

Visa Holder Contact Details - Updates

WHAT IS THIS TASK?

The Home Office require the University to ensure they have up to date contact information for all students who have Visa requirements to remain in the UK.

WHY COMPLETE THIS TASK?

To ensure the University is meeting statutory requirements and there are no Visa implications or restrictions imposed on students unnecessarily.

WHEN SHOULD THIS TASK BE COMPLETED?

Immigration Support Service will send a communication to all students throughout the academic year informing them when updates must occur.

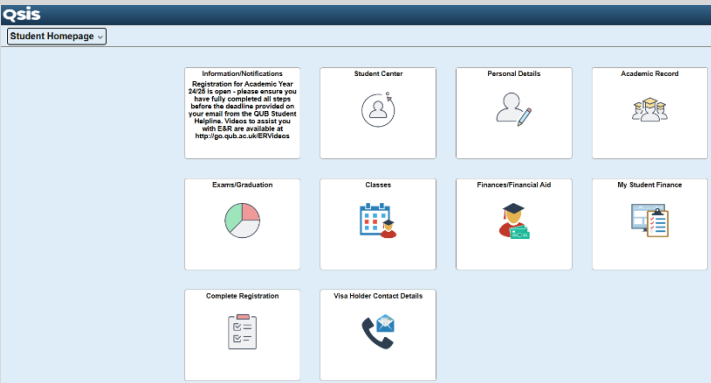
WHO IS RESPONSIBLE FOR THIS TASK?

Registered students who hold a visa.

FURTHER INFORMATION:

- Immigration Support Service (ISS)

HOW DO I PERFORM THIS TASK?

ACTION	PROCESS
1 Start from Qsis Student Homepage	<p>Qsis Link;</p> <p>https://qsis.qub.ac.uk/psc/cs92prd/EMPLOYEE/SA/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL</p>  <p>• Select the Visa Holder Contact Details tile as shown.</p>

The current term time address held by Immigration Support Service team will be displayed;

Visa Holder Contact Details

Visa Holder Term Address

This information is recorded by the University and is used in line with the Higher Education Statistics Agency in its statistical analysis for government departments, funding councils and other authorised users.

Term Time Address is the address where you are living during your studies.

Visa Holder Term Phone Number should be entered with Phone Type of **Visa Holder**.

Current Term Time Address

The current Term Time Address stored for you in OSIS is shown below. Please confirm whether this address is still accurate.

Address Line 1: 32
Address Line 2: 46 Mount Charles
Address Line 3:
City/Town: Belfast
County:
Country/Region: Northern Ireland
Postcode: BT7 1NZ
Address last updated: 14/11/2024

Confirm Term Time Address **Update Term Time Address**

You have two options;

1. If your address is still correct, select '**Confirm Term Address**', you will receive a message that your term time address has been saved and the 'confirm' button will grey out. **Confirm Term Time Address**
2. If the address displayed needs updated, then select the '**Update Term Time Address**' button;

Update Visa Term Address

If the Term Time Address stored on OSIS is no longer accurate, please enter your current Term Time Address below.

Please select your Term Time Address Type:

Please Select the University Property:

Term Time Postcode Lookup:
 Postcode Lookup

*Please select your Address...

Address Line 1:

Address Line 2:

Address Line 3:

City/Town: County:

Country/Region: Postcode:

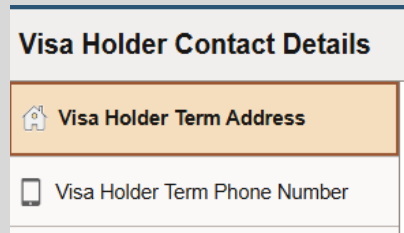
Submit New Term Time Address

Update your address accordingly using the page provided and select '**Submit New Term Time Address**'. You will receive a message confirming your new term time address has been updated.

This section of the Visa Holder Contact requirements is complete, you must now complete Visa Holder Term Phone Number.

3 Update
Visa
Holder
Term
Phone
Number

When address has been updated, you should select the second page displayed '**Visa Holder Term Phone Number**';



The screenshot shows the 'Visa Holder Contact Details' page with the 'Phone Numbers' section. The page title is 'Visa Holder Contact Details' and the user name is 'Marzanne Majors'. The page has tabs for 'Personal Information', 'Security', and 'Participation'. The 'Phone Numbers' section has a sub-tab for 'Phone Numbers' and a 'Go To' dropdown menu. The 'Phone Numbers' section contains the following text: 'Enter your phone numbers below. If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.' Below this text is a table with the following columns: 'Phone Type', '*Telephone', 'Ext', 'Country', 'Preferred', and a trash icon. The table contains two rows: 'Mobile' and 'Home'. The 'Mobile' row has a value of '99147290519' in the '*Telephone' column, '044' in the 'Country' column, and a checked 'Preferred' checkbox. The 'Home' row has a value of '99147290519' in the '*Telephone' column, '044' in the 'Country' column, and an unchecked 'Preferred' checkbox. Below the table is an 'Add a Phone Number' button and a 'Save' button.

Select the '**Add a Phone Number**' button. On the new row created use the drop down arrow, the phone type '**Visa Holder**' should be used for the additional row; **Visa Holder Contact Details**

The screenshot shows the 'Visa Holder Contact Details' page with the 'Phone Numbers' section. The page title is 'Visa Holder Contact Details' and the user name is 'Marzanne Majors'. The page has tabs for 'Personal Information', 'Security', and 'Participation'. The 'Phone Numbers' section has a sub-tab for 'Phone Numbers' and a 'Go To' dropdown menu. The 'Phone Numbers' section contains the following text: 'Enter your phone numbers below. If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.' Below this text is a table with the following columns: 'Phone Type', '*Telephone', 'Ext', 'Country', 'Preferred', and a trash icon. The table contains two rows: 'Mobile' and 'Home'. The 'Mobile' row has a value of '99147290519' in the '*Telephone' column, '044' in the 'Country' column, and a checked 'Preferred' checkbox. The 'Home' row has a value of '99147290519' in the '*Telephone' column, '044' in the 'Country' column, and an unchecked 'Preferred' checkbox. Below the table is an 'Add a Phone Number' button and a 'Save' button. A dropdown menu is open below the 'Add a Phone Number' button, showing the following options: 'Business', 'Home', 'Mobile', 'Term Phone', 'Visa Holder', and 'Work'. The 'Visa Holder' option is highlighted in blue.

Once you have entered your current up to date telephone number, select '**save**'.

All tasks for Visa Contact Details Updates are now complete for the current cycle.