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## University of Leicester

### Start-up Visa Scheme Guidance for Applicants

If your application to the Start-up Visa Scheme is successful, you will be granted an extended stay to develop your business idea in the UK. The University of Leicester will have endorsed your application, and as such you will be accepted onto our programme of support for student and graduate entrepreneurs. **It is a condition of your continued support and as such your visa, that you engage fully with this programme.**

#### What happens next?

If the University chooses to endorse your visa application you will be responsible for making your application to UK Visas and Immigration Service and ensuring that this is correct. For advice on your application you can contact the University's Student Immigration Advice and Compliance Team ([visas@le.ac.uk](mailto:visas@le.ac.uk)) or the UK Council for International Student Affairs – (<http://www.ukcisa.org.uk/>). The final decision on your visa application is made by the UK Visas and Immigration Service (UKVI). If your application is successful you will receive a letter of acceptance from UKVI and we need to take a copy of your biometric visa card for our records. You should then arrange an appointment with a business coach assigned to you from within the team.

You will have access to a range of services that will support your different stages of development. However, it is important that you have regular appointments/contact with your coach to ensure that the support you receive is consistent and appropriate to your business needs.

#### Your first coaching appointment

**It is a requirement of the scheme that you attend at least 1 coaching or training session per month** and that you are regularly in contact with the Leicester Innovation Hub Team. Our role is to provide support for you to develop your business and we have a range of knowledge, expertise, resources and contacts that you can benefit from.

- To prepare for your first business coaching appointment, you should begin to complete an outline business plan; or you can use the Leicester Start-up Accelerator Assessment Sheet (you can request a copy of this from us), which will help you explore how far you are in the development of your business idea and what support you need. You should bring this to your appointment.
- At your first coaching appointment, your business coach will consider the workbook and discuss it with you. You will then work together to establish a timeline and a 12-24 month action plan. This will help you work out what your next steps are and how you will make the most of the Start-up Visa Scheme.

**You must attend one to one business coaching monthly.** Items discussed within the meeting are confidential. Please note however, the University of Leicester will inform the Home Office if participants are no longer actively involved in the scheme, which could result in your visa being revoked. Your coach may also make referrals to other sources of support with your permission. We will not share your intellectual property with members of the public or other students unless given your permission to do so.

Throughout the year we will host regular networking sessions, training events and opportunities designed to help you get your business off the ground. **It is a formal requirement of the scheme that you fully engage with this programme, demonstrating your growth and development.**

**Please read and sign the attached agreement**

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## University of Leicester

### Start-up Visa Scheme Participants

#### Agreement to Conditions of Engagement and Business Development

If your application to the Start-up Visa Scheme is successful, the University of Leicester will have endorsed your application, and as such you will be accepted onto our programme of support for student and graduate entrepreneurs. By applying to the scheme, you agree to the following terms and conditions:

- To meet with a business coach as required, usually for a one to one appointment once a month, either by phone, in person or via Skype/FaceTime
- To keep your business coach and the team updated regularly on the progress of your business or any changes to circumstances
- To fully engage with all networking sessions, training events and opportunities, as recommended by your business coach and the team, as agreed in your 12-24 month action plan

Start-up Visa Scheme participants are fully responsible for their own decision making and conduct, as well as those of the business. The University of Leicester cannot be held liable for any business decisions howsoever made by you or your business's employees.

By supporting participants on this scheme, the University of Leicester **does not endorse any business**, nor should businesses state or imply the University's endorsement in any way, other than declaring participation in the Start-up Visa Scheme as a statement of fact.

By signing this agreement you agree to adhere to the terms and conditions outlined above and fully engage with the programme, and understand that the University of Leicester reserves the right to withdraw endorsement in line with UKVI conditions and for reasons which do not fall in line with the scheme. You give consent for the University of Leicester to:

- (i) monitor your progress in establishing a business, and to request information from you in connection with this requirement; and
- (ii) use this information (or the absence of it) to comply with the obligations of the University to the Home Office as an endorsing institution.

**Please note that the University will inform the Home Office if participants are no longer actively involved in the scheme which could result in your visa being revoked, in line with UKVI visa regulation**

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Signed

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Print name

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Date

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