

Instructions for completing a request for an authorised absence for international students

Guidance notes for completion of Step 1: Student Form

Step 1 of the authorised absence request should only be completed the student requesting an authorised absence from their studies.

The below guidance notes detail the exact information that you are required to provide in order to submit an authorised absence request. Please note that you are required to complete all mandatory fields marked *.

Field	Guidance
Student*	As you begin to type your name, the data inputted will sync with the University Outlook address book for you to select your name.
Student ID*	Please enter your student ID number as displayed on your student ID card.
Date of Birth*	Please enter your date of birth in the following format: DD/MM/YYYY
Level of Study*	Please select your level of study from the drop down menu: <ul style="list-style-type: none">▪ Foundation▪ Undergraduate▪ Postgraduate taught▪ Postgraduate research▪ Preessional
Programme of Study*	Please type your programme title in full
Visa Type*	Please select your visa type from the drop down menu: <ul style="list-style-type: none">▪ Tier 4▪ Tier 1▪ Tier 2▪ Dependant/Spouse▪ Other <p>Note: If your visa type is not listed in the drop down menu options, please select 'Other' as your visa type. A box will appear where you can detail the immigration permissions that you hold.</p>
Visa Start Date*	Please enter your visa start date in the following format: DD/MM/YYYY or use the calendar icon and select the date. This can be found on your immigration permissions document e.g. Biometric Residence Permit (BRP) or vignette in your passport.
Visa/BRP Expiry Date*	Please enter your visa end date in the following format: DD/MM/YYYY or use the calendar icon and select the date. This can be found on your immigration permissions document e.g. Biometric Residence Permit (BRP) or vignette in your passport.
Current Visa/BRP*	You are required to upload a scan of your current UK visa (PDF or Jpeg)

Current Passport*	You are required to upload a scan of your current passport (PDF or JPeg)
Start date of authorised absence*	Please enter the start date of your authorised absence in the following format: DD/MM/YYYY or use the calendar icon and select the date. Note: This is the first day of your absence from your studies.
End date of authorised absence*	Please enter the end date of your authorised absence in the following format: DD/MM/YYYY or use the calendar icon and select the date. Note: This is the last day of your absence from your studies.
Reason(s) for Absence*	<p>Please select the reason(s) for your absence from the University from the following options:</p> <ul style="list-style-type: none"> ▪ Conference ▪ Dissertation – writing up in home country ▪ Extending visa ▪ Family illness/bereavement ▪ Fieldwork ▪ Holiday: taught students only ▪ Holiday: PG research students only ▪ Medical ▪ Thesis – writing up in home country ▪ Other <p>If you select one or more of the below reasons, a new ‘evidence’ box will appear for each reason. You are then required to upload a document to evidence the reason(s) that you have selected. Acceptable evidence has also been noted below.</p> <p>Please note: evidence that is not in English <u>must</u> be translated into English by a certified translator.</p> <ul style="list-style-type: none"> ▪ Conference Evidence: invitation letter/email or booking confirmation ▪ Family illness/bereavement Evidence: medical certificate or death certificate ▪ Medical Evidence: medical certificate <p>Note: You can select more than one reason for the purpose of your absence.</p>
Family Illness/ Bereavement Details	<p>This field will only appear if ‘Family illness/bereavement’ is selected as the reason for absence.</p> <p>Please provide some details, for example who is unwell and the nature of their illness or who has passed away.</p>
Details (other absence reason)	<p>This field will only appear if ‘Other’ is selected as the reason for absence.</p> <p>Please provide details about the situation that requires you to be absent from the University.</p>
Returning following authorised absence?	This question will only appear when certain reasons for absence are selected.

	<p>You are required to confirm whether you intend on returning to the University following your authorised absence by selecting yes or no.</p> <p>Returning to the University may include one of the following reasons:</p> <ul style="list-style-type: none"> ▪ The submission of your work in person ▪ Attending your viva ▪ Returning to your studies as required
Reasons for not returning	<p>If you do not intend on returning to the University following your authorised absence, you are required to provide the reason(s) for this in the box provided.</p> <p>Not returning to the University may include one of the following reasons:</p> <ul style="list-style-type: none"> ▪ Writing up your dissertation and submitting from your home country ▪ Writing up your thesis and submitting from your home country
Travelling outside UK*	<p>You are required to confirm if you intend on travelling outside of the UK during your absence.</p> <p>If you select yes, a box will appear in order for you to provide further information about your destination(s).</p> <p>If you select no, you can continue to the next field.</p>
Authorised Signatory*	<p>Once you have completed all required fields, you will provide the name of your authorised signatory. The data inputted will sync with the University Outlook address book for you to select the name of your authorised signatory.</p> <p>Once you press the 'Submit' button the request will be forwarded to the named authorised signatory for the completion of step 2.</p> <p>Note: if you are unsure of the person's name to enter as your authorised signatory, please contact your programme/PGR administrator before submitting your authorised absence request.</p>
Administrator*	<p>You are required to enter the name of your programme/PGR administrator. The data inputted will sync with the University Outlook address book for you to select the name of your administrator.</p> <p>Note: At this stage in the process, the email that the administrator will receive is for information only whilst they await the authorised signatory to complete step 2 of the form.</p>
Submit Request	<p>If you have completed all mandatory fields and uploaded all mandatory documents, you can click 'Submit Request'.</p> <p>Note: If any mandatory fields or documents have not been completed or provided, an error message will appear underneath those fields asking you to provide the mandatory information before you can submit the request.</p>

Step 1: Student Form

You will complete step 1 of the online authorised absence request form and provide all mandatory information and evidence to support your request. At the end of step 1, you will provide the name of your authorised signatory and programme/PGR administrator and submit your request. The request will then be forwarded to the named authorised signatory for the completion of step 2.

Please note: if you are unsure of the person's name to enter as your authorised signatory, please contact your programme/PGR administrator before submitting your authorised absence request.

Step 2: Signatory Form

The named authorised signatory will review your request and provide confirmation of any relevant monitoring conditions and their decision. They should then submit their section and an email confirming the completed request will be sent to the administrator names in the form.

Step 3: Administrator

The administrator named in the form will receive the completed online request via email and forward the request to Registry for processing.

Please note that once the authorised absence request has been received by Registry, the standard processing time is ten working days (maximum). Therefore, you should submit a request for authorised absence at least ten University working days in advance of your departure date. Exceptions to this would be where students need to travel at short notice due to unforeseen events, such as illness or death of an immediate family member.