

## **Tier 4: student' s responsibilities and Istituto**

### **Marangoni's reporting duties**

Dear Student,

As a Tier 4 Student, you are responsible to:

- Provide us with the originals of your passport, visa/Biometric Residence Permit and educational documents to allow photocopies being taken upon enrolment; and
- Keep us informed at all times of your UK contact details via our Intranet (UK mobile phone number, address and personal email); and
- Respond to any request from the Admissions Office in regards to your immigration status
- Re-enroll for your course on time, each academic year (when applicable); and
- Register with the Police upon arrival to the UK, if your visa indicates you need to do it;
- Show commitment and engagement in your studies, ensuring that you meet the progression and attendance requirements with no significant gaps or absences; and
- Follow our policies and regulations if you wish to defer/ suspend your studies or withdraw from your course; and
- Provide us with a proof of leaving the UK, in case your visa will be terminated, before the end of your course; and
- Inform the Home Office promptly, if your BRP card/ visa has been issued incorrectly, with a mistake. You need to report it as required: <https://www.gov.uk/biometric-residence-permits/report-problem>.

As a Tier 4 Sponsor, Istituto Marangoni is obliged to:

- Ensure that you have a correct permission to study with us on your chosen course; and
- Not allow you to enroll, if you cannot present the correct documentation to study; and
- Keep updated copies of your visa/ BRP and passport (including changes in your legal status, new visas etc); and
- Keep your UK contact details up to date; and
- Report to the UKVI if you do not enroll in your course on time; and
- Monitor your attendance and progression and report to the UKVI if: a) you miss 10 unauthorized consecutive lessons; b) you do not show engagement in your course; c) your overall attendance records are poor, which may result in termination of your visa; and
- Notify the UKVI of any changes in your student status, for example, if you suspend your studies or withdraw from your course, which in consequence will result in

- termination of your visa, start or change your work placement address (as part of course accredited placement) or if you change course and finish earlier than expected; and
- Report to the UKVI if we suspect you are breaking the terms and conditions of your stay.

Istituto Marangoni will notify the Home Office, if your visa/ BRP card has been issued incorrectly (for example, if you have been mistakenly issued an incorrect visa duration). Please be informed that it is your sole responsibility to inform the UKVI about any mistakes in your visa and arrange for a replacement to be issued.

Please note: for students who may wish to change their course (or pathway) after the course commencement date. If agreed by the academic team, you may be required to return home and apply for a new visa in your home country.

For any additional information please, do not hesitate to contact Istituto Marangoni London's Admissions Office.

Istituto Marangoni London