



Visa Executive

25th June 2024

(£31,000 - £36,000)

ESCP Business School is seeking a dynamic Visa Executive to join the Student and Academic Department based at our London Campus, located in North West London.

If you possess an in-depth understanding of education and UK study visas, and you are dedicated to providing exceptional support to ESCP students in their application journey, we encourage you to reach out to us. We value individuals who can offer expertise and guidance in these areas.

If you're enthusiastic about collaborating with students from diverse backgrounds and providing them with guidance throughout the visa application process, this opportunity is ideal for you. Join us in making a difference in students' lives from around the globe for the oldest Business University in the world.

Main Duties and Responsibilities

- Managing the administrative side of student's admission and registration with regards to their visa and to provide advice on the immigration requirements that an individual applicant must meet
- Report any updates regarding visa students' status, contact information, and work experience in the CAS system as necessary.
- Maintain regular communication with visa students and Programme teams to ensure that our student records accurately reflect any changes in their situations.
- Conduct routine audits of visa students' records to ensure compliance and readiness for Home Office visits, whether announced or unannounced.
- Stay up-to-date with essential skills and knowledge, and remain informed about updates and regulations from the UK Visa and Immigration (UKVI) regarding visa guidance for sponsors.

Essential Requirements:

- Worked within an University Sector
- The ability to work independently and as part of a team, with minimal supervision
- High level of accuracy and attention to detail

What can ESCP offer you?

- 30 days annual leave with the addition of bank holidays
- Company pension scheme with exceptional employer contributions
- Permanent Health Scheme
- Death in Service Insurance
- Private Healthcare after successful probation period
- Hybrid Working is available, upon negotiation with the manager.



- Exclusive discounts with surrounding local businesses

Application details

Applicants should submit a CV to our Human Resources Department at ukrecruitment@escp.eu. Please note the HR Department start screening CVs and interviewing candidates from the start of the recruitment campaign. A successful candidate could progress to offer before the advertised closing date. We encourage you to apply as soon as possible.

ESCP Business School is committed to offer equal employment opportunities regardless of age, sexual orientation, gender, nationality, ethnic origin, disability or parental status. We base all our employment decisions on merit, job requirements and business needs.

For more information about the School please visit our website on www.escp.eu