APPLYING FOR A TIER 4 (GENERAL) VISA EXTENSION IN THE UK

COMPLETE

Accessing your visa application form online

- Once you have followed the instructions in our online guide and created a UKVI online account, find the confirmation e-mail sent to you by the UKVI to return to the application form in the future. This is the only way you can access your application form again. If you lose this e-mail, you will need to start a new application form.

- A link to be sent to you by e-mail – you will use the link and your password to access the form again in the future. It is a good idea to flag the e-mail when it arrives, so you do not lose or delete this by accident!

Save and continue
Return to this application later

Press “Save and continue” after completing each section of the form – this will save your progress. The form automatically logs out after 25 minutes of inactivity.

Returning to the application form

The link will be sent to you from this e-mail address – make sure this has not went to your “Junk” folder!

Click on this link or “Verify e-mail” to access your online Tier 4 application form again. You will be asked to re-enter your password.

Remember, you can complete most of the questions on the application form before receiving your CAS.
Most of the questions on the visa application form can be answered by copying information from the documents you have prepared (e.g. your current passport, current visa, CAS etc.)

1. **Copy your name or names as they appear on your passport, including initials.**

   Your name
   Enter your name, as shown in your current passport or travel document.
   
   (Your given name is usually your first name. Your family name is the surname that is shared by your family. If you have middle names, include those with your given name. If your name has a suffix (e.g. J), include this with your given name. If you have a patronymic name include it with your given names. You must tell us all your given names.)
   
   [ ] I cannot enter my name using a current passport or travel document
   [ ] Save and continue
   
2. **Enter your mobile number and if this is for use in the UK.**

   The UKVI need your up to date contact details in case they need to speak with you about your application.

   Provide your telephone number
   Include the dialing code. We may contact you by telephone if we have any further questions about your application, or about your immigration status after your application has been decided. This may be a home, work or mobile number.

   [ ] You must notify us immediately if the contact telephone number you provide as part of this application changes. Find out how to change your details here
   [ ] I cannot be contacted by telephone

   Where do you use this telephone number? You can select more than one option
   [ ] For use whilst in the UK
   [ ] For use whilst out of the UK

3. **Enter the UK address UKVI can contact you at and send your documents to.**

   If this is not the address you live at, the form will ask for the details of where you live in the UK - include the:

   [✓] Room number
   [✓] Flat Number
   [✓] Building number
   [✓] Street name
   [✓] City / Town
   [✓] Postcode
Copy the details from your passport to answer most of the following questions.

4. **Your gender and relationship status**
   - What is your gender, as shown in your passport or travel document?
     - Male
     - Female
     - Unspecified
   - What is your relationship status?
     - [ ] I am unsure of my current relationship status

5. **Your passport**
   - Do you have a valid passport?
     - [ ] Yes
     - [ ] No
   - Passport number
   - Issuing authority
     - On your passport this could also be referred to as 'country of issue' or 'place of issue':

Select “Yes” then copy these details from your passport - tick the box to confirm that you can provide your original passport if requested to do so by UKVI.

6. **Your identity card**
   - Do you have a valid national identity card?
     - [ ] Yes
     - [ ] No
   - This includes identity cards, issued from non-UK governments. This does not include driving licences. If you have an internal passport, provide the details here.

If you have a national ID card for your home country enter the details here. You do not need to submit the ID card.

7. **Your other nationalities**
   - Do you currently hold, or have you ever held, any other nationality or citizenship?
     - [ ] Yes
     - [ ] No
   - You must provide all the nationalities that you currently hold or have ever held.

State if you hold any other nationalities.

8. **Your current UK immigration status**
   - Do you currently have a visa or leave to remain?
     - [ ] Yes
     - [ ] No
   - What type of visa or leave to remain do you have?
     - [ ] Tier 4 (General) leave to remain

Select “Yes” and then choose “Tier 4 (General) leave to remain” type from the drop-down menu.
9. For use from June 2019. This is asking if you are aware of any visa that has been granted to you being shortened or cancelled for any reason.

**Revocation, cancellation or curtailment**

Has your visa or leave to remain ever been revoked, cancelled or curtailed?
This means your visa or leave was withdrawn after it had been granted. You would have been informed by the Home Office.

- [ ] Yes
- [ ] No

Copy the valid from and expiry dates of your current visa from your visa.

10. Your most recent leave

Was your most recent leave as a Tier 4 student, as a Student or as a Postgraduate Doctor or Dentist?

- [ ] Yes
- [ ] No

Select “Yes”.

11. Police registration

During your current or last grant of leave in the UK, were you required to register with the Police?

Certain nationalities are required to register with the police as a condition of their leave. If this condition applied to you, you will have been instructed to register with your local police station when you were granted your last period of leave in the UK.

The requirement to register with the police may also feature on your visa or your Biometric Residence Permit, if you are required to have one.

- [ ] Yes
- [ ] No

Check your current visa and Decision Letter to see if you are required to register with the Police.

12. If your current visa is on a BRP that you collected or received in the UK, select the 1st answer. Copy the BRP number from the top right corner of your BRP card.

**Biometric residence permit (BRP)**

Do you have a biometric residence permit?
This is a card with your name, nationality and picture. It describes your entitlement to be in the UK.

- [ ] Yes, I have a biometric residence permit
- [ ] No, I had a biometric residence permit for my most recent leave, but I do not have it now
- [ ] No, I did not have a biometric residence permit for my most recent leave

If your current visa is on a sticker in your passport, select the 3rd answer.
You will only have a National Insurance Number if you applied for one after arriving in the UK.

A Tier 4 (Child) visa is granted for study at a private school in the UK to students under 18 years old.

Check your CAS under heading “Evidence provided: English language qualification” to know how to answer the English language related questions:

**English language assessment**

If you are studying at a higher education institution, have they assessed that you meet the English language requirement, or that you are a ‘gifted’ student? You can find this information on your Confirmation of Acceptance of Studies (CAS) statement, if you have one.

- Yes
- No

Check your CAS!

If your CAS states that the HEI sponsor made an assessment on your English Language select “Yes” to this question - if you answer “Yes” the form will take you to the security questions section. If you answer “No” the form will ask you another English Language related question until it gets the information it needs – remember to check your CAS so you know how to answer these questions.

**Short-term study**

Are you attending a short-term study abroad programme in the UK as part of a university course in the USA?

- Yes
- No

The form will then ask you to indicate if you are a Short-Term Study Abroad student as part of a course in the USA. Check your CAS to see if it states you are a study abroad or exchange student.

Whenever you answer “No” to an English Language question, the form will ask you another English Language related question until it gets the information it needs – remember to check your CAS so you know how to answer these questions.
Check your CAS to see whether an academic document or certificate from a course studied in a majority English speaking country is stated in the English Language and Evidence Used to Obtain Offer sections.

If you answer “Yes”, the form will ask you further questions about the course you studied in a majority English speaking country, then take you to the security questions.

If your CAS has been issued for you to study a pre-sessional course select “Yes” – the form will take you to the security questions section. If however your CAS has been issued for an undergraduate or postgraduate course, select “No”.

Check your CAS!
These questions ask you to give information if you have had visa / immigration problems with the UK or another country. If you have, indicate this then give more details.

16. **Problems with immigration to the UK**
   - Have you ever been:
     - refused a visa for the UK
     - deported from the UK
     - removed from the UK
     - required to leave the UK
     - refused entry at the UK border
   - Yes ☐ No ☐

17. **Problems with immigration to countries other than the UK**
   - Have you ever been:
     - refused a visa for any country other than the UK
     - deported from any country other than the UK
     - removed from any country other than the UK
     - required to leave any country other than the UK
     - refused entry at the border of any country other than the UK
   - Give details of any time you were refused a visa or had to leave a country (other than the UK) for any reason.
   - Yes ☐ No ☐

Public Funds are UK state benefits (this does not include student council tax exemption). Tier 4 visa holders are not allowed to access UK Public Funds so you should select “No”.

18. **Public funds**
   - Have you ever received any public funds (money) in the UK?
   - This includes benefits for people on low incomes, such as housing or child benefits.
   - Yes ☐ No ☐

The next screens ask you about any previous convictions and include general security questions.

19. **Sponsor licence number and address**
   - Copy the Sponsor License Number from your CAS (TRA6WPA8).
   - The Tier 4 sponsor’s address is:
     - Main Campus
     - University of Glasgow
     - University Avenue
     - Glasgow.
     - G12 8QQ.
   - What is your sponsor licence number?
     - TRAw6PA8
   - Sponsor’s address
     - University of Glasgow
     - University Avenue
   - Town/City
     - Glasgow
   - Postcode
     - G12 8QQ

20. **Place of Study**
   - Will you be studying at a school or higher education institution?
     - School ☐
     - Higher education institution ☐
See your CAS – if your CAS states a different address (e.g. Garscube Campus), select “No” and then copy the address written on your CAS onto your application form.

You will only have a UCAS number if your new course is undergraduate level, and, if you applied for this via UCAS. Check your CAS.

Sponsored Students: If you receive money (or have in the last 12 months) from an “official financial sponsor” select “Yes” and give details, otherwise select “No”.

The form will then ask if you will receive official financial sponsorship for your future studies.

Tick “Yes” if you will receive official financial sponsorship for your University of Glasgow studies and indicate the financial evidence you are submitting as evidence of this.

Otherwise, tick “No” and be taken to the Course Information section.
If you answered “Yes” to the Future Official Financial Sponsor question, you will be asked to give details about your funding and the documents you have prepared that evidence your funding:

“Wholly sponsored” means you are receiving money towards both your tuition fees and your living costs from your sponsor.

If you are only receiving money for your tuition fees, or, only receiving money for living costs, indicate “I am not wholly sponsored”.

Name of sponsor institution is “University of Glasgow”.

Copy the following from the “Course Details” section of your CAS:

- qualification level
- course name
- course start date and course end date

Please note course level “RQF” is the same course level as “NQF”.

Select “No” to the Student Union Sabbatical Officer question.
26. Select “No” as you are not applying for the Doctorate Extension Scheme.

27. Check the “Accommodation & Fees” section of your CAS. If it states you have paid University of Glasgow for accommodation select “Yes” and enter the details.
   
   If you rent privately or from a student lettings agency, or if nothing is stated on your CAS, select “No”.
   
   Copy the amount of course fees charged for the first year from the “Accommodation and Fees” section on your CAS.
   
   Check the amount of money stated on your CAS is correct (request a CAS update if changes are required).
29. Are any of the maintenance funds required for this application in the form of a student loan?

[ ] Yes  [ ] No

If you will receive a US Federal Loan or educational loan select “Yes” and indicate if you have already received this. Check the Tier 4 Policy Guidance to make sure your loan document can be used.

30. If you are using any financial documents in your own name, tick “Yes”.

Financial documents in your name could be your own bank statements / bank letter, US Federal Loans letter or Sponsor Letter in your name. If money for your living costs will be paid into or have been held in a bank account in your name, select “Yes”.

If you are using financial documents in your parent’s name/s, tick “No” and complete the other questions (identifying the document you will use to show your relationship to your parent / guardian named on the financial document).

Remember you will need to submit additional documents (proving your relationship to your parents and that you have their permission to use their financial documents).

31. Copy this from your CAS:

**Your Confirmation of Acceptance for Studies**

Do you have a Confirmation of Acceptance for Studies (CAS) number?

[ ] Yes  [ ] No

Please read our “Submit” guide to see the remainder of the form.

For use from June 2019