# **INSTITUTIONAL**

# **HEADED**

# **PAPER**

# **DEPARTMENTAL**

# **CONTACT**

# **INFORMATION**

Immigration Compliance Team

Queen Mary University of London

Mile End Road

London

E1 4NS

Date

Dear Immigration Compliance Team

**Re: [STUDENT NAME] – enrolment as a visiting student**

I would like to confirm that [STUDENT NAME]’s reason for enrolling as a visiting associate student at Queen Mary University of London is to enable him/her/them to undertake work which will form part of his/her/their PhD research at [SPONSORING INSTUTITION] as confirmed by the supporting letter from their supervisor.*\* if applicable*

This is to also confirm that as the sponsoring institution, we will:

* report the change of study location to QMUL via the Sponsor Management System
* continue Student sponsorship for [STUDENT NAME]
* continue to discharge our sponsor duties and reporting requirements whilst he/she is/they are based at QMUL.

Since [STUDENT NAME] will continue to receive supervision for his/her/their work completed at QMUL from their supervisors at [SPONSORING INSTITUTION], this would form part of our engagement monitoring process to ensure the student is still meeting regularly with their supervisors.

Please do not hesitate to contact me/us should you require any further information.

Yours faithfully

**Name**

**Job Title**

Department

Institution