**PGR Students (Tier 4 / Student Route visa only)**

**Request to Complete Writing Up from Outside the UK**

This form must be completed electronically by all Tier 4 / Student Route visa PGR students sponsored by Royal Holloway prior to travelling abroad to complete their writing up.

Under UK Visa and Immigration (UKVI) office guidelines we can continue sponsoring a student during their writing up period, which means that your Tier 4 / Student Route visa will remain valid and you will be allowed to return to the UK without having to apply for a new Student Route visa.

*“You may continue to sponsor a postgraduate student to write up a dissertation or thesis if you are confident that you can meet your sponsor duties for them during the period leading up to its final submission, including any oral (viva) examination. If you cannot meet your duties during this period you should tell us this, and advise the student to leave the UK. You may later assign a CAS which they may use to apply to return to the UK. You may be able to meet your sponsor duties if for instance you require their continued participation in classes or by contact.”*

**Personal Details**

|  |  |  |
| --- | --- | --- |
| Student Name |  | |
| Student Number |  | |
| Tier 4 / Student Route Visa Expiry Date |  | |
| Programme of Study |  | |
| Thesis Title |  | |
| Location for Writing Up |  | |
| Start date of Writing Up Abroad |  | |
| Date of Return to the UK  (if known) |  | |
| Current UK Address | | Contact Address, Email and Phone Number Whilst Abroad |

**Responsibilities of Royal Holloway:**

Royal Holloway has a reporting duty for all students we sponsor, even when they are abroad at a different institution or remote location. We will therefore request regular updates from your supervisor to confirm you remain engaged in your research studies.

**Your Responsibilities:**

All degree programmes are subject to the Academic Regulations and the Research Degree Regulations remain applicable to you during this period of writing up abroad.

Furthermore, there are requirements and obligations related to the immigration rules, and related to your studies. Information can be found online at [**Protecting your Tier 4 / Student Route Status**](http://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Protecting-your-Tier-4-status).

**Important: -** If your supervisor is unable to confirm your progress and continued engagement with your studies then Royal Holloway will be obliged to inform the UKVI of this. Your permission to stay in the UK will then be curtailed.

|  |
| --- |
| Supervisor’s Declaration |
| I confirm that it is appropriate for Royal Holloway to continue sponsoring XXXXXXXX whilst they undertake their period of writing up from outside the UK as they will be required to return to the UK to access resources and facilities.  I am aware of the duties placed on Royal Holloway as a Tier 4 sponsor and am confident that I can meet my duties as XXXXXXXX’s supervisor and will maintain regular contact with XXXXXXXX during his/her writing up. |

|  |  |
| --- | --- |
| Supervisor’s Signature |  |
| Supervisor’s Name |  |
| Date |  |

|  |  |
| --- | --- |
| For Office Use Only | |
| Logged by: |  |
| Sent to Student Administration (Date): |  |

**Please complete this form and return it to** [**student-administration@royalholloway.ac.uk**](mailto:student-administration@royalholloway.ac.uk)