

Overseas Recruitment: Best Practice Guide

This Best Practice Guide is for the benefit of our appointed Agents and serves as a source of Agent training and professional development.

Based on our experience of the International market since the introduction of Tier 4 and in the light of ongoing guidance issued by the UKBA, in addition to our admission criteria, we would take into account following factors before offering sponsorship to a potential candidate.

- ✓ Personal Circumstances
- ✓ Financial considerations
- ✓ Educational background and assessment of ability
- ✓ Monitoring and training of agents
- ✓ Geographical risk

Personal circumstances

Areas to consider

1. Are there any previous entry clearance refusals?
2. Are there any previous refusals based on deception; submission of fake documents?
3. Number of applicants student wishes to bring to UK?
4. Has the applicant travelled to UK before?
5. Has the applicant ever overstayed in the UK?
6. What is applicant's understanding of British culture?
7. Whether the candidate has ever lived away from home before?
8. Employment History: (Currently unemployed or employed in a totally different field)
9. Individual circumstances: (Pre-existing medical condition, such as pregnancy)

Our Practice

“We seek to obtain evidence from the agent, partly by providing answers to some of the above questions, so that we can carry out an assessment of potential problems a student may face in adapting to life as a student in the UK”

Financial considerations

Areas to consider

1. Applicant's economic background; Comparison of financial sponsor's salary (parent/guardian) with the bank deposits in the bank statement.
2. Bank statements
3. Loan letters: No Loan letters will be acceptable.

Our Practice

“In this regard, apart from the tuition fee deposit, we may request evidence of finances. In addition to the bank statement we will wish to see a ‘history of funds’ including parent’s employment and salary. Salaries/payslips will be matched against the deposits in the bank statements”.

Educational Background

Areas to consider

1. Study gaps (not more than five years) and knowledge of the chosen course of study.
2. Previous study history and level of grades achieved
3. Non completion of an overseas qualification/courses
4. Medium of instruction for course attended overseas
5. Course offered is widely available in candidates home country

Our Practice

“Each applicant is sent a ‘course hand book’ at the time of applying for a particular course at the College”.

“NARIC membership allows us to check the validity of qualifications from overseas and compare them to UK educational standards. The College may also carry out fraud checks on student qualifications using customer support service offered by UK NARIC. Students/agents must be aware of the grave consequences of submitting non-genuine/fake documentation. A penalty of £1000 will be imposed if a student has submitted fake documents to College and or High Commission. This amount will be deducted from the student fee deposit”.

“Where an applicant does not have a recent history of academic achievement and or has below NQF level 3 qualification (High School diploma) in the home country, the College will carry out a basic Skype interview to further test the ability of the candidate”.

Monitoring and training of agents

Areas to consider

1. Advertising campaigns with false claims
2. Unscrupulous behaviour
3. Forged documentation

Our Practice

“Our International office sends regular updates to agents re: UKBA Tier 4 Sponsors duties.

Where possible, International office staff visits agents in overseas markets to enable them to carry out the recruitment process in light of good practice guidance provided by the UKBA. Our appointed agents are encouraged to build a good relationship with the UKBA staff in the relevant posts as this enables them to act quickly to resolve any issues that may arise”.

“Section 1.1 of the agency contract (clauses; 1.1b, 1.1f, 1.1g. 1.1h, 1.1i and 1.1k) refer to the constant monitoring of agent activity abroad”.

“In case of cancellation of an agent’s contract relevant UKBA posts are informed”.

Geographical risk

Areas to consider

1. Significant increase in VISA applications in a particular region
2. Forgery and scams

Our Practice

“A significant increase in number of VISA applications in a particular region (particularly in untapped areas) can be indicative of possible immigration abuse, in that region. Although such trends are quite hard to identify at an early stage and we have rely on any timely information sent to us by the UKBA system and control team. We stay vigilant to any such patterns in VISA applications and wish to engage in a two way communication with the UKBA overseas on an ongoing basis”.