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## UKVI Policy

<b>POLICY INTENDED FOR:</b>	Staff, Students, Parents, Agents
<b>CATEGORY:</b>	Governance and Compliance
<b>POLICY IMPLEMENTED BY:</b>	Managing Director
<b>POLICY MONITORED BY:</b>	Operations Team
<b>REVIEWED BY:</b>	Managing Director
<b>EFFECTIVE DATE:</b>	03/02/2026
<b>REVIEW DATE:</b>	03/02/2027 or as required

ProEd is committed to complying with UK immigration laws and ensuring that both staff and students meet the necessary legal requirements.

### **Students**

We support students with their visa applications by providing necessary documentation and it is their responsibility to secure the appropriate visa.

Students requiring a Standard Visitor Visa to enter the UK are responsible for:

- Determining how far in advance they need to apply for a visa, taking into account potential delays in processing by UK Visas and Immigration (UKVI).
- Applying for their visa as early as possible to avoid last-minute issues.
- Providing accurate and complete documentation as required by UKVI regulations.
- Ensuring they comply with UK immigration laws throughout their stay.

To assist with the visa application process, ProEd provides an Acceptance letter for students applying for a Standard Visitor Visa. The letter includes programme details, enrolment confirmation, fees received, and accommodation arrangements (if applicable). Letters are issued only after full payment of programme fees.

## **Right to Study Check**

ProEd is required to verify the right to study for all students enrolling in our programmes, regardless of whether a visa is required.

This includes:

- a copy of British/Irish passport
- a copy of valid passport + Electronic Travel Authorisation (students from visa-exempt countries)
- a copy of valid passport + evidence of immigration status (for students holding other types of visas)

## **Staff**

### **Right to Work in the UK**

ProEd is committed to ensuring that all staff and tutors have the legal right to work in the UK, in accordance with UK immigration laws. We conduct checks to verify right-to-work status but do not hold a UKVI sponsorship license and cannot sponsor work visas for potential employees.

All staff and tutors must provide proof of their right to work before starting their role. The check is conducted by verifying passports, visas, and requesting UKVI share codes.

### **Contact information**

For any questions related to visa applications, student acceptance letters, or right-to-work verification, please contact us at: [info@proedetal.com](mailto:info@proedetal.com)