

Visa Check

Frequently Asked Questions

What is a Visa Check?

The University is required by law to ensure that our students have the right to study in the UK. We do this by completing an arrival document check for all students who are regarded as “overseas” at the time they apply to study with us.

Who needs to attend the Visa Checks?

All new students regarded as “overseas” at the time of application will be asked to complete a Visa Check when they first register onto their programme. You will be regarded as “overseas” because of; the fees that you are charged; or if you have been supported in applying for a visa by the University.

We are also legally obliged to perform follow up checks throughout each Academic Year for our students who hold a Tier 4 visa.

Students who have recently changed immigration category, or whose immigration clearance has recently expired, will also be asked to attend a Visa Check.

How will I know if I need to attend a Visa Check?

New students: you will be asked to attend a Visa Check as part of registration for your programme. This process will be outlined in the induction information you are sent before arriving in Aberdeen and can be found on the registration pages of the [Infohub website](#).

Existing students: We will email students on their University email account when they need to attend a further Visa Check one week before the planned sessions. This will include all Tier 4 students who must complete additional Visa Checks throughout each Academic Year under the terms of their visa.

What happens at the Visa Check?

Once you arrive at the Visa Check venue a member of University staff will log into your student record so that your details can be checked. We will ask to see your original passport and visa (including a Biometric Residence Permit - BRP - if you have one) and if these are being presented for the first time we will ask you for a photocopy of these documents to keep on file.

We will enter any missing information into your student record. We will also confirm your address and phone number in the Aberdeen area. If you hold a Tier 4 visa we will also complete your Tier 4 Visa Check Card or issue this to you if you don't already have one.

You will be able to ask questions at the Visa Checks regarding your visa and studies.

How long will the Visa Check take?

The Visa Check will only take a few minutes to complete and are operated on a “drop-in” basis. You can speed up the time your check takes by ensuring your documents are ready and that you have taken any photocopies that are required with you, as outlined below.

What should I bring with me?

Please bring your passport, visa and (if appropriate) BRP to be checked. You should also have your Student ID with you and ensure that you know your full residential address and phone number. If this is your first Visa Check, or if any of these documents are new since your last Visa Check, please

bring full photocopies of any new documents/pages. Failing to bring copies may delay your Visa Check as you will have to leave the venue to make copies and re-join the queue.

You should provide copies of all pages of your Passport that contain information (photo pages, visas and travel stamps) and the front and back of any BRP.

If you still have the same documents as you held at your last check you do not need to take any photocopies to a subsequent visa check.

If you are a Tier 4 student completing a repeat Visa Check you should also bring your Visa Check Card so it can be completed.

New Students: If you are attending your first Visa Check, please make sure that the copies you take include your landing stamp in the UK. This will have been inserted in your passport by an Immigration Officer when you arrived in the UK. Some students take copies of their documents before they travel which will need to be updated with this new stamp before we place them on your student record.

What if I have not yet collected my BRP?

You should ensure that you arrive to your visa check with your BRP in your possession. Details on how to collect this once you have arrived in the UK are available on the [Infohub website](#).

What if I do not currently have my passport/visa/BRP?

If you currently do not have your passport, visa or BRP in your possession you must still attend the check and bring evidence of where your documents are located (for example, having been submitted to UKVI for a visa extension). You will be asked to complete a disclaimer form and a copy of your evidence will be kept on your student record. Staff at the Visa Check venue will guide you through this process.

Once your documents have been returned to you, you will need to take them to the Infohub so that a copy can be taken and kept on your student record.

What if I am studying “off-campus”; am on a study abroad/Erasmus period; or are engaging in authorised study away from campus when I receive the Visa Check email?

If you are currently engaging in a period away from campus, you must respond to the Visa Check email confirming the dates when you will not be on the Aberdeen campus and provide your current residential address. Details of your period away from campus will be confirmed with your School.

If you have received a new passport, visa or BRP during your period away from campus you should also attach a copy to your reply.

It is important that you check your emails so you can act on these important instructions, as a failure to respond to the email will result in action being taken as outlined below.

What happens if I do not complete a Visa Check?

Failure to complete the Visa Checks when requested could have serious implications for your visa and the University's Tier 4 Sponsor Licence. If you do not attend the check when required, or respond to the email if you are authorised to be away from campus, we will email you, copying in

your School/Supervisor, to ask why you have failed to take action. This will also be noted on your student record.

Failure to respond and act as requested in this email will force us to take action against your studies and your visa, so it is vitally important that you follow the instructions in the initial Visa Check email you receive.

Why do I need to complete a registration Visa Check if I do not have a visa?

If you have been classified as an “overseas” student during the admissions process we must conduct a registration check to establish your immigration status. A number of students may never need to attend a future Visa Check if, for example, they hold an EU or UK passport. You will be advised if this is the case at your registration Visa Check.

What if have any questions about the Visa Checks?

You can contact the Tier 4 Team on tier4@abdn.ac.uk if you have any questions or queries about the Visa Checks or ask a member of the team in the Visa Check venue.