INTO Student Newsletter
December 2014

Newcastle University Christmas Closure Dates

Please be aware that the University closes for Christmas on 24th December at 5pm and does not re-open until Monday 5th January. This means that there will be nobody available for drop in, telephone or email during this time. If you have any questions that you’d like to ask or need any advice prior to the holidays you will need to speak to us or email in advance of this date. In addition, when we return due to the expected volume of enquiries it may take a day or two to get back to you.

Finding an Immigration adviser

You may find that for whatever reason you don’t want to use the services offered by the Visa Team. If this is the case then please ensure you use an OISC regulated immigration adviser. These advisers have to follow a code of conduct and you can be confident that you aren’t going to be given wrong advice or be over charged. You can find a regulated immigration adviser on the Home Office website at http://bit.ly/1xRiLoE. If the adviser you are using isn’t on this list then please find another who is.

Of course we would much rather that you come and use the Visa Team instead! We are all authorised to provide you with immigration advice and services to help you during your time at Newcastle University. We provide drop in services, appointments for visa renewals, workshops and general advice by email or telephone. What’s more it’s a service we offer without any additional fees.

Visa Team INTO Drop in service

The Visa Team offer a drop in session just for INTO students every Thursday in the Learning Zone of the INTO Building. The session runs from 12:00pm – 2:00pm to give all students a chance to ask any questions big or small with regards to their Tier 4 visa. Please remember that drop in is offered to students on a first come, first served basis. On a very busy day you may have to wait so come early.

Police Registration

If your visa requires you to register with the police, it is essential that you do so. This is not optional!

It is very important that you always keep your police registration certificate up to date. You must tell the police within 7 days if:

- You change address
- You change university/course
- You get married/divorced
- You get a new passport
- You have a baby whilst you are in the UK

Please be aware that if you don’t do this, you may be fined up to £5,000 or face 6 months in prison. Your certificate MUST be up to date when making a Tier 4 application.

Keeping your documents safe

You may wish to use the time during the Christmas holidays to travel in the UK or abroad. While you are travelling it is important that you look after yourself, and that you keep your passport and visa safe. To help you stay safe over the holidays, follow these top tips:

- Take photocopies of your passport and visa and keep them separate from your documents
- Write down important contact details and keep them in a safe place
- Tell friends and family where you are going
- Use hotel safes where available, and do not leave your passport or visa in your suitcase
- Keep an eye on your bags and don’t leave them unattended
- Beware of pickpockets and their assistants, particularly in crowded places such as the Metro

If you do lose your documents or if they are stolen, there is some advice available on our webpages that you can follow: http://bit.ly/11jNOi5

Visa Team, Student Progress Service, Newcastle University - T: 0191 2087133 E: visa@ncl.ac.uk