

Protecting  
your Tier 4 visa.  
Top tips

# Protecting your Tier 4 visa is important, both for completing your studies and for avoiding potential problems with any future immigration applications you may need to make.

## Here are some top tips:

- **Attendance:** you are required to be studying full-time if you are in the UK on a Tier 4 visa. If you need to miss any classes, or if you need to leave the UK during term-time, please discuss this with your faculty as soon as possible. The University also monitors your attendance through access to our electronic systems.
- **Keeping your documents safe:** you should keep your passport and visa safe at all times, both in the UK and when travelling – don't carry them with you if you don't need to. You should also keep copies of these documents in case you lose them.
- **Updating your records:** you must make sure that the University, the Home Office, and the police (if required) hold up-to-date contact details for you at all times. You should also make sure that the VISAS Team always have a copy of your most recent passport and visa.
- **Employment:** don't work more than your permitted hours – it is a criminal offence, and may prevent you from completing your course. Your work restrictions will be printed on your visa.
- **Extending your visa:** VISAS can help you with your application, so don't apply by yourself. If you think you need to extend your visa, get in touch with us as soon as possible – don't leave it to the last minute.

**Any questions?** The VISAS Team are here to help. You can visit our website for further information, or come visit us at one of our drop-in sessions: every Tuesday and Thursday 9am–11am in Student Services.

[www.southampton.ac.uk/visa](http://www.southampton.ac.uk/visa)