

### **Extending your Student Visa – Tier 4 (G) (for use on or after 06/04/2012)**

This guidance note is for those who have a current student visa and need to extend it from within the UK to continue their studies.

Applications to extend a student visa come under Tier 4 of the Points Based System. You must obtain the required total of 40 points in order to be granted a visa under Tier 4 to continue your studies:

- 30 points are awarded for having a Confirmation of Acceptance for Studies, CAS, from the University of Glasgow
- the remaining 10 points are for showing the required level of funds

\*\* Please note you must have a CAS before you can make an application to extend your visa \*\*

### **When should I extend my student visa?**

You **MUST** apply before your current student visa expires.

If you are applying for a visa extension because you are starting a new course, you can only apply in the UK if your current visa ends within one month of your new course beginning. If your new course starts more than one month after your current visa expires, you will have to leave the UK and make your application from your home country.

Please note that if you are changing university and are starting a new course at University of Glasgow and you applied for your current visa on or after 5<sup>th</sup> October 2009, you must submit your visa application before starting your University of Glasgow course. You must provide evidence of submitting your application.

We would advise that you start to prepare your application at least four months before your visa expires to give you enough time to collect the necessary documents.

### **How can I make the application?**

You can either make your application by post or in person.

- Applying in person

If you decide to apply in person at a Public Enquiry Office you must contact the UK Border Agency well in advance to arrange an appointment. You can arrange an appointment online at:

<http://www.ukba.homeoffice.gov.uk/aboutus/contact/applyinginperson/>

The application will cost £716 and you should usually receive your Biometric Residence Permit (your visa) within 10 working days of your appointment date. If you have family members (child under 18 or partner) who apply at the same time as you, each dependant application made in person will cost £358. (Please note that there are different fees for children over 18).

Please note that if you need your documents back quickly you should consider applying in person at a Public Enquiry Office as the postal route takes a minimum of three months but, in some cases, this could be longer.

- Applying by post

If you want to make your application by post, it may be possible for International Student Support to send your application to the Student Batch Scheme, a particular unit in the UK Border Agency which deals with student applications made via Advisers. You must make a 1 hour appointment, well in advance of the expiry date of your visa, with one of the International Student Advisers. The appointment must be longer if you have dependants. Appointments are arranged by the Student Services Desk, Level 2, Fraser Building.

Please note that a postal application can take a considerable amount of time and you should allow a minimum of three months for the process to be completed – your passport will be with the UK Border Agency for the full duration of the application process. The postal application costs £394 plus £197 for each dependant (child under 18 or partner) applying at the same time.

If you cannot send your application through the Student Batch Scheme you can also post your application yourself to the postal address given on the front of the application form. We would always suggest that you send the application by Special Delivery (which is available from Post Offices) and keep your receipt as proof of postage.

#### **Where can I get an application form?**

You can obtain a copy of the Tier 4 (G) form from the Student Services Enquiry Desk on Level 2 of the Fraser Building. If you require any additional copies you can download it from the link below and print it out:

<http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/applying-inside-uk/>

You can also find the UKBA Policy Guidance, Photograph Guidance and Help Text notes on this link. You must read these carefully.

#### **What documents will I need to prepare?**

There is a checklist given at the end of these notes which may assist you in preparing common documents required for the application. Below is some further detail about some of the common documents required. Please remember that these notes are for guidance only. There may be additional documents required, if relevant to your application.

- Application form

You must have the most up to date Tier 4 (G) application form which should be filled in using black pen and BLOCK CAPITALS. Please check this on the UKBA website before you send off your application.

- CAS

All applications require a Confirmation of Acceptance for Studies (CAS) which is an electronic reference number the University will provide you with. Please note that since 22 February 2010 the CAS is mandatory and visa letters are no longer accepted. If you do not have a CAS, you cannot apply to extend your student visa.

You should contact your School or College to request a CAS if you are extending your student visa for a course you are already studying. If you are applying for a visa to start a new course, you will be given the CAS after you accept your unconditional offer.

If you have started a new course, or if your current visa was not granted for the course you are now studying, your CAS will have to state the documents the

University used to give you the offer of your place, such as a previous transcript or other document. If there are any documents listed on your CAS as having been used to grant admission to your course then you must provide the original document with your application. If that original document is not in English or Welsh then you must also provide an official translation which must meet the UKBA requirements, details are given in paragraph 13 of the current Policy Guidance. It is your responsibility to ensure that you have checked the requirements for your translation.

- Financial documents

You must provide one of the accepted types of financial document as stated in paragraph 181 of the current Policy Guidance. As well as having to be the correct type of document, the content of the document must also meet all of the requirements given in the Policy Guidance.

If you choose to apply with bank statements, you must provide a statement which covers a period of 28 consecutive days. You must show the required amount of money for the full 28 days of the statement – the balance must never fall below the required amount on any day. The Immigration Rules now require that the end of the 28-day period for which funds must be held, will be taken as the date of the closing balance on the most recent of the specified documents submitted as evidence of funds. The date of the closing balance must be no more than 31 days before the date of application. If your bank statements do not meet these requirements your application will be refused. The account can be in your own name, or it can be a joint account if your name appears as an account holder on the statements or it can be an account in your parents' name(s).

If you apply using a bank account in your parent's or guardian's name(s), you must also provide one of the following documents to prove that your parent or guardian is in fact your parent or guardian:

- Your original birth certificate (or a notarised copy) showing names of your parent(s);
- Your original certificate of adoption (or a notarised copy) showing names of both parent(s) or legal guardian;
- An original Court document naming your legal guardian (or a notarised copy)

In addition to one of these legal documents, you must also provide an original signed and dated letter from your parent, parents or legal guardian which confirms that they are your parent, parents or legal guardian and that they consent to their funds being available to you for study in the UK. Remember that all documents which are not in English or Welsh must be translated by a professional translator and meet all the requirements for translations described in paragraph 13 of the Policy Guidance.

- ATAS certificate

An ATAS Certificate will be required if your course of study is listed on the Foreign and Commonwealth website as requiring ATAS approval (this is for Science & Technology based subjects). You can see the full list of courses that require ATAS approval at the link below:

<http://www.fco.gov.uk/en/about-us/what-we-do/services-we-deliver/atas/>

It is your responsibility to find out if your course requires ATAS approval and to obtain the ATAS certificate in advance of applying for your visa extension. You should allow at least two, possibly three, months to make an ATAS application.

- Translations

If any of your required documents are not in English or Welsh, you must also submit a translation from a professional translator and the translation must meet all the requirements described in paragraph 13 of the Tier 4 Policy Guidance.

**How much money do I need to show?**

How much money you need to show will depend on your circumstances. The details below should provide some introductory information to assist you, however please check the Policy Guidance for full details on your situation.

- Students with official financial sponsorship

If you are fully sponsored by an official financial sponsor (the UK government, your home government, the British Council or any international organisation, international company or university) then you must provide a letter from your official financial sponsor stating that they will cover your full tuition fees and how much they pay for your living costs. The letter must meet the requirements in paragraph 171 onwards of the current Policy Guidance. If your official financial sponsor covers all of your costs, you do not need to provide your own bank statements. If your official financial sponsor provides partial sponsorship, you must provide your own bank statements in addition to the sponsor letter to show that you have the remainder of the required funds in your account for the required period of time.

- Self-funding students

If you are not sponsored by an official financial sponsor you will always have to show the money for tuition fees for your first year or for the next period of study (for continuing students). This can either be already paid to the University (in which case it must be stated on your CAS or on an official University receipt) or the money can be in your bank account. You will then also have to show the relevant amount of funds for your living costs.

- Living costs (maintenance)

The amount of living costs depends on whether you have ‘established presence’. The UK Border Agency currently defines ‘established presence’ in this way:

*A Tier 4 (General) student (including Post-graduate Doctors and Sabbatical Officers) has an established presence studying in the UK if he/she has current entry clearance, leave to enter or leave to remain as a Tier 4 migrant, as a student, or as a Post-graduate Doctor or Dentist when applying for further leave and on the date of application he/she:*

- *has finished a single course that was at least six months long within the applicant’s last period of entry clearance, leave to enter or leave to remain, or*
- *is applying for a continued study on a single course where the applicant has completed at least six months of that course*

Students who do not have established presence studying in the United Kingdom will need to show that they have:

Length of course	Maintenance funds needed
------------------	--------------------------

9 months or less	First year of fees or, for continuing students, fees for next period of study <b>and</b> £800 to cover living costs for each calendar month of the course
More than 9 months	First year of fees or, for continuing students, fees for next period of study <b>and</b> £7,200 to cover living costs for nine months

Students who have established presence studying in the United Kingdom will need to show that they have:

<b>Length of course</b>	<b>Maintenance funds needed</b>
2 months or less	First year of fees or, for continuing students, fees for next period of study <b>and</b> £800 to cover living costs for each calendar month of the course
More than 2 months	First year of fees or, for continuing students, fees for next period of study <b>and</b> £1,600 to cover living costs for two months in the United Kingdom

If your current leave is in a category other than student then you will be deemed to be making an *initial* application and therefore have to show the higher level of maintenance funds.

If you have already paid some or all of your tuition fees before applying for your visa, this amount will be taken away from the total amount of money you need to show as long as it is confirmed on the CAS or by official university receipt. If you have already paid some or all of your university-arranged accommodation fees before applying for your visa, up to £1,000 can be taken away from the total amount of money you need to show. UKBA now state that the amount deducted cannot exceed £1,000 - even if you have paid more than £1,000 in accommodation fees.

#### **Where can I find the up to date application information?**

All information on the application process, including the forms and Guidance is given at the UKBA webpages below. Changes to the Rules and Guidance are frequent, recent changes include requirements on maintenance and academic progression, therefore it is your responsibility to ensure that you are up to date on any issues which will affect your application.

<http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/>  
<http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/family/>

#### **What do I have to do if I have my dependant family members here with me?**

Regulations from July 2011 mean that there are rules on who may come to the UK as dependants of a Tier 4 (General) student. You can familiarise yourself with these rules by checking the UKBA website below.

If you have dependants here with you who may apply to extend their dependant visas, they must apply using the PBS Dependant form available at:

<http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/family/>

If your dependants apply at the same time as you there will be a fee of £197 per dependant for applications made by post and £358 if the application is made in

person. (Please note that there are different fees for children over 18). If your dependant applies at a different time, their application fee will be £561 (by post) or £867 (in person).

You will also need to show a level of funds for each dependant in addition to the funds shown for yourself.

### **Can I get assistance in checking/discussing my application?**

If you would like to discuss your visa extension, please arrange an appointment with an International Student Adviser at the Student Services Enquiry Desk on level 2 of the Fraser Building or by telephoning 0141 330 7000.

You should make an appointment to see an International Student Adviser well in advance of the expiry date of your student visa. Please note we will not be able to send late applications through the Student Batch Scheme.

### **Reminder of student responsibilities**

- Registration & providing information to the University

You must register at the appointed times and by any deadlines specified by the University. You must provide your passport and visa showing your permission to study at University of Glasgow during the registration process. If you extend your visa at any time, you must immediately bring in your updated visa to level 2, Fraser Building in order that Registry can take a copy for University records. If you change your passport at any time, you must also bring the new passport to level 2 Fraser Building. You must also provide Registry with a copy of your ATAS certificate, if this is applicable to you.

- Registration & providing information to UKBA and Strathclyde Police

You must register with Strathclyde Police at the appointed times if this is a requirement for you. If you change any details on your Police Registration Certificate, you must inform the Police within 7 working days of the change so that your Certificate may be updated.

You must also inform UKBA of any changes to your/your dependant's address, passport, contact details and other details through the Migrant Change of Circumstances form which can be found at the following link:

<http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/changes/>

- Attendance

Please note that you will also receive regular emails from the University requiring you to sign in at attendance monitoring sessions. It is vital that you attend these sessions to keep your attendance record up to date. Failure to do so could result in you being reported to UKBA. Remember also that the email will come into your student email address (student number, first letter of your surname@student.gla.ac.uk)

**CHECKLIST** - Please note that this list is for guidance only. There may be additional documents required, if relevant to your application.

COMMON DOCUMENTS REQUIRED FOR A TIER 4 (G) APPLICATION	
<ul style="list-style-type: none"><li>• The completed Tier 4 (G) application form</li></ul>	Form must be completed in black ink and capital letters and must be the most up to date version as on the UKBA

	website.
<ul style="list-style-type: none"> <li>Your current, valid passport</li> </ul>	You must also submit any other passports which contain your current visa.
<ul style="list-style-type: none"> <li>2 recent UK passport-sized photographs</li> </ul>	Please see the UKBA Photo Guidance notes. You must write your name on the back of each photograph.
<ul style="list-style-type: none"> <li>Payment</li> </ul>	We recommend Postal Orders, made payable to <i>Home Office</i> . Remember to write your name and DOB the back of each postal order.
<ul style="list-style-type: none"> <li>Police Registration Certificate</li> </ul>	Only if you are required to obtain one. All the details on your certificate must be up to date.
<ul style="list-style-type: none"> <li>Confirmation of Acceptance for Studies (CAS)</li> </ul>	
<ul style="list-style-type: none"> <li>Originals of any document listed in the 'Evidence used to obtain offer' section of your CAS (e.g. transcript) and official translations if required.</li> </ul>	Translations must meet the requirements in paragraph 13 of the current Policy Guidance.
<ul style="list-style-type: none"> <li>An ATAS certificate</li> </ul>	Only if stated as required on your CAS document.
<ul style="list-style-type: none"> <li>Financial documents (e.g. bank statements/bank letter) showing the appropriate funds for a consecutive 28 day period ending no more than 1 month before your application date</li> </ul>	If you are not fully sponsored by an official financial sponsor. The document must meet the requirements in paragraph 181 of the current Policy Guidance.
<ul style="list-style-type: none"> <li>Letter from an Official Financial Sponsor</li> </ul>	Only if you receive official financial sponsorship. The letter must meet the requirements in paragraph 171 onwards of the current Policy Guidance.

### Student Batch Scheme

If you are applying via the Student Batch Scheme, you must leave **A2, A3, B22, B23 and B24** blank but you must complete the rest of the application form before you attend your appointment with the International Student Adviser. Please do not complete in pencil as the entire form will have to be completed again.

Please note that you must have a 1 hour appointment with the International Student Adviser to use the Student Batch Scheme, or longer if you have dependants.

### Sending your own application

If you are submitting your own application and documents, you must ensure that you complete all of the sections of the form which are required. Do not forget to include the address of where you would like all UKBA correspondence and your documents to be returned to. This cannot be the address of the University.

### Checking the UKBA website

Always check <http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/applying-inside-uk/> to ensure that you are using the most up to date application form and are applying under the most up to date Policy Guidance before you submit your application.