

General Student Regulations 2024-25

Section 1 – International Students

Document Control Information	
Version control	1.0
Owned by:	Dean of Students & Head of International Students
Latest amendment on:	<u>June 2025</u>
Approved by:	<u>Academic Board</u>
Approved on:	<u>4 June 2025</u>
Coming into effect on:	<u>September 2025</u>
Review date:	<u>June 2026</u>

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Changes since last publication

Paragraph	New/Existing	Change
2.1, 2.2, 2.3	Existing	Updated name of relevant immigration document
4.1	Existing	Updated responsibility for enrolment decision making
4.2	Existing	Removed requirement for students to present original qualifications at enrolment. It has been agreed as an Admissions responsibility to confirm authenticity of qualifications accepted.
5.8	New	Para directing students to the procedures document which details how they will be monitored
3.1.2	Existing	Clarification the 50% deposit is required to enrol.

1. Application and relationship with other Regulations

- 1.1. These International Students Regulations apply to any applicant, offer-holder, or student who requires immigration permission to enter or remain in the UK.
- 1.2. In case of conflict between these International Students Regulations and any other regulations, these International Students Regulations supersede any other requirements.

2. Admission requirements

- 2.1. If an applicant is not a national of a majority English speaking country, as defined in Appendix English Language of the UK Immigration Rules, in addition to any other admission requirements they will be required to achieve specific levels in one of the acceptable English language tests or other alternative approved by the University for entry onto the relevant course. Acceptable English language tests, other approved tests and the scores required to be issued with an unconditional offer are published on the University's website.
- 2.2. If an applicant is not a national of a majority English speaking country, as defined in Appendix English Language of the UK Immigration Rules and is applying for a course that is below degree level (such as a pre-sessional English course or foundation course) the applicant will require a Secure English Language Test (SELT) certificate from an approved test provider demonstrating that they have reached the required levels in addition to any other admission requirements. The approved providers are listed in Appendix O of the Immigration Rules.
- 2.3. An applicant will be exempt from the English language test, (or other approved test) score requirement if they have studied and successfully completed a bachelor degree at a recognised institution authorised to issue bachelor degrees, in the UK or Ireland or in one of the countries defined in Appendix English Language of the UK Immigration Regulations as a majority English speaking country, except Canada. Applicants may need to provide additional documentary evidence from ECCTIS to prove an overseas qualification meets the requirements set out in UK Immigration Rules.

2.4. The University requires satisfactory evidence of all students' qualifications,

including a valid / verifiable language certificate/SELT where indicated, in order to issue such an applicant with an unconditional offer. Such applicants will be required to provide official transcripts or certificates that are clear and legible copies authenticated by the issuing organisation.

- 2.5. Admissions decisions are taken by the University in good faith on both the basis of qualifications provided and statements made in a student's application. If it is discovered that a false statement has been made or significant information has been omitted from a student's application form, the University may withdraw or amend its offer, refuse or withdraw sponsorship and terminate the student's enrolment at the University, according to the circumstances.
- 2.6. If an applicant will require a student visa to study in the UK, receipt of an academic offer does not guarantee that such an applicant will be assigned a Confirmation of Acceptance for Studies (CAS).
- 2.7. The University is obliged to comply with guidance published by the UK Visas and Immigration in respect of how the sponsorship process is administered. In line with this guidance, the University must only assign a CAS to a student that they reasonably believe will go on to meet the requirements of the student route category under which the CAS is assigned. With this in mind the applicant's immigration status, immigration history, application and evidence will be assessed in accordance with the Student route requirements, the Immigration Rules, published guidance and Home Office practice.
- 2.8. The University reserves the right to refuse a CAS even if the applicant meets all of the academic entry requirements if it does not reasonably believe that the applicant will go on to meet the requirements of the Student route category under which the CAS is assigned.
- 2.9. The University reserves the right to refuse a CAS in order to support Variations of Applications of leave to remain.

3. Issue of Confirmation of Acceptance for Studies

- 3.1. Before any CAS will be issued:

- 3.1.1. All applicants or offer holders, who intend to fund their studies by a Local Government Funding Body such as US Federal Direct

Loan funding or Norwegian State Educational Loan Fund must:

- 3.1.1.1. have applied for the Loan/Funding by the due date publicised on the International Pages on the University's website; and
- 3.1.1.2. provide an official letter to the University's Admissions to prove that they have applied for funding.
- 3.1.2. Any other international applicant or offer-holder (including those who intend to obtain loan funding through private loan funding organisations/banks or any US non-federal loan program) must pay a deposit of 50% of the full listed annual tuition fee to complete enrolment. The remaining balance of the year's tuition fee will be due within three months from enrolment.
- 3.2. An international applicant or offer-holder will not be required to pay the mandatory deposit as indicated above if they have been awarded a full scholarship by London Metropolitan University. The applicant or offer-holder will need to have an official confirmation from the University's Admissions or International Development Team to confirm they have been awarded with a scholarship, outlining the name of their course, the dates they will be studying and the value of the scholarship they have been awarded.
- 3.3. Requests for refunds of any deposit paid will be dealt with in accordance with the University's Tuition Fees Regulations.
- 3.4. If an international student is eligible for any partial scholarship awarded by London Metropolitan University (for example, a country specific scholarship or a tuition fee discount), this amount is deductible after their enrolment from the tuition payment that remains payable.
- 3.5. If an International Student is sponsored by a recognised and approved* sponsorship body (The British Council, Governmental or its authorised agencies or employer), the sponsor will be required to supply evidence confirming that they are responsible for the payment of tuition fees for the duration of their course. (*an approved sponsor is one that is recognised by the University or one that has been granted approval by the University)
- 3.6. International Students who are allowed to enrol on a course with a non-study visa that expires before the end date on their course, do so at their

own risk. It is the responsibility of such students to ensure that they will be

able to meet all of the necessary requirements in order to extend their current immigration permission or meet the requirements in order to successfully obtain a Student route visa in order to complete the course in the UK. In some cases, this might require the student to return home and reapply for a new visa to come back to the UK. The University reserves the right to refuse to issue a CAS for a student to complete their course if all of the requirements under the Student route are not met or if the student's attendance, progression or engagement since enrolment has been unsatisfactory.

4. Enrolment

- 4.1. All Student visa route offer-holders will be required to present their original current passport and valid UK visa for verification at enrolment. If an international offer-holder cannot present these documents at the time of enrolment, they may only be allowed to enrol at the discretion of the Director of International Support and Compliance or other senior member of staff with immigration compliance responsibilities. If the offer holder is awaiting the outcome of an immigration application made in the UK the decision to enrol will be dependent on the status and type of application, original documentation held and may require the University to undertake an immigration check with UK Visas and Immigration before the enrolment can be completed.
- 4.2. **DELETED**
- 4.3. For each academic year of study, all International Students are required to pay tuition fees, as notified to them by the University. Unless stated otherwise, the tuition fee quoted in any offer letter does not include any charges for residential accommodation, examination retakes in accordance with the University's usual policy, extensions to the designated period of study or travelling expenses and other miscellaneous expenses which may be related to a programme of study.

5. After Enrolment

- 5.1. All Student visa holders must inform the University of their UK contact

details (UK residential address and personal telephone number) and immediately inform the University of any changes to their contact details. Failure to do so will result in suspension from the course which will lead to termination of enrolment and withdrawal of visa sponsorship.

- 5.2. All Students are required to attend all lectures, tutorials, examinations and other activities which form part of their programme of study/course. This includes the requirement to submit all pieces of assessed work on time.
- 5.3. All Student visa holders' attendance and engagement will be monitored for the duration of their courses and failure to meet satisfactory attendance requirements will result in further action including warnings and withdrawal of sponsorship and termination.
- 5.4. If a student requires a CAS to support an extension of leave in order to continue a course, the University will consider the student's attendance, progression and engagement to date. The University reserves the right to refuse a CAS for a student to complete their course if all of the requirements under Student route are not met or if the attendance, progression or engagement is deemed unsatisfactory.
- 5.5. All Students on a Student route visa sponsored by the University under the Student route of the Points Based System (PBS), will be subject to the reporting requirements set out by the Home Office in the Student route Sponsor Guidance. If any such International Student fails to meet all of the attendance requirements as laid down in that guidance, is withdrawn, suspended, or intermits, the University is obliged to report this action to the Home Office in line with the Guidance and sponsorship of their student route visa will be withdrawn.
- 5.6. All International Students must adhere/comply to the conditions of their visa at all times. The University is legally required to report to the Home Office any student who breaches the conditions of their UK visa, whether sponsored by the University or not.
- 5.7. All International Students must inform the University immediately if their immigration status changes at any time and provide the University with copies of all correspondence that they receive from the Home Office in relation to their current immigration status if they leave the UK permanently or switch into another immigration tier.

5.8 The procedures that the University will follow to monitor attendance, engagement, progression and relevant conditions of the Student visa listed above are detailed in the Sponsor Compliance Procedures and Processes document made available to students in the International Student pages of the Student Zone internal website.

6. International students who are under 18

6.1. Where an international student on a student visa will be under 18 at the time of registration and enrolment, in addition to the requirements of the under-18 code, their parent/legal guardian will be required to:

- 6.1.1. Provide their written consent for the student to study at the University.
- 6.1.2. Where the student does not already have a parent/legal guardian living in the UK, nominate a legal guardian for the student in the UK (who must be a relative or a person whom the student's parent/legal guardian nominates as the student's guardian while the student is under the age of 18 in the UK) in accordance with the University's policy on the admission of students under the age of 18.
- 6.1.3. Provide the student's arrival details from their home country before the start of the course including travel details and arrival meeting arrangements.
- 6.1.4. Provide the student's UK accommodation details.