Enrolment Confirmation Email Template

NB: coloured sections are only seen when relevant to that particular student

Student ID: [16XXXXX]

Dear [First Name] [Surname],

Thank you for completing your [course registration]. This email is being sent to confirm that you are registered onto the following course(s) for the 2016/17 academic year:

- [Course Name]

and PROVISIONALLY registered onto the following course(s) for the 2016/17 academic year:

- [Course Name]

Please note that you still have conditions outstanding on your offer of a place to study for this course at the University. Your registration onto this course will therefore remain provisional until you have satisfied all the outstanding conditions of your offer.

Please e-mail pgadmissions2@warwick.ac.uk to check what conditions of your offer you still have outstanding and what you will need to do to satisfy these conditions.

If you fail to satisfy the outstanding conditions of your offer for this course within six weeks of the start of your course, your registration will be terminated and you will no longer be a student of the University of Warwick.

In addition to the course(s) listed above, you are holding a valid offer of a place on the following courses for the 2016/17 academic year:

- [Course Name]

You have NOT as yet registered for this course. If you have decided not to follow this course, and you are an undergraduate or taught postgraduate student, please contact Student Records at studentrecords@warwick.ac.uk so that your records can be updated. If you are a research postgraduate student, please contact the Graduate School at GraduateSchool@warwick.ac.uk.

Please note the limitations placed on following more than one course at any time as set out in University Regulation 6.3 on Admission to the University (see www.go.warwick.ac.uk/governance/calendar/regulations/admission). If you DO wish to register for this additional course, you will need to do so via the (re)registration system on e:Vision (http://warwick.ac.uk/evision).

To sign into the (re)registration system, please visit the University home page (www.warwick.ac.uk/insite) and click on the link to Start.Warwick. Please sign into Start.Warwick using your IT Services login details, rather than any departmental login details you may have. From

within Start.Warwick you will see the option "Student Records online" link in the "My Warwick Admin Systems' gadget. To access the system, click on this link and then click the "My Data" link.

You will need your ITS login and password to access the (re)registration system. If you have not already registered for an ITS account, please visit http://go.warwick.ac.uk/register. If you have forgotten your username/password, please contact IT Services on +44 (0)24765 73737.

Please note that by completing the [course registration] process, you have now entered into a legal agreement with the University as described in the section of the [course registration] process entitled Declaration (and all linked pages). Please note the expectations regarding attendance, submission of work etc. as set out in the University Regulation 36.1 on Governing the Continuation of Registration (see www2.warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress/). For holders of visas (to study in the UK) non-compliance with the regulations may mean that the University would need to inform the Home Office UK Visas and Immigration which may in turn lead to the curtailment of your visa. In this case you would be expected to leave the UK or make arrangements to switch into another immigration category, should you be eligible.

It is important that any student subject to immigration control in the UK adheres to the conditions attached to their visa. You can read about yours and the University's immigration responsibilities on the Immigration Service website at http://www2.warwick.ac.uk/study/international/immigration/tier4/responsibilities/ . It is also important that any student who requires immigration permission to study in the UK ensures they have this permission in order to study at the University of Warwick.

If you have requested an amendment to your name or date of birth then we will need to see official documentation before the change can be made. The only acceptable documents are your birth certificate, marriage certificate, driving licence, deed poll, National Identity card or passport. Please bring one of these documents to the Student Reception in Senate House at your earliest convenience. Any other changes you have requested will be made with immediate effect.

If during the course of the academic year you wish to make any changes to certain personal details, you can do this by visiting https://www.warwick.ac.uk/evision

Collection of Biometric Residence Permit (BRP) cards for international students

If you are a Tier 4 student who has requested for their BRP to be sent to the University using the Alternative Collection Location (ACL) code on your visa application form, it will be necessary for you to collect your BRP as soon as possible after you arrive in the UK.

There will be several in-person enrolment events for this purpose. Details of when these will take place can be found on the enrolment web pages [link]. It will be necessary to bring your original passport and Home Office decision letter to this event in order to collect your BRP. If you have dependants who will be accompanying you to the UK, and their BRPs are also being sent to the University, it is possible for you to collect their BRPs too. You will need to bring their original passports and decision letters to the enrolment event. Please ensure that you have completed the

dependant form so the University is aware we should be receiving their BRPs. This can be found at http://www2.warwick.ac.uk/study/international/immigration/tier4/brps/dependants/.

You should wait until the University has sent you an email confirming we have received your BRP before to attempt to collect it from us.

Information about the BRP ACL process may be found on the website http://www2.warwick.ac.uk/study/international/immigration/tier4/brps.

Collection of your Student ID Cards

Your Student ID Card gives you access to the Library and to certain buildings around campus. Please ensure that you bring some form of photographic ID e.g. driving licence or passport when collecting your card.

If your course starts before Saturday 24 September, your Student ID card will be provided to you as part of your course induction.

If your course starts on or after Saturday 24 September:

- Students living on campus will receive their Student ID Card when collecting their accommodation keys.
- Student living off-campus can collect their Student ID Card from Student Reception in Senate House, 8am-11pm.

We hope that you found the [course registration] system easy to use and that you enjoy your time at Warwick.

Visa Risks and Restrictions

You are enrolling on/continuing with your studies on a Tier 4 visa sponsored by the University of Warwick.

You should be aware that, in some circumstances, such as if you fail to progress, withdraw from your course or change institution, the University will be unable to continue sponsoring you and your Tier 4 visa will be curtailed. Tier 4 leave is linked to both the institution (Warwick) and the course originally stated on the CAS. If your current Warwick Tier 4 visa was granted for you to study on a previous course, you will need to apply for a new Warwick Tier 4 visa within 6 weeks of the date of enrolment, provided that the new course start date is on or before 1st November 2016.

Following the same principle, if at some point during your studies you decide to study a different course at Warwick, or make changes to your course, you may need to apply for a new Tier 4 visa and in many cases this will need to be done from overseas. You should refer to the Immigration Service website for more information: http://www2.warwick.ac.uk/study/international/immigration/.

If your Tier 4 visa application is currently pending approval by the Home Office you need to be aware

that any changes to your course, or your circumstances, will need to be communicated to the Home Office via the University Immigration Service.

Should an in-progress visa application be unsuccessful and you do not hold a visa which permits you to study at Warwick you will be required to withdraw under University regulation 36.4.2.

While you are sponsored by the University of Warwick for your Tier 4 leave, you must adhere to your immigration responsibilities
http://www2.warwick.ac.uk/study/international/immigration/tier4/responsibilities

You have uploaded documentation related to your immigration status during this online enrolment process. Please note that the University requires all non UK/EEA nationals to present the original versions of these documents, and any other documents required, at the enrolment events on campus. Failure to present original documentation may result in your withdrawal from the University under Regulation 36.4.2.

Kind regards

The Enrolment Team
The University of Warwick