

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
Other email address	You may wish to enter an alternative email address but this field is not mandatory
Mobile Number	You may wish to enter a mobile number but this field is not mandatory
Level of Study*	Please select your level of study from the drop down menu: <ul style="list-style-type: none">▪ Birmingham International Academy (BIA)▪ Undergraduate▪ Postgraduate taught▪ Postgraduate research
Programme of Study*	Please type your programme title in full
Programme Start Date*	Please enter your programme start date in the following format: DD/MM/YYYY or use the calendar icon and select the date
Expected End Date*	Please enter your programme end date in the following format: DD/MM/YYYY or use the calendar icon and select the date
Visa Type*	Please select your visa type from the drop down menu: <ul style="list-style-type: none">▪ Tier 4▪ Tier 1▪ Tier 2

	<ul style="list-style-type: none"> ▪ 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 End 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*	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 return 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 date that you are expected to return to the University.
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: UG/PG-taught students only ▪ Holiday: PG research students only ▪ Medical ▪ Religious/cultural celebration or event ▪ 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. 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>

	<ul style="list-style-type: none"> ▪ Conference Evidence: invitation letter/email or booking confirmation ▪ Family illness/bereavement Evidence: medical certificate or death certificate ▪ Holiday: UG/PG-taught students only Evidence: flight booking confirmation ▪ Medical Evidence: medical certificate <p>Note: You can select more than one reason for the purpose of your absence.</p>
Returning following authorised absence	<p>You are required to confirm whether you intend on returning from 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 as per 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>The request will then 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</p>

	<p>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>

Authorised absence request processing

Step 1: Student Form

You will complete step 1 of the 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 approval. At the end of step 2, the authorised signatory will provide the name of their Programme/PGR Administrator and submit the request. The completed request will then be forwarded to the Programme/PGR Administrator.

Step 3: Administrator

The Programme/PGR Administrator 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 10 working days (maximum). Therefore, you should submit a request for authorised absence at least 10 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.