

REQUEST FOR TIER 4 STUDENT TRAVEL LETTER

Section 1 (To be completed by **Tier 4 visa holders** requesting permission to travel from the UK during term-time.)

STUDENT NAME: _____ STUDENT NUMBER: _____

TERM TIME ADDRESS: _____

SCHOOL: _____ COURSE: _____

DATE OF TRAVEL: _____ DATE OF RETURN: _____

DESTINATION: _____ EMBASSY LOCATION: _____

REASON FOR TRAVEL:

STUDENT TRAVEL AGREEMENT:

- I will submit my travel request **at least two weeks** before the planned travel date.
- If I **do not return** on the agreed date without contacting my School or Student Immigration Team I **risk withdrawal of my Tier 4 sponsorship and curtailment of my visa.**
- I **will not** arrange travel before receiving confirmation of travel authorisation.

STUDENT NAME: _____ DATE: _____

Section 2 (The **School** must complete this section and email the form to: immigrationcompliance@rgu.ac.uk)

ARE TRAVEL DATES WITHIN STUDENT VACATION PERIOD?: YES / NO

SCHOOL ACADEMIC BOARD DATE: _____

STUDENT'S FINAL SUBMISSION DATE (IF KNOWN): _____

TRAVEL STATUS: TRAVEL AUTHORISED / TRAVEL NOT AUTHORISED

Administrator Comments/Notes

ADMINISTRATOR NAME: _____ DATE: _____

Section 3 (The **Student Immigration team** must complete this section)

VISA EXPIRY DATE: _____ PASSPORT EXPIRY DATE: _____

TRAVEL STATUS: TRAVEL AUTHORISED / TRAVEL NOT AUTHORISED

ADMINISTRATOR NAME: _____ DATE: _____