



QAHE Limited Compliance Right to study check & enrolment

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Prepared for: QA Higher Education (Ulster Compliance)

Date: October 2025

Issue: V 1.0





Version Control

Document Information	

Document Approval		
Name	Position	Viewed / Comments
		Approved
		Approved

Revision History			
Version	Issue Date	Author	Description of Change
V 1.0	14/10/2025	Avishka Liyanage	Original Version



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1. Introduction

The University is required by UK Visas and Immigration (UKVI) to conduct a **right to study** check for every international student, to confirm they are legally permitted to study in the UK.

This check is carried out **prior to enrolment** and **at the start of each academic year**. The University must retain copies of relevant immigration documents and monitor any changes to students' immigration status.

To complete the check, students must attend a **face-to-face appointment** with the QAHE Compliance team and provide the following:

- A copy of their **eVisa**
- **Evidence of entry** into the UK
- Their **passport**
- **UK contact details**

Students must also upload **clear, scanned copies** of these documents to the **CAS Shield system**.

Once the right to study check is successfully completed, students will be **enrolled or re-enrolled** at the University.

2. Right to study Process – Steps to take from arrival to enrolment

- Arrive in the UK **no earlier than** the start date on the visa and **no later than** the final date for enrolment.
- Complete the online enrolment form and upload the required documents such as UK entry evidence stamped visa vignette to the **CAS Shield system** using the link provided in the enrolment email.
- Book an appointment with the Compliance Team for the in-person Right to Study check. The link to book the appointment will be in the enrolment email.
- Arrive for the in-person Right to Study check appointment
- The following documents/ details will be checked,
 - **Passport**
 - **Share code to prove immigration status**
 - **Evidence of the date of entry to the UK**
 - Student visa vignette showing the UK entry stamp
 - Flight evidence (boarding pass/ baggage tag)
 - **UK address and the contact number**
- After the right to study check has been completed, QAHE Compliance Team will send an email to the student confirming same.



*If the student fails to complete right to study and enrolment within the enrolment period or any given extension, the University will withdraw the student visa sponsorship and report this to UKVI.

3. Systems required

- o Salesforce
- o CAS Shield
- o Master Controller Sheet (MCS) - Ulster Compliance SharePoint

3.1. Salesforce

- o Update the sponsorship category to “University sponsored”
- o Following information will be checked and updated in the **enrolment review** section
 - a) Details
 - o Update the sponsorship category to “University sponsored”
 - b) Contact details
 - o Verify UK address & contact number
 - Once verified, check the “Contact details check” box.
 - Update the “Contact details check date” with the date verified.
 - c) Right to study checks
 - o Verify passport expiry date
 - o Verify the student against the passport picture
 - Update the date of the passport picture check (date of enrolment)
 - o Check the “Photo ID Check” box if the photo ID uploaded by the student is acceptable. This will be used by SASC to issue the student ID card. Hence photo quality is essential. If the photo does not seem fit to be used for issuing the student ID card, please ask the student to retake the photo (then and there during enrolment) and send to QAHE.Enrolment@qa.com. Also, the CS/EA must report it on the “SASC/Compliance Enrolments” chat.
 - o Verify the student immigration status using the share code
 - Check the “Share code check” box and update the share code checked date
 - d) Compliance
 - o Verify UK entry evidence and update the “Date of entry”
 - o Select the type of evidence verified (*Stamped visa vignette, boarding pass, baggage tag, Entry stamp, e-ticket*)
 - e) Right to study outcome
 - o Update the right to study check outcome (Accept/ Reject/ Hold)



- Send the “RTS – Successful document verification” email to the student

3.2. CAS Shield

- Using the share code provided, check the student’s immigration status from the gov website. Download a copy of the eVisa and upload same in the “Digital Immigration Status >> Travel docs” section. Approve the document
- Verify the UK entry evidence (*Stamped visa vignette, boarding pass, baggage tag, Entry stamp, e-ticket*). Approve the document
- Verify the passport

3.3. MCS

- Update the following information
 - Visa Start date
 - Visa End date
 - Address and Contact details - *select the relevant item from the drop-down list*
 - Visa outcome - *select the relevant item from the drop-down list*
 - Date of Enrolment

