



Cambridge Management and Leadership School

**International Students Responsibilities and Obligations
2018 / 2019**

If you are being admitted to study with Cambridge Management and Leadership School on Short-term study visa. It is important to read your guide

Short-term Students (Version 8.0), available at

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/722982/Short-term-students-guidance-v8.0-EXT.PDF

You will need to ensure you comply with the conditions attached to your visa and co-operate with the Cambridge Management and Leadership School in fulfilling its Accredited Institution Responsibilities.

At Cambridge Management and Leadership School, Admission officer is responsible for administering international student files.

Cambridge Management and Leadership School fulfil following requirements:

- Hold a copy of your passport and immigration documents.
- Keep up-to-date UK contact details including both address and telephone number.
- Inform the Home Office and ASIC for any malpractice/maladministration or only to Home Office if you do not arrive as expected.
- Monitor your attendance and engagement with your studies.
- Inform the Home Office if we believe you are breaching the conditions of your leave to remain (e.g. working).

In addition, students must abide by the conditions attached to a Tier 4 visa, which include:

- Working restrictions.
- No access to state benefits: This means you cannot draw on some state benefits.
- Registering with the police if required.
- Notifying the Home Office of changes in your circumstances.
- Notifying the Home Office if you change your address.