Visa Students Record Keeping Policy and Procedure

1. Introduction

The aim of this policy is to make clear the records we must gather and store in accordance with Appendix D of the Sponsor Guidance and the procedures surrounding this process.

1.1 Purpose
- As Sponsor Licence holders, we are obliged to fulfil certain duties to ensure that immigration control is maintained, and our status as Sponsor Licence holders is protected. As part of these duties, we are required to gather and store specific records from our visa students as outlined in Appendix D of the Sponsor Guidance.

1.2 Scope
- This policy will detail the specific records we are required to gather and store in accordance with Appendix D, and the process by which these records will be collected and stored.
- All students who are Student visa holders sponsored by Norland are required to submit these documents when requested during the enrolment process.

2. Policy and Procedures

To fulfill our sponsorship duties, for each student studying with us who has a Student visa that we have sponsored them for, we must gather and keep the following documents:

Copy of sponsored student's current passport. We will copy all pages showing any personal identity details including biometric details, stamps, or immigration status document including their period of permission to stay in the UK. This must show the student's entitlement to study with a licensed sponsor in the UK if the applicant has been issued a vignette for travel. EEA nationals (who have a biometric passport) applying from overseas under the Student route using the ID Check app will receive an eVisa (a digital version of their immigration status information) rather than a vignette and a physical biometric residence permit (BRP). The validity of the Student or Child Student permission will be confirmed on the eVisa. All applications for permission to stay made from 09:00 14 December 2021 on the Student route using the ID Check app will result in an eVisa if granted. Visa nationals using the ID Check app for such applications will also receive a BRP. Non-visa nationals using the ID Check app will only receive digital status. Applicants who are unable to use the ID Check app will receive a BRP only.

Those with an eVisa can prove their status online. Students with this status can obtain a share code which can be used to prove an individual's immigration status.We must always check the date on which the migrant entered the UK, to ensure they entered during the validity of their Student permission and therefore can study. If a student enters the UK

before the start date stated on their Student permission, they will not have entered on the basis of their Student permission and will not be able to commence their studies. They will need to leave the common travel area and re-enter on or after the start date on their Student permission to activate their Student permission.

If the migrant is an EU national, EEA national or a national of Australia, Canada, Japan, New Zealand, Singapore, South Korea, Switzerland or the United States of America, they may enter the UK through an automated e-Passport gate ('e-Gate') if they hold valid permission confirmed by digital status or a vignette or BRP. In such cases, they will not have an entry stamp in their passport which states the entry date.

If the student does not have an entry stamp, we must still check the date of entry by asking to see other evidence such as, but not limited to, e-tickets or a paper or electronic boarding pass. We must then record that as the date the student entered the UK, but do not have to retain evidence of the date of entry.

a. Copy of the student's BRP or digital status. Where the student has digital status, we will keep an electronic copy of the status.
b. Record of the student's absence/attendance, this may be kept either electronically or manually.
c. A history of the student's contact details to include UK residential address, telephone number and mobile telephone number. This must be kept up to date with any changes to these details.
d. Copies or originals where possible of any evidence assessed by us as part of the process of making an offer to the student; this could be copies of references, or examination certificates. Higher Education Providers with a track record of compliance must keep records of the documents used to obtain the offer for their students at degree level or above but these documents do not need to be submitted with the student's visa application.

The Visa Manager is responsible for gathering and storing the above documents from the applicable students who come under these descriptions.

Norland will store the documents electronically, and the Visa Manager will be responsible for their secure storage and accessibility should UKVI request them.

All documents relating to a student whom we sponsor will be kept throughout the period that we sponsor them and in compliance with the Student Privacy Notice.

In addition to gathering and storing these required student documents, we will also keep all documents provided as part of our application to become a licensed sponsor throughout the duration of our licence. The Visa Manager is responsible for the secure storage of these documents, and their proper disposal should we rescind our licence.

Document Control Information

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