



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 Student 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 Student 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 College 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:

- a. 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 is a non-EEA national or an EEA national who does not have a chipped passport. EEA nationals (who have a chipped passport) applying under the Student routes will receive a biometric immigration document in the form of an online immigration status rather than a vignette and a physical BRP (Biometric Residence Permit). The validity of the student permission will be confirmed on the digital status. An EEA national can prove their status by accessing the following link <https://www.gov.uk/view-proveimmigration-status>. EEA nationals can obtain a share code which can be used to prove an individual's immigration status. We will record information received from the share code in order to meet the record-keeping requirement. We will always check the date on which the student entered the UK, to ensure they entered during the validity of their Student permission and therefore can study. However, if the student is an EU national, EEA national or a national of Australia, Canada, Japan, New Zealand, Singapore, South Korea 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. If the student does not have an entry stamp, we will 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 will then record the date the student entered the UK, but may not retain evidence of the date of entry.

- b. Copy of the student's BRP or digital status. Where the student has digital status, we will keep an electronic copy of the status.
- c. Record of the student's absence/attendance, this may be kept either electronically or manually.
- d. 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.
- e. 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 International Student 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 International Student Manager will be responsible for their secure storage and accessibility should UKVI request.

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 International Student Manager is responsible for the secure storage of these documents, and their proper disposal should we rescind our licence.



[NB: The table below should be completed by the document owner and attached to every College Policy Document.]

Document Control Information	
Policy Title:	Visa Students Record Keeping Policy and Procedure
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