



Authorised Absence Form – Student Visa Holders

Section 1: Guidance notes for students:

This form is to be used to request an authorised absence – please read before submitting your request.

Please be aware that missing a significant number of classes or other study-related activities could impact your visa sponsorship. Your Student Visa requires full-time, in-person attendance on campus, and UK Visas & Immigration expects the University to report students who are not fully engaging in their course. The University reserves the right to withdraw sponsorship of your Student visa if you take unauthorised absence. The University may grant a short period of authorised absence under specific circumstances, allowing students on a Student Route Visa to take a brief leave without losing visa sponsorship.

Note: Please refer to Student Visa Policy and Procedures

Section 2: Student to Complete:

Full Name	
Student ID Number	
Start date of absence	
End date of absence	

Reason for requesting authorised absence (please tick)

- Exceptional Circumstances
- Medical (illness is over 7 days)
- Other

Please give further details of your absence request:

Declaration and signature

In the event that my period of absence exceeds the approved period, I understand this may result in my studies being suspended and my visa being curtailed and I would be expected to leave the UK.

I declare that the above information is a true reflection of my current circumstances, that I have read the guidance and that ticking this box this will function as my signature.

- Please tick if you agree to this statement.**



Section 3: School of Study authorisation (*staff use only*)

I confirm that the School supports this request and is satisfied that the student will be able to resume their studies upon their return.

I acknowledge that the school is responsible for ensuring the student does not exceed the permitted authorised absence and must maintain retrievable and auditable records of all authorised absences.

Name	
Signature	
Position	
Date	

****Any absence should not impact on the original course completion date – the student will still be expected to complete their studies by the original course end date.***

Once complete, please forward a copy of this form to The University of Buckingham Visa Compliance Team – StudentVisa@buckingham.ac.uk