Tier 4 Pilot

Version 1.0

Process guide for rectifying an incorrect length of leave that is granted to Tier 4 Students who are eligible for the Tier 4 Pilot scheme 6-month leave extension.

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About this guidance

This guidance tells Home Office staff the steps to take when responding to reports of an incorrect length of leave that is granted to Tier 4 Students who are eligible for the Tier 4 Pilot scheme 6-month leave extension, and how to correct them. All other BRP errors should be reported using the online reporting tool.

Contacts

If you have any questions about the guidance and your line manager or senior caseworker cannot help you or you think that the guidance has factual errors then email BIDMU.

If you notice any formatting errors in this guidance (broken links, spelling mistakes and so on) or have any comments about the layout or navigability of the guidance then you can email the Guidance Rules and Forms team.

Publication

Below is information on when this version of the guidance was published:

- version **1.0**
- published for Home Office staff on **10 October 2019**

Changes from last version of this guidance

This is new guidance

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Purpose of instruction

Students that are studying a master's degree for a duration of 13 months or less at one of the below listed universities are eligible for an additional 6 months' 'wrap up' leave as part of the Tier 4 Pilot scheme. This guidance tells Home Office staff the steps to take when responding to reports of an incorrect length of leave having been granted to those students eligible for the scheme, and how to correct them.

Eligible universities:

- Cardiff University
- Goldsmiths University of London
- Harper Adams University
- Imperial College London
- Newcastle University
- Queen's University Belfast
- The Royal Central School of Speech and Drama
- University of Bath
- University of Bristol
- University of Cambridge
- Durham University
- University of East Anglia
- University of Edinburgh
- University of Essex
- University of Exeter
- University of Glasgow
- University of Leicester
- University of Liverpool
- University of Manchester
- University of Nottingham
- University of Oxford
- University of Reading
- University of Sheffield
- University of Southampton
- University of Wales Trinity St. David (Swansea Campus)
- University of Warwick
- University of York

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IT access

You will need access to the below systems to use this guidance:

- IPT
- CRS
- COS/CAS checker
- BIDMU FCO inbox

To add an inbox using Windows 7 Outlook:

- in Outlook right click on your personal mailbox
- select 'properties for mailbox'
- select 'general' and 'advance'
- select the 'advance' tab and 'add'
- type 'BIDMU FCO' into the window and select 'ok'

To add an inbox using Windows 10 Outlook:

- in Outlook right click on your personal mailbox
- select 'account properties'
- select 'info' in the left-hand side window pane
- select 'account settings' and then 'account settings' again within the drop down
- ensure the 'email' tab is selected and click on your personal account then 'change'
- select 'more settings'
- select 'advance' and 'add'
- type 'BIDMU FCO' into the window and select 'ok'

Ensure you have access to all the above programmes before continuing with this guidance

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Correct a Tier 4 leave duration error

Open the spreadsheet attached to the email and follow these steps:

1. Paste the Biometric Residence Permit (BRP) number into IPT.
2. Paste the Visa Application Form (VAF) number into CRS.
3. In CRS, go to the documents tab and select web application.
4. Copy the CAS number from the application and paste into the COS/CAS checker system.
5. Check the student is studying at one of these 27 universities on a master's course for **13 months or less**:

- Cardiff University
- Goldsmiths University of London
- Harper Adams University
- Imperial College London
- Newcastle University
- Queen's University Belfast
- The Royal Central School of Speech and Drama
- University of Bath
- University of Bristol
- University of Cambridge
- Durham University
- University of East Anglia
- University of Edinburgh
- University of Essex
- University of Exeter
- University of Glasgow
- University of Leicester
- University of Liverpool
- University of Manchester
- University of Nottingham
- University of Oxford
- University of Reading
- University of Sheffield
- University of Southampton
- University of Wales Trinity St. David (Swansea Campus)
- University of Warwick
- University of York

6. In IPT, select correct errors and product errors.
7. Select validity and next.
8. Select CAS and input the correct date. Select next.
9. Enter the address provided by the university.
10. In the CRS system, select CRS notes and add the following:

   Error Correction completed at BIDMU on DD/MM/YYYY.

Error: expiry date amended to DD/MM/YYYY as per CAS. T4 Pilot Student Replacement BRP issued to applicant

11. Access the T4 Pilot errors 2019 spreadsheet (this can be found in the TPInbound shared drive under statistics spreadsheets - card errors) and input details within the overseas tab.
12. Reply to the email from the BIDMU FCO Inbox with the following response:

Good morning/afternoon,

Thank you for your application for replacement Biometric Residence Permits (BRPs). You should receive the permits within 7 working days. However, if you do not receive the permits within 10 working days of the date of this email, please use the service at www.gov.uk/brp.

Please note that on delivery the courier will require proof of identity and a signature to confirm receipt of the package.

Please return all incorrect BRPs to the below address with a covering letter to explain the reason for returning the BRPs:

BRP Returns
P.O. Box 195
Bristol
BS20 1BT

For more information please see our website: www.gov.uk/uk-visas-immigration.

Kind Regards

BRP Error Team

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