Study Policy referral form



V4.0

We can only accept Policy referrals relating to specific individuals or policies, we cannot comment upon hypothetical scenarios. We may also return referrals where any of the following criteria has been missed:

1. Check the available guidance/ immigration rules to see if your query can be answered without a referral first.
2. Complete all the relevant fields in the submission sheet and include all relevant information.
3. Student consent – this is not mandatory and is only required if you wish for us to disclose a student’s immigration related information in our response to you.

Send your referral to: [Studypolicysubmission@homeoffice.gov.uk](mailto:Studypolicysubmission@homeoffice.gov.uk) with a short meaningful subject heading and include the name of the institution in the e-mail.

Submission sheet

By ticking this box I confirm that I have the consent of the subject, for UKVI to disclose their Immigration related information to my organisation.

I also confirm (by ticking this box) that I am aware of my obligations to retain a copy of the subject’s consent, should the subject ask to see it.

The Home Office retain the right to ask for a copy of the consent that you have received. You should therefore retain this consent for a minimum of 12 months.

I am aware that I and my organisation may become the data controller for any information shared and that I must comply with the Data Protection Act 2018 and the General Data Protection Regulation

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| --- | --- |
| **Institution name** |  |
| **Institution SLN** |  |
| **Reason for referral** |  |
| **Have you checked the Immigration rules and guidance documents?** | Please check published guidance and/ or rules on Gov.UK to see if this answers your question.  Please include links and page/paragraph numbers for any guidance you reference in your query. |
|  |
| **Student details** | If you require policy guidance which is specific to a student’s current application, immigration status or immigration history please include the details below. Please ensure the consent box above is ticked.  If your query is of a general nature, for example it is affecting more than one student, there is no requirement to complete this section. |
| **Name** |  |
| **Date of Birth** |  |
| **Nationality** |  |
| **Passport** **number** |  |
| **Application number** |  |



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