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Introduction

Welcome to the International Student Guide

This guide provides general guidance for students studying in the UK on a Student visa. It covers a wide range of important topics—from visa responsibilities and working rights to healthcare access and travel guidance.

You'll find useful links throughout the guide to help you explore each subject in more detail. The Table of Contents is interactive, so you can click on any topic to jump directly to the relevant section for quick and easy navigation.

We hope this guide supports you throughout your studies and helps you make the most of your time in the UK.

Accessing Share Codes

What are Share Codes and when are they required?

A share code is a 9-character alphanumeric code issued through the UK Visas and Immigration (UKVI) online system. It allows students to securely share their immigration status with trusted organisations like:

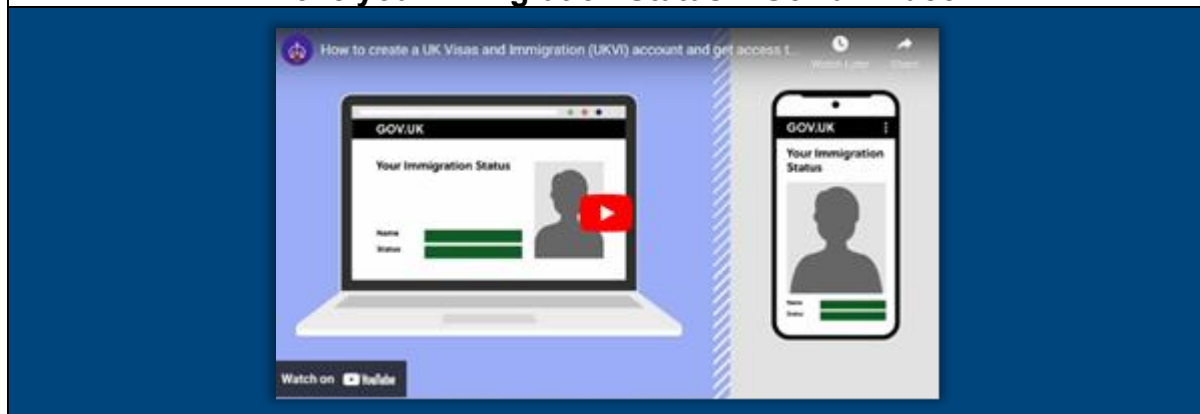
Purpose	When Students Use It	Option to Select When Generating
Immigration Status	To enrol or re-enrol at university	"Something else"
Right to Work	As a proof when applying for jobs	"To prove my right to work"
Right to Rent	When signing a tenancy agreement or moving into UK accommodation	"To prove my right to rent"

You generate a different share code for each purpose, and it must be matched with your date of birth to be valid.

How to generate a Share Code

1. Visit: <https://www.gov.uk/view-prove-immigration-status>
2. Sign in using your:
 - Biometric Residence Permit number (if you were previously issued a BRP card)
 - Passport or ID card
 - Date of birth
3. Select the purpose of the share code
 - Choose "Something else" for immigration status
 - Choose "To prove my right to work" or "To prove my right to rent" as needed
4. Receive your share code (e.g. SB1-XYZ-456) – it will be valid for **90 days** and can be reused with different organisations during this time
 - The share code for immigration status should always start with an **“S”**
 - Once expired, you'll need to generate a new code
5. Share your code and date of birth with the institution (employer, university, landlord)

Prove your Immigration Status – Gov.uk video



Reporting an Error on Your eVisa

If you notice an error on your eVisa, it's important to report it as soon as possible. You can do this yourself via the UK government website, but it's equally important that you also notify the university. At UWTSD, we are able to report the error to the Home Office on your behalf and support you through the process.

Possible errors are listed below but not limited to:

- Personal Details (Name, Date of Birth, Nationality etc.)
- Visa valid period
- Visa conditions
- Unable to generate share code
- Unable to access eVisa

How to Report an Error

1. Visit: www.gov.uk/report-error-evisa
2. Click 'Start now' and confirm whether you are currently inside or outside the UK.
3. Select the first choice 'Yes, I cannot see my eVisa when I sign in to my UKVI account' if you cannot access your visa, select the second option 'No, the problem is something else' for other errors and click 'continue'
4. Fill in your personal details (Name, date of birth, nationality, passport number) and submit the error report
5. Keep evidence of your submission (a confirmation page or an acknowledgment email from the Home Office).
6. Once completed, contact UWTSD to inform immigration compliance team of the issue

University Reporting Support

The university can also report eVisa errors for you.

Please email the campus admissions team who can then forward your query to the UWTSD Compliance team if necessary, the details of the admissions team are listed on the last page of this document [Here](#)

We will report the issue to the Home Office on your behalf and update you as soon as we receive a response. If you receive a response from UKVI directly before hearing back from us, please forward this to us as well.

If you are not able to access your eVisa account, please contact your campus admissions team as soon as possible.

Students who do not report the problem on time could experience serious consequences such as voiding of your exam results due to incomplete enrolment.

Need to Speak to UKVI?

If you require further help or wish to follow up directly, you can contact the Home Office at: www.gov.uk/contact-ukvi-inside-outside-uk

Student Engagement Responsibilities

At UWTSD, your engagement with your studies is monitored to help you succeed and identify when support may be needed.

The University uses a Traffic Light System to track student engagement:

- **Green** – Fully Engaged: You're attending sessions, submitting assignments, accessing Moodle, and staying in contact with staff.
- **Amber** – Partially Engaged: You're attending some sessions, submitting assignments, accessing Moodle and have some contact with staff. We will contact you to discuss your attendance and identify any issues.
- **Red** – At Risk: You've missed several sessions or assessments without contact. This may lead to withdrawal unless action is taken quickly.

What Counts as Engagement

For Undergraduate, Masters, Doctorate and DBA (Part I) students:

- Attending all scheduled, in-person classes on time
- Submitting assignments and attending assessments
- Accessing Moodle and participating in online activities
- Responding to emails and check-ins
- Staying in touch with your Programme Team

For Doctorate, DBA (Part II) students:

- Attend all on-campus meetings with your supervisor

If You Don't Engage:

- You'll receive automated messages and invitations to re-engagement meetings
- Continued non-engagement and not attending re-engagement meetings may lead to course and visa sponsorship withdrawal

Working in the UK

What You Can Do

- **Work During Term Time:** If your student visa allows, you can work up to 20 hours per week during term time. This includes both paid and unpaid work, such as internships or voluntary work. The dissertation period is also considered term time. For students studying below degree level, the limit is 10 hours per week. A "week" is defined as Monday to Sunday.
- **Work During University Term Breaks:** You can work full-time during official vacation periods. However, reading weeks are not considered vacation time, and you cannot work full-time during these periods.
- **Work Placements:** If your course includes an integral and assessed work placement, you may work full-time during this placement, in addition to any permitted part-time work.

What You Cannot Do

- **Self-Employment:** You cannot be self-employed or engage in business activities. This includes freelance work and operating your own business.
- **Permanent Full-Time Employment:** You cannot take a permanent full-time job unless you have been granted a Skilled Worker or Graduate Route visa.
- **Professional Sports or Entertainment Roles:** You are not permitted to work as a professional sportsperson or sports coach, or as a professional entertainer.

Important Reminders

- Make sure you DO NOT work over your weekly hour limit stated in your visa conditions
- **Check Your Visa Conditions:** Always verify the specific work conditions listed on your decision email or digital immigration status. These will outline the exact permissions and restrictions applicable to you.
- **Keep Records:** Maintain detailed records of your working hours to ensure compliance with your visa conditions. This is important in case your institution or UK Visas and Immigration (UKVI) requests evidence of your work patterns.
- **Avoid 'Cash in Hand' Work:** Always work in companies with an official payroll system and ensure that you receive your payslip every week / month depending on job nature and companies' Human Resources policies. Working 'cash in hand' is illegal and can jeopardise your student visa status.
- **Volunteering VS Voluntary Work:** Volunteering offers the opportunity to undertake a wide range of activities. It is not paid, but you can meet new people and engage within your local community.
- Voluntary work is typically characterised by working for the benefit of a charity, voluntary organisation, or related fund-raising or statutory bodies. It is a type of unpaid employment. This sort of unpaid employment counts towards your weekly hours of work

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- **Seek Advice:** If you're unsure about your work rights or need clarification, contact our compliance team or consult the [UK Council for International Student Affairs \(UKCISA\)](#). They provide comprehensive guidance and support.
- Do not work over your allowable hours even if your employer requests you to do so, this is illegal and your visa may be cancelled.

Documents Required By Your Employer

1. Right to Work Share Code – Use the guide on page 4 '[Accessing Share codes](#)'
2. Your Enrolment/Registration letter. You can access this by logging into your MyTSD account [Here](#)
3. Your employer will need to see your term dates, they are listed on UWTSD Website [Here](#). You DO NOT require a tailored term dates letter. Your employer can verify your details by contacting the university.

Important Rules About Working In The UK

You can work up to 20 hours per week:

- During term time
- If you are on a Doctorate programme in part 2 (research phase). Vacation periods do not apply.

You can work full time:

- During vacation periods (only if you are studying on a full time on-campus programme, e.g. BA or MBA)
- If you have submitted your final coursework and the compliance team has been informed of your submission. This applies to research students that have submitted their final thesis.

National Insurance (Tax Registration)

You need to register for a National Insurance Number (tax registration).

All workers in the UK need to be registered with HMRC via a National Insurance Number (NINO). It is important that you apply for a NINO as soon as you arrive in the UK.

- To get a National Insurance Number (NINO) you need to apply online at: <https://www.gov.uk/apply-national-insurance-number/how-to-apply>
- Your employer should ask you for your NINO even if you are not paying tax
- All employers are legally required to give you a payslip showing your name, NINO, Gross Pay, any tax and other deductions and your Net Pay
- If they do not do this please speak to us as you may be working illegally

Travel and Study

Under the UK Visa and Immigration regulations if you have a visa to study at the University of Wales Trinity Saint David, you must be present on the premises for the purpose of your studies during term time unless you apply for, and are granted, an 'authorised absence' from your studies.

The information below explains what you must do if you are unable to attend the University during term time.

Acceptable reasons for authorised absence(s)

The University has an obligation under its UKVI Sponsor Licence to monitor and keep records of academic attendance and engagement of international students. If there is a need to apply for authorised absence there must be a valid reason supported by verifiable documentary evidence. Acceptable reasons for authorised absences include:

- illness;
- having to return to your home country unexpectedly, for example as a result of a close personal bereavement or serious illness (immediate family);
- to leave the UK to carry out fieldwork;
- to attend a conference;
- to complete a dissertation/thesis in your home country.

Student visas are granted for the primary purpose of study in the UK and attendance is a critical requirement to assure the best-possible academic outcome for every student. You should therefore not ask for approval to be absent from teaching sessions during term-time for the purposes of tourist travel, religious occasions or social occasions (e.g. weddings) outside the UK. Students, who make this type of request when teaching is occurring during term time should not be offended if a request is refused where it is felt that absence may significantly damage academic progress.

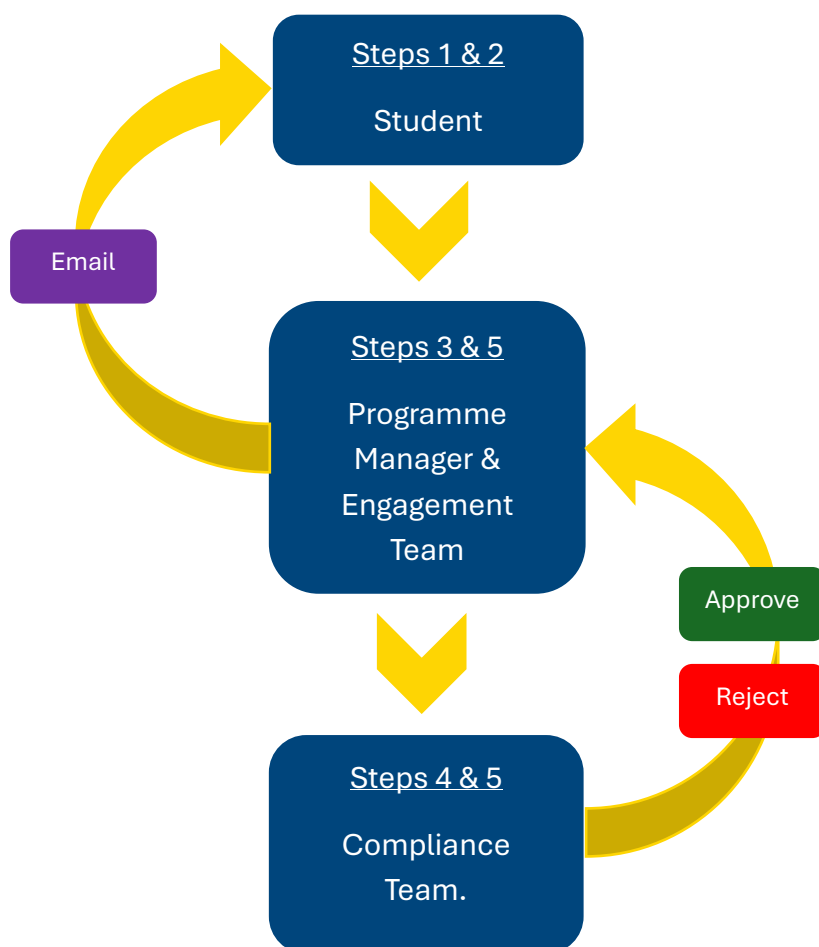
Important Note for Research Students

As you progress into the second year of your programme, you will be assigned a team of supervisors to support your research activities.

Please be aware that the research phase does not include any taught sessions. As such, standard academic term breaks do not apply during this period.

Students undertaking research may be granted up to **60 days of leave per academic year**. This allowance may include university closure days (e.g., Christmas Day and Boxing Day). However, **scheduled academic holidays, such as the summer and Easter breaks**, are not included in this entitlement and will not count toward the 60-day leave allowance.

Leave Request Flow Diagram



Leave Request Procedure

Important Note: All students must complete the Authorised Absence Form when requesting leave from their programme of study. This includes students who intend to travel abroad and return to the UK — it is essential that the university is informed of your whereabouts during this time. The only exception is for students who remain in the UK during official vacation periods; in such cases, submission of the leave request form is not required

International students wishing to request leave must follow the steps below:

1. **Complete the Authorised Absence Form (AP2/AP2a)**
 - Access the form [Here](#)
 - Download and complete the form, ensuring all sections are filled in accurately.
 - Carefully read the guidance notes at the end of the form before submission
2. **Submit the Form**
 - Email the completed form to your Programme Manager or Supervisor.

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- Be sure to copy in the relevant Engagement/Admin team for your campus
- 3. Internal Review**
 - Your Programme Manager and Engagement/Admin team will review your request.
 - They will complete their section of the form and forward it to the Compliance Team for further checks
- 4. Compliance Review**
 - The Compliance Team will assess your request, including feedback from your Programme Manager and Engagement team.
 - They will determine whether the leave can be approved or must be declined
- 5. Outcome Notification**
 - If your leave is approved by all departments, the Student Engagement Team will notify you via email.
 - If you are travelling outside the UK, you must provide your flight itinerary. A travel letter will then be issued to support your journey

What is a Schengen Visa for Students on a UK Student Visa?

A Schengen visa allows non-EU/EEA nationals, including international students in the UK, to travel to 29 European countries within the Schengen Area for short stays (up to 90 days in any 180-day period). This is ideal for students who want to explore Europe during term breaks or holidays.

Even though you're studying in the UK, you'll likely need a Schengen visa if your nationality does not qualify for visa-free access to the Schengen zone.

How to Apply for a Schengen Visa from the UK

- 1. Check if You Need a Visa**
 - Visit the embassy website of the country you plan to visit first or spend the most time in.
- 2. Book an Appointment**
 - Schedule a visa appointment at the relevant consulate or visa application centre (e.g. VFS Global).
- 3. Prepare Your Documents**

Common requirements include:

 - Valid passport
 - UK Student visa (valid for at least 3 months after return)
 - Proof of enrolment and accommodation
 - Travel insurance (covering at least €30,000)
 - Travel itinerary and proof of funds



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4. Attend the Appointment

- Submit your documents and biometric data (fingerprints and photo).

5. Wait for a Decision

- Processing usually takes around 15 working days, so apply at least 3 weeks in advance.

For a detailed step-by-step guide, you can visit [SchengenVisas.com](https://www.schengenvisas.com)

Accessing Healthcare in the UK

Eligibility for NHS Services

Studying for 6 Months or More

If you're a full-time international student studying in the UK for more than six months, you're eligible for free NHS services. This includes paying the Immigration Health Surcharge (IHS) as part of your visa application. The **IHS is £776 per year** (prescription fees are not included) for students and must be paid for any dependants accompanying you.

Note: only Post Graduate research programme (PHD or other doctoral qualifications) students are allowed to bring dependants to the UK

Studying for Less Than 6 Months

If your course is shorter than six months, you're not eligible for NHS services. In this case, it's advisable to arrange private health insurance for the duration of your stay.

Registering with a GP

Importance: Registering with a General Practitioner (GP) is essential to access NHS services, including consultations, prescriptions, and referrals to specialists.

How to Register

To find a GP in your area please use this link and enter your home post code:

NHS England: <https://www.nhs.uk/service-search/find-a-gp/>

NHS Wales: <https://111.wales.nhs.uk/localservices/gpinformation/>

Once you have selected a GP please phone them to arrange registration at their practice.

When registering with a local GP surgery you will need to have:

- Your passport and visa.
- Registration or enrolment letter from UWTSD
- Once you are registered update your details on [MyTSD](#)

Healthcare Services Available

Once registered, you can access various NHS services, including:

- General Practitioner (GP) Services: For routine consultations and referrals.
- Hospital Treatment: Including emergency and non-emergency care.
- Mental Health Services: Support for mental well-being.
- Sexual Health Services: Including family planning and contraceptive services.

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- Prescriptions: Note that in England, prescriptions typically cost £9.65 per item, unless you're under 19 and in full-time education, over 60, or pregnant. In Scotland, Wales, and Northern Ireland, prescriptions are free.

Emergency and Urgent Care

- Emergency Situations: Call 999 for immediate assistance in life-threatening situations.
- Non-Emergency Advice: Contact NHS 111 for urgent medical advice or visit an Urgent Treatment Centre for non-life-threatening issues.

Dental and Eye Care

- Dental Services: NHS dental care is available but may require waiting, and some practices may not accept new NHS patients.
- Eye Care: Eye tests and glasses are generally not free; however, some students may be eligible for free eye tests or discounts.

Mental Health Assistance UWTSD

<https://www.uwtsd.ac.uk/study/experience-facilities/student-support-wellbeing/wellbeing-support>

Extending a UK Student Visa: University Guidelines

Who Can Apply for an Extension?

You may be eligible to extend your Student visa if:

- You are currently in the UK on a valid Student Route visa.
- You have an unconditional offer for a new course or need more time to complete your current one.
- Your new course meets the academic progression requirement, unless you're:
 - Repeating modules
 - Resitting exams
 - Returning from temporary leave
 - Completing a PhD

Visa Extension Flow Diagram



Visa Extension Process

1. **Initial Discussion**

Speak with your Programme Manager and/or administrative team to confirm whether a visa extension is required based on your academic progress and expected course completion date.

2. **Internal Review**

Your Programme Manager and admin team will liaise with the Compliance Team to initiate preliminary checks. These include reviewing your current visa status and gathering feedback on your academic engagement and attendance.

3. **Document Preparation**

Once initial checks are complete, ensure there are no outstanding tuition or university-related fees. You must then complete the Visa Extension Request Form and submit it—along with all required supporting documents—to: immigrationcompliance@uwtsd.ac.uk

4. **Compliance Assessment**

Upon receipt of your documents, the Compliance Team will conduct further checks.

- If your request is approved, a Confirmation of Acceptance for Studies (CAS) letter will be issued to support your visa application.
- If your request is declined, the Compliance Team will notify you with the reasons and provide further guidance where appropriate.

Important Note

The Compliance Team will assess each visa extension request on a case-by-case basis and, where possible, advise on alternative options. In particular, if there is still sufficient time for you to complete your final coursework before your current Student visa expires, an extension may not be necessary.

Please note that not all visa extension requests will be granted, and students are encouraged to plan ahead and seek advice early if they are concerned about their timelines.

Visa Extension Cost (as of April 2025)

If you are applying to extend your UK Student Visa from within the UK, the current fee is:

- £490 for the visa application itself
- £776 for the Immigration Health Surcharge (IHS) per year (most students pay for 1–2 years depending on the length of extension required)

These fees are subject to change, so students are advised to always check the [UK Government Visa Fees page](#) before applying.

Important Notes for Students Requesting a Visa Extension

1. **Start Early:** Begin the process at least 3 months before your current visa expires to allow time for internal checks and document preparation.

2. **CAS Requirement:** A new Confirmation of Acceptance for Studies (CAS) is mandatory for any visa extension. This will only be issued once your request is approved by the Compliance Team
3. **Outstanding Fees:** You must clear any outstanding tuition or university-related fees before your visa extension can be processed
4. **Supporting Documents:** You will need to submit:
 - Completed Visa Extension Request Form
 - Updated bank statements showing sufficient funds
 - Passport and BRP
 - Academic progression evidence (if applicable)
 - Any other documents requested by the Compliance Team
5. **Travel Restrictions:** Do not travel outside the UK while your visa extension is being processed. Doing so may result in your application being withdrawn by the Home Office.
6. **Leave Limits:** You are allowed a maximum of **60 days of leave per academic year**. Exceeding this may affect your visa status
7. **Remote Study:** If you plan to conduct research abroad, you must notify the university. Absences longer than 60 days may require visa cancellation and reapplication upon return

University Contacts

International Admissions

Campus

Wales Campus

London Campus

Birmingham Campus

Email

walesint@uwtsd.ac.uk

londonint@uwtsd.ac.uk

birminghamint@uwtsd.ac.uk

Student Engagement/Administration

Campus

WISA (Wales)

Humanities (Wales)

Institute of Management and
Health (Wales)

London Student Engagement

Birmingham Student Engagement

Email

WISAadmin@uwtsd.ac.uk

HumanitiesSocSci@uwtsd.ac.uk

imh.admin@uwtsd.ac.uk

LondonStudentEngagement@uwtsd.ac.uk

birminghamstudentengagement@uwtsd.ac.uk

Immigration and Compliance

Campus

All Campuses

Email

immigrationcomplicance@uwtsd.ac.uk