

Prifysgol Wreccsam  
**Wrexham** University

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**Reporting & Record Keeping  
Responsibilities to UK Visas  
and Immigration (UKVI)  
Policy**

2025/26

**Contents**

- 1 Policy ..... 2
- 2 Purpose of the Policy ..... 2
- 3 Key Responsibilities ..... 2
- 4 Reporting Duties ..... 2
  - 4.1 Pre-enrolment..... 3
  - 4.2 Post-Enrolment ..... 3
  - 4.3 Graduate Route Reporting..... 4
  - 4.4 Reporting Recruitment Agents, Sites, Exceptional Arrangements & Teaching Partnerships. .... 4
- 5 Record Keeping Duties ..... 4
- 6 Failure to Adhere to Sponsor Duties..... 5
- 7 Accessibility ..... 5



## **1 Policy**

1.1 The University is a Sponsor for international students coming to the UK to study under the Points Based Immigration System. Wrexham University is committed to being a responsible Student Visa sponsor and to support immigration control.

## **2 Purpose of the Policy**

2.1 As a licensed sponsor of international students, the University has a duty to act in accordance with the Immigration Rules, Sponsor Guidance and other advice received from UK Visas and Immigration (UKVI). This policy outlines the University's reporting & record keeping duties relating to Student Visa sponsored students.

## **3 Key Responsibilities**

3.1 Responsibility for the implementation of this policy lies with the Home Office Authorising Officer, with support from the International Compliance Team, International Office, Student Administration and Faculties.

3.2 This policy is intended primarily for staff responsible for reporting students to the Home Office. However, all staff working with students under the points-based immigration system must ensure full compliance with this policy.

3.3 The reporting of students with a Student Visa or those sponsored under the Doctorate Extension Scheme will be completed by the International Compliance Team using the Sponsorship Management System (SMS). When making a report, the University is required to provide the student's last known address, telephone number and email address.

3.4 The University has a duty to inform UKVI if information reported is incorrect and why it is incorrect.

3.5 Students are expected to assist the University in discharging its compliance responsibilities by cooperating with all reasonable requests for information and / or documentation.

## **4 Reporting Duties**

The University will report students to the Home Office in line with the Student Route Sponsor Guidance, the Immigration Rules, and any additional advice provided by the Home Office. Reporting duties are fulfilled through the UKVI Sponsor Management System (SMS). Reports will be submitted by the International Compliance Manager or by an authorised SMS Level 1 User nominated by the International Compliance Manager.



#### 4.1 Pre-enrolment

- If a student withdraws from their course before they travel to the UK. Report to be submitted within 10 working days of the University being made aware of the change.
- If a student's start date is delayed before they enter the UK but after they have been granted entry clearance. The University must confirm that the student can still complete the course within the dates given on their visa. If this is not possible the University must either assign a new CAS or advise the student to apply to vary their leave to include a later end date.
- If a student does not enrol on his/her course within the enrolment period. Report to be submitted within 10 working days of the enrolment period ending and must include any reason given for non-enrolment (for example, a missed flight / visa refusal).

#### 4.2 Post-Enrolment

- If the University becomes aware that any of its sponsored students have been granted leave with the incorrect conditions of stay (e.g. work concessions, expiry date) a report is to be submitted within 10 working days of the University being made aware of the issue via the Sponsor Management System (SMS).
- If a student fails to maintain contact with the University and demonstrates consecutive periods of non-engagement exceeding 60 days without prior authorisation, a report must be submitted within 10 working days of the last missed contact.
- If a student defers or suspends their studies (voluntary or otherwise) after arriving in the UK a report is to be submitted within 10 working days of the University approving the deferral or suspension. Students should refer to the Policy on the Suspension of Studies which outlines the maximum period of authorised leave permitted. If a student suspends their studies for a period that is longer than 60 days, sponsorship will be withdrawn and their permission to stay in UK will cease, students must make plans to leave the UK. A CAS request will be considered when the student is ready to resume their studies.
- A report must be submitted within 10 working days of the University completing all internal processes relating to the student's withdrawal, whether the withdrawal is initiated by the student or by the University.
- If the University stops sponsoring a student for any reason, a report to be submitted within 10 working days. Reasons for this type of report may include:
  - Student moves into a different immigration category with a different sponsor.
  - Student moves into an immigration category that does not require a sponsor.
  - Student has completed intended programme earlier than expected.
  - Student has failed to make sufficient academic progress.

- If there is a significant change in a student's circumstances, a report to be submitted within 10 working days. Reasons for this type of report may include:
  - Change of study location.
  - Change of course.
  - Work placement changes.
  - If there is any information which suggests a student is breaching the conditions of his or her visa, such as working in breach of the hours stated on their visa.
- If the University has reason to believe that a student has obtained a visa to enter the UK using fraudulent documentation, the student will be withdrawn from their studies for breach of contract. The student will be reported to the Home Office within 10 working days.
- If the University suspects that a student is not a genuine student, this must be reported immediately via the Home Office reporting service at <https://www.gov.uk/report-immigration-crime>.

### **4.3 Graduate Route Reporting**

4.3.1 Graduates who may be eligible for the Graduate Route visa will be reported after formal approval of their degree awards has taken place. Once the University confirms that the student has completed the intended qualification and meets the visa requirements, the report will be submitted via SMS, and students will be notified by email that they can apply for the visa.

### **4.4 Reporting Recruitment Agents, Sites, Exceptional Arrangements & Teaching Partnerships.**

4.4.1 The University will advise UKVI of any third party, such as an agent, in the UK or overseas that is involved in the recruitment of international students.

4.4.2 The University has a duty to ensure that all sites, exceptional arrangements and teaching partnerships are recorded as per the sponsor guidance and to notify UKVI of any relevant changes that affect the sponsor licence as outlined in the Sponsor Guidance.

## **5 Record Keeping Duties**

5.1 The University's record keeping duties, as per Student Sponsor Guidance (Document 2: Sponsorship Duties), include:

- Current passport showing all personal identity details including biometric details, leave stamps, or immigration status document including the period of leave to remain in the UK. This must show the student's entitlement to study in the UK. In the absence of an entry stamp, other evidence such as the travel ticket to the UK or boarding card should be kept.

- Evidence of eVisa right to study check.
- Evidence of student's arrival in the UK (Must not have entered the UK before the start of the student's visa).
- Record of the student's attendance / absence.
- Contact details (UK address, telephone number, email) and historical record.
- Academic Technology Approval Scheme (ATAS) clearance certificate, if applicable
- Copies or originals of any evidence assessed as part of making an offer to a student such as references or certificates.

5.2 The University also has a duty to retain records about any appeal a student makes against a decision to refuse leave. Where an appeal is successful and leave is granted, the University must inform UKVI if the start date is delayed and provide a new enrolment date.

## **6 Failure to Adhere to Sponsor Duties**

6.1 UKVI has a duty to ensure that all sponsors discharge their responsibilities and will take compliance action when it considers a sponsor has failed to do so or poses a risk to immigration control. Non-compliance could result in the University's licence being revoked. Loss of the licence would result in the University being unable to recruit international students and also the loss of the Skilled Worker licence which enables the institution to sponsor international staff.

6.2 UKVI Officers carry out checks to ensure sponsors are undertaking their monitoring and reporting duties effectively. The UKVI has rights of access and can visit unannounced or pre-arranged, to the premises of any sponsor. The UKVI may also wish to speak to sponsored students during or prior to an audit visit. The University will advise students of any meeting request where possible.

## **7 Accessibility**

7.1 Wrexham University strives to be a supportive and trauma-informed university in the design and operation of all our processes and procedures. If you need adjustments to access this procedure or have any other comments to make on the accessibility, wording or any part of this procedure, please do email us on [internationalcompliance@wrexham.ac.uk](mailto:internationalcompliance@wrexham.ac.uk).