**Job Title:** Immigration Adviser UA92  
**Present Grade:** 6

<table>
<thead>
<tr>
<th>Department/College</th>
<th>Student Registry</th>
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<td>Directly responsible to</td>
<td>Snr Adviser and team leader</td>
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<tr>
<td>Supervisory responsibility for</td>
<td>N/A</td>
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**Other contacts**

**Internal:**
- All sections within Student Based Services
- Admissions Office

**External:**
- Colleagues at UA92
- External IT partners
- UKVI
- Colleagues at other regional strategic teaching partners

**Purpose of the job:**

Being the link person in relation to UKVI compliance and advice work between Lancaster University and UA92 in support of the franchise campus, which is a site on the LU Tier 4 license. Ensuring alignment with LU policy and procedures in this area ensuring UA92 are compliant in relation to LU’s Tier 4 license.

**Major Duties:**

1. Ensuring the UA92 campus is compliant on key Tier 4 sponsor duties to support the retention of the LU’s Tier 4 licence and ensuring a state of readiness for Audit by the Home Office HEAT Team.

2. Providing immigration advice for students and staff relating to all aspects of student visa’s and associated immigration rules, in strict accordance with OISC standards.

3. Responsibility for ensuring CASs are issued in a timely way for study at UA92 and are compliant with Tier 4 rules.

4. At registration verify and retain copies of all documents required to be compliant under the Tier 4 policy.

5. Support UA92 in their application of attendance monitoring of students and where necessary action any cases escalated for compliance intervention.

6. Having a proactive approach to all Tier 4 university procedures and policies to ensure compliance.

7. Deliver staff and student workshops relating to Tier 4 procedures.

8. Undertake all Tier 4 reporting relating to UA92 students on the UKVI SMS system.


10. Assisting with visa related student welfare advice and support.
11 Undertake continued professional development as appropriate.

12 To undertake generic responsibilities as part of Student Based Services consistent with the grading of the post as required by the Head of the Student Registry.