ROYAL HOLLOWAY, UNIVERSITY OF LONDON

Important Information Concerning Enrolment and Attendance

This information on student enrolment and attendance is relevant to all Royal Holloway students and it is therefore essential that you follow the procedures below.

Students who enter the UK on a Tier 4 General Student Visa and fail to comply with the procedures set out in this document will be reported to UK Visas and Immigration (UKVI) and will be required to leave the UK.

Enrolment Requirements
All students are required to enrol at Royal Holloway within 21 days of the start of their programme of study by completing:

- Online Sign-Up
- Tuition Fee Payment
- Identity Check (new students only)

It is your responsibility to ensure you complete enrolment, including keeping your contact details up to date on Campus Connect.

Attendance Requirements
Your department monitors your attendance, academic engagement and progress in order to offer you appropriate academic and pastoral support and to identify where support from outside the department may be necessary. The activities at which your attendance is monitored may vary depending upon the discipline in which you are studying.

As a student you must:

- Attend all classes necessary for the pursuit of your studies
- Undertake all assessments
- Attend meetings and other activities as required by your department/school(s)
- Advise your department/school(s) of any absence and complete any relevant paperwork.
- Complete any attendance register that is circulated, manual or electronic, ensuring your attendance has been recorded.

Should you choose not to attend or submit work satisfactorily, then formal disciplinary action may be implemented. You could be issued with a formal warning which can escalate to the termination of your registration at the College. For further information on College regulations, please click here.

Visa Holding Students
Royal Holloway is required to meet certain conditions set by the UK Visas and Immigration (UKVI). We are required to hold a copy of your passport and visa on record and up-to-date address and contact details for you in the UK. Therefore, you must adhere to the following:

- **New students** – You must present your valid passport and visa at an Identity Check session during your first week at Royal Holloway. For further information, please click here.

- If there is any change to your visa or passport details (e.g. you renew your visa), you must present the new documents to the Student Services Centre as soon as you receive them.

- If there is any change to your address or contact details for you in the UK you must update this on Campus Connect as soon as possible.

- **Tier 4 General Visa Students** – If you are absent from classes or supervisory sessions without explanation and found to be in breach of your visa conditions, Royal Holloway is obliged to report you to the UKVI. This would result in the termination of your registration and you would have to leave the UK. The termination of registration due to a breach in visa conditions is independent of the College’s formal warning process and is not open to appeal.