

**REQUEST FOR ABSENCE – STUDENT VISA HOLDERS**

**Guidance notes for students:**

* You do not need to request absence if the absence is for less than one week.

# Where possible, a request for absence should be submitted at least five (5) working days in advance of the absence.

# Any absence should not impact on your original course completion date – you will still be expected to complete your studies by your original course end date.

# Sponsorship will be withdrawn for any student who wishes to study online from overseas.

# DO NOT use this form if you are returning to your home country to complete all studies from overseas. Contact the Student Immigration Team (Compliance) in this situation – sitcompliance@herts.ac.uk

# If you wish to be absent during Reading weeks, Visa Check and Induction week, you must submit an Absence request form and it must be authorised by your programme leader.

# If you are working on your dissertation and do not want to come onto campus, you must submit an absence request and the absence must be authorised.

# If you are going to be away from campus collecting data you do not need to request absence as you are still studying. However you must still swipe your ID on campus at least once a week. Data collection must be done in the UK, not from overseas.

# If your programme leader does not authorise the absence, you must attend all studies as normal.

# The University reserves the right to withdraw sponsorship of your Student visa if you take unauthorised absence.

# Please remember to start swiping your ID card again as soon as you are back on campus.

* If you have any queries relating to your Student visa, you should seek advice from the Student Immigration Team (Advice) based in Hutton Hub – sitadvice@herts.ac.uk
* This form does not replace Exceptional Circumstances requests.
* If your absence is **approved** you will be discounted from attendance monitoring, however you may continue to receive warning emails regarding attendance as these are sent automatically to all students. However, there is no action you will need to take.

**How to request absence of one week or more:**

1. *Complete Section 1 below.*
2. *Take / email the form to your programme leader (tutor) or supervisor.*
3. *The programme leader will complete Section 2 and confirm if the absence has been granted (or not).*
4. *Programme leader will email completed form to SIT Compliance (**sitcompliance@herts.ac.uk* *)*

# SECTION 1 *(student to complete)*

# Name: ID number:

# Email : Contact number:

# Course: Course start date:

# Start and end dates of absence: Visa expiry date:

# *Reason for absence*

# Family emergency overseas 🞏 Parental (maternity/paternity) 🞏

# Holiday/vacation 🞏 Renew overseas residency 🞏

# Cultural/religious 🞏 Family celebration (including weddings) 🞏

# Medical 🞏 Other (give details) 🞏

#

# Signature: Date:

**SECTION 2: ACADEMIC APPROVAL *(staff use only)***

***I approve/do not approve*** *(circle as appropriate)* the absence request for the above dates.

By approving any absence, I am confirming that the student will be able to complete their studies on time.

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Programme Leader Name Signature Date

*(Block capitals)*

***Programme leader:*** *Send a copy of the form to the Student Immigration Team (Compliance) –* *sitcompliance@herts.ac.uk*

*(Updated Feb 2025)*