

INTERNATIONAL STUDENT HANDBOOK

Welcome

Welcome to MetFilm School!

We are delighted to welcome you to our vibrant institution!

MetFilm School is proud of its international community of staff and students. Our diverse cultures encourage students to view higher education from alternative perspectives, enhancing the experience for everyone.

MetFilm School holds a license from the UK government, allowing us to sponsor your immigration to study with us in the UK.

This handbook will explain MetFilm School's reporting duties to UK Visas and Immigration (UKVI) and outline the steps you, as a student, need to take to protect your immigration status.

In addition to reporting duties, this document will cover your working rights during and after your studies, as well as provide information on how to obtain advice and support while studying.

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PART 1: VISAS

Registration

Registration is a mandatory part of each academic year at MetFilm School. Please be aware that any applicant who has been issued a Confirmation of Acceptance of Studies (CAS) and has not enrolled by the latest date of registration will be reported to the UKVI. The UKVI will then curtail (cancel) your visa if it has been issued. If not, your ongoing application will be cancelled.

If you have any questions or concerns about registration, please visit [enrolment support](#).

New Students – The latest date of enrolment at MetFilm School is clearly stated on your CAS. If you cannot arrive in the UK before the latest date of registration, please contact immigration@metfilm.ac.uk as soon as possible. You must be in the UK to complete registration for the first time.

Returning Students – The latest date you can enrol will be clearly stated on your invitation to complete registration. If you are facing issues completing your registration by the deadline, please contact immigration@metfilm.ac.uk

Student Responsibilities

It is your responsibility to register at the start of each academic year by the latest date of registration. If you believe you will not be able to enrol by the deadline, please contact immigration@metfilm.ac.uk as soon as possible.

Documents

The UKVI can request documents at any time. As such, we require a copy of the following documents at registration. We will follow up throughout the academic year if we need further information or documentation.

- > Passport
- > Immigration permission for the UK (eVisa)
- > Evidence of when you entered the UK
- > Evidence of documents submitted during the application process
- > Current and previous UK contact details (address and phone number)
- > Letter from guardian if you are under 18
- > Your attendance Record (this will be provided by the University).

Document Collection

MetFilm School will collect most of the required documents during the registration process when you enrol for your first year of study.

If you are applying as a student and are 16 or 17 years old, you must include a letter from your parent(s) or legal guardian(s) to confirm their support for your application.

Before a new student can be registered for the first time, MetFilm School will require the following documents:

- > Photo page of passport
- > Travel Visa with stamp
- > Visa
 - » eVisa Share code
- > Qualifications stated on your CAS and your English language

> Letter from guardian if you're under 18

Students returning for future years of study may also need to provide up-to-date documents.

If you are unable to provide these documents during registration, you will not be allowed to join your course. We will report this to the UKVI, which may curtail your visa.

If you require further information, please contact immigration@metfilm.ac.uk

Student Responsibilities

It is your responsibility to inform the International Student Compliance team of any changes to your permanent or term-time address, as well as your telephone number. You should also ensure that the University is made aware of any changes to your emergency contact.

In addition, you must contact us if you have been issued a new passport.

Please send any changes to your contact details or new passport copies to immigration@metfilm.ac.uk

We also advise you to report a change of address to the UKVI – you can do so online [here](#).

Incorrect visa

If there is an error on your visa (such as personal details, conditions, or the length of the visa), you must inform the UKVI immediately, and no later than 10 days after receiving your visa.

You can find support from the United Kingdom Council for International Students (UKCISA) [here](#).

You can also contact immigration@metfilm.ac.uk for further advice.

Student Responsibilities

It is your responsibility to check your visa for errors and to inform the UKVI.

Engagement

All students are expected to attend all scheduled contact points, including assessments and performances. As your visa is sponsored by MetFilm School, there are additional attendance requirements you must be aware of. The UKVI requires MetFilm School to monitor your attendance and engagement on your course and to act if you are absent from your studies without permission or are not engaging sufficiently.

Continued or serious cases of non-attendance may result in the withdrawal of your Student Visa sponsorship and your withdrawal from the University. You can find further information on how your attendance will be monitored and the steps you must take in the links below.

You can find the MetFilm School Student Engagement Policy [here](#).

Student Responsibilities

It is your responsibility to attend and engage with your classes in person. If you are unable to attend, you must inform the relevant departments.

Reporting duties

As MetFilm School holds a student visa license we are required to inform the UKVI of any changes to your academic circumstances.

Withdrawing Sponsorship

In some instances, we will need to inform the UKVI that we can no longer sponsor your immigration in the UK. In most situations, we are required to inform the UKVI within 10 working days.

Examples of when we would need to withdraw sponsorship include:

- > Failure to register / re-register with MetFilm School
- > Failing your course without any further opportunities to repeat your year
- > Withdrawing from your course
- > Intermission from your course
- > Low attendance
- > A change of immigration category
- > Re-sit modules not covering the duration of your academic year. For example, if you only have re-sit modules in the first semester, we will need to cancel your visa for the second semester, and a new visa would be required for your next academic year of study.

In all instances, we will inform you via your MetFilm email address when we have notified the UKVI. The UKVI will then curtail your visa, and you will need to make plans to leave the UK or apply for a new visa.

If you remain in the UK after your visa has been curtailed, you will be considered an overstayer. We will cover overstaying in more detail later in the handbook.

Student Responsibilities

Once MetFilm School has contacted you to confirm that we have reported the withdrawal of sponsorship of your visa to the UKVI, please send a copy of your flight tickets or a change in your immigration category to immigration@metfilm.ac.uk

Change of circumstances

As well as notifying the UKVI if we need to withdraw sponsorship, we must also inform the UKVI of any other significant changes to your circumstances.

This could include:

- > Change of study location/MetFilm School campus
- > Course transfer
- > Official work placements

These changes must also be reported within ten working days. Reporting these changes to the UKVI should not impact your visa, provided that the campus or course you transfer to is still within the UK. Please be aware that students holding an SRV may request only one course transfer during the duration of their course.

Student Responsibilities

Please ensure that all course and campus transfers are made in good time before the start of the academic year. The latest you can request a change is by the 2nd week of the new academic year.

Extending your visa

If your course length changes due to retrievals or repeating a year in full, you will likely need to extend your visa.

You will need to request a new CAS and submit a new Student visa application. Please be aware that you will also need to pay the Immigration Health Surcharge. Additionally, you must ensure that you have enough funds to cover the length of your course extension.

You are only permitted to study at undergraduate level for a maximum of 5 years and 11 months, in line with our maximum period of registration and the UKVI study cap.

If you are unsure of your time cap, need advice on your finances, or require a new CAS, please contact immigration@metfilm.ac.uk

Student Responsibilities

If your course length changes because you must undertake a repeat year, please contact immigration@metfilm.ac.uk, who will be able to provide information and guidance on how to extend and protect your immigration status.

Overstaying

Remaining in the UK after your visa has expired is a criminal offence and will impact any future visa applications you make.

You will need to declare any future applications you submit. Overstaying your visa by 30 days or more will result in a one-year ban from entering the UK and failing to declare an overstay on future applications will result in a 10-year ban.

If your visa expires prior to the end of your studies, MetFilm School will contact you to ask for evidence that you have extended your student visa or have applied for a new visa.

Student Responsibilities

Your expiry date is clearly stated on your visa, and it is your responsibility not to overstay beyond this date. If you remain in the UK after your visa has expired, you will be classed as an “overstayer,” and you will need to confirm this on future visa applications.

eVisas

The UKVI will be introducing eVisas for all students on the student visa route. If you have not already done so you will need to register for a UKVI account to prove your immigration status.

UKVI has produced a video on how to register for an account, which you can view [here](#).

If you would like further support, please contact immigration@metfilm.ac.uk

Student Responsibilities

It is your responsibility to create a UKVI account and send your share code from the “view and prove” service when requested by MetFilm School. Failing to send a copy of your code when requested could result in withdrawal from your course.

Working in the UK

As MetFilm School is a Higher Education provider with a track record of compliance, our students are permitted to work 20 hours a week (Monday to Sunday). We advise you to keep a weekly diary of the hours you have worked.

However, it is important to remember that the main purpose of your visa is to study in the UK.

If you are studying a Certificate of Higher Education (CertHE) course with MetFilm School, the UKVI classifies this course as below degree level, and you can only work 10 hours a week.

You can find further information about working in the UK [here](#).

As well as auditing educational institutions, the UKVI also audits businesses and could audit the company you are working for.

The UKVI takes working beyond 20 hours per week (or 10 hours on CertHE courses) very seriously and can curtail your visa if they discover you have been working too many hours. You are eligible to work full-time outside of term time. You can view the academic calendar [here](#).

There are some types of work you **must not undertake**, including:

- > Self-employment / freelance work
- > Business activity — such as setting up a business as a sole trader or partnership, running an online business, or working for a company where you own 10% or more of the share
- > Professional sportsperson
- > Entertainer
- > Permanent full-time job

The UKVI does not permit any paid work as an entertainer in the UK for students on a student visa.

We understand that this may be frustrating - alongside other specialist Higher Education providers, we frequently lobby for the rules to be changed and hope to achieve this aim in the future.

If you decide to transfer to a graduate route visa when you graduate, you may be able to work as an entertainer.

Student Responsibilities

Please ensure you keep a record of the hours you work and/or obtain a contract showing you work 20 hours or fewer per week — especially if you have multiple jobs.

It is your responsibility to ensure you do not work over 20 hours in a week (or 10 hours on CertHE courses) Monday to Sunday.

If you have any questions, please contact immigration@metfilm.ac.uk

PART 2: LIVING IN THE UK

Opening a bank account

To open a bank account in the UK, you will need a registration letter from MetFilm School. The letter will confirm that you are enrolled and how long you will be enrolled for. You can request a registration letter from your local information hub.

UKCISA has provided guidance on how to open a bank account, as well as recommendations on which bank you may wish to use. You can read the guidance [here](#).

Please be aware that we cannot provide recommendations on which bank to use. It may be worth contacting your bank in your home country to see if they have a partnership or link with a bank in the UK. You should also consider whether there are any charges for transferring money from your home country and how long the transfer may take.

NHS

Once you have arrived in the UK, you should register with a doctor (GP) as soon as possible. You can find your local doctor's surgery [here](#).

As part of your visa application, you paid the immigration health surcharge. You can start using the National Health Service (NHS), including seeing a doctor, free of charge from the date your visa begins.

Wellbeing

At MetFilm School, your wellbeing is a priority. As such, we offer a wide range of support through our dedicated wellbeing advisors.

Studying in a new country and a different climate can pose a challenge. If you feel you need support, please contact your local wellbeing team. You can find the relevant contact details in the contacts section of the handbook. You can find support [here](#).

UKCISA has also produced a guide on mental health support in the UK. This guide provides information on where to find support, as well as promoting a positive attitude towards asking for help with your mental health in the UK. You can find the guide [here](#).

National Insurance Number

If you intend to work in the UK, you will need to apply for a National Insurance (NI) number. You can start working while you wait for your NI number to arrive, but you must prove you have the right to work in the UK. To apply, visit the UK government website and follow the instructions to complete your application [online](#). You will need to provide identity documents, such as your passport and visa, and may be asked to attend an appointment. Your NI number is used to record the taxes and National Insurance contributions you pay.

Right to Rent

When securing accommodation in the UK, you may be asked to provide a 'Right to Rent' share code to prove your immigration status. You can generate this code [here](#).

Fraud, tricks and scams

Criminals are known to impersonate the Home Office or offer fake UK visa and job opportunities in order to steal money or personal information. [This page](#) provides guidance to help you identify and avoid scams, including examples of common fraud tactics and tips on how to protect yourself.

PART 3: CONTACTS

Contact Details

Immigration and compliance support – immigration@metfilm.co.uk

Finance - finance@metfilm.co.uk