**PGT students on Tier 4/Student visa**

**Application to Study Off-Campus**

PGT students who have a strong academic need to engage off-campus (OC) for their project or dissertation must get approval using this form from their School – usually the Programme Co-ordinator. It should then be sent to [immigration@abdn.ac.uk](mailto:immigration@abdn.ac.uk) for final approval in relation to the student’s visa BEFORE the OC period starts. Requests received late will be automatically rejected and the student will be required to return to campus immediately.

Only where strong **academic** need to complete a project/dissertation away from the city is shown will approval be given for visa purposes. Wishing to return home or live in a different location are not reasons that can permit OC study approval.

Students who wish to leave the UK to complete a project/dissertation may do so by emailing [immigration@abdn.ac.uk](mailto:immigration@abdn.ac.uk) and confirming they understand this will result in their visa being reported. Students should also note this means they would not be eligible for the Graduate route (post study work visa).

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| --- | --- | --- | --- |
| **Student Name** |  | | |
| **ID Number** |  | | |
| **Programme** |  | | |
|  | | | |
| **OC Start Date** |  | **OC End Date** |  |
| **Academic Purpose of period OC** |  | | |
| **Address and contact details at OC study location** |  | | |

|  |  |
| --- | --- |
| **Student signature and date** |  |
| **School signature and date – confirming academic need for OC period** |  |

|  |  |
| --- | --- |
| **To be completed at School Office** | |
| **School contact**  **name** |  |
| **How will student be monitored**  **while away?** |  |

**Note to students:**

1. You should use this form if you are a Tier 4/Student visa holder studying a taught, postgraduate programme.
2. You should use this form to request any academic absence longer than 1 week in duration.
3. Off-campus study is regarded as time away from campus that integral to the completion of your programme. This is confirmed by the School’s signature on this form.
4. You will still need to be monitored during any period of off-campus study, usually by email contact with your School.
5. You do not need to use this form to request:
   1. Absence for short field trips that form a compulsory part of your programme; or
   2. Trips less than one week in duration which can be reported through MyAberdeen.
6. Once this form is approved by your programme co-ordinator it will be retained on your School monitoring file and passed to the Immigration Compliance Team. Please note that depending on your individual circumstance it may be necessary for us to withdraw our sponsorship of your Tier 4/Student visa.
7. If you have any questions relating to your application, or the impact it may have on your Tier 4/Student visa, you should contact [immigration@abdn.ac.uk](mailto:tier4@abdn.ac.uk)

**Note for School**

1. This form should be approved by the programme co-ordinator and then retained on the students monitoring file. A copy should be emailed to the Immigration Compliance Team before the commencement of the period away.
2. The individual authorising the form confirms that the student has permission to be away from campus for the period outlined and that if they are requesting time off-campus for study they will be monitored during this time. They also confirm that any period off-campus is integral to the completion of their programme.
3. If you have any questions about this form, please email [immigration@abdn.ac.uk](mailto:tier4@abdn.ac.uk)