all tier 4 students have a UK address and to highlight those with a UK address but are living more than 50 miles from the university
Students with UK address, but living more than 50 miles are contacted by email to find out why they live so far from the University
Tier 4 students with no UK address are sent SRL email ERT_T4_ADD from the SCE.
School contacted to check student is fulfilling requirements of their studies. For Research students this is checked against the RPG meeting summary Portal report
Student engages with ERT and updates address
Yes
No further action required
No
View taken by ERT as to whether the student is actively engaged and whether sponsor can continue
1 week
Student called via telephone. if no response then enquiry made to the School/Supervisor for alternative address details
School provide address and SITS is updated
Yes
Update ADD_UDF1 with Approved
1 week
If semester address not updated, remove succeed access and send communication explaining they are not complying with the terms of their visa and risk being withdrawn. STU updated with IMA so student cannot obtain confirmation documents
10 days
No
Withdraw student and report to UKVI that sponsorship terminated.
Updated May 2014
S:\Tier 4 Compliance\Advice to staff\Address Management\Address monitoring process flowchart v2.vsd