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

PREPARE

Welcome to the “Prepare – Complete – Submit” visa application assistance series by International Student Support at University of Glasgow.

Essential Reading: There are many requirements that you must meet to make a successful visa application. You must also be able to show evidence that you have made an “in-time” visa application to the University of Glasgow at Visa Registration to be able to commence your new course here. Visa requirements and rules can change often, so it is vital that you carefully read the following sources to assist you:

- UKVI’s Tier 4 Policy Guidance
- The International Student Support (ISS) Extend your student visa web pages
- UKCISA information on making a Tier 4 visa application in the UK
- University of Glasgow’s Visa Registration web pages

To be able to apply in the UK the course start date on your new CAS must be either before your current visa expiry date or within the 28 days that follow your visa expiry date.

You must also meet the “Academic Progression” requirement and submit evidence that you have successfully completed the course your current Tier 4 visa was granted for you to study – this could be a statement on your CAS explaining how you are demonstrating academic progression, or evidence you have the qualification or are highly likely to receive the qualification for your course that your Tier 4 visa was granted to you to study. Otherwise, your CAS must state that you meet one of the UKVI’s academic progression exemptions in the Tier 4 Policy guidance.

Preparing your supporting documents: You will need to start preparing your documents early to make sure you have these before the date you need to submit the online visa application form. Some documents may take longer to prepare or receive than others so you will need to consider this. You should also start filling out as much of the online application form as you can while you are waiting for your CAS to be e-mailed to you. Use our Complete guide that explains how to answer the questions on the Tier 4 visa application form.

Common supporting documents: The documents you need to prepare will depend on what is written on your CAS and your personal circumstances, so it is not possible to give a list of documents that all students will be required to prepare. However the most common documents are listed here.
- **Current passport**

- **Current Tier 4 visa**

  - **CAS** – make sure all details on the CAS for your new course are correct (e.g. personal details, passport number, amount of tuition fees to pay, amount of tuition fees you have paid so far, course dates). Sometimes if your CAS has been updated or information added this will be entered at the top of the CAS in the “Sponsor Note” section.

  Contact Admissions and request a CAS update if any changes are required. It is important the CAS details are correct for your visa application to be successful.

- **Financial evidence** the type of document you need to prepare depends on whether you are a self-funding or sponsored student. The document you prepare must meet the UKVI’s requirements – see the [Tier 4 Policy Guidance](#) & our financial document guides.

- **Currency Conversions**: If the currency on your financial document is not in GBP (British pounds), you need to make and print a currency conversion made on [www.oanda.com](http://www.oanda.com). See our financial documents guides.

- **Translation of any document not in English**: Make sure documents not in English are accompanied by a translation that meets all requirements in the [Tier 4 Policy Guidance](#).

- **Up to date police registration certificate** (if your current visa requires you to [register with the police](#) all details on your certificate must be up to date when you submit your visa application form online)

- **ATAS certificate** if CAS states this is required – you can also check if ATAS is required for your new course before you receive your CAS by contacting Admissions. ATAS applications can take around 2 months to process so you will need to [apply for the ATAS certificate](#) in enough time to have received this before you need to submit your Tier 4 visa application.

- **Academic Progression** Unless your CAS states that you are demonstrating academic progression and how, or, that you are exempt from demonstrating academic progression and why, you must prepare evidence that you successfully completed the last course stated on your current Tier 4 visa (your current visa must have been granted to study this course).

- **Academic Documents** stated in the “English Language” and “Evidence Used to Obtain Offer” sections of CAS.
Frequently Asked Questions:

Q. I can apply under the “differentiation arrangements” – do I still need to prepare evidence of having the money for maintenance?: Certain nationals who are applying for a Tier 4 visa, and students eligible to apply under the Tier 4 Pilot Scheme, do not initially need to submit the following documents prepared for their Tier 4 visa application, however must still prepare these:

- evidence of finances (maintenance)
- academic documents & qualifications stated on CAS (these are the documents listed in the Evidence Used to Obtain Offer section)

UK Visas & Immigration have the right to request your documents at any time while processing your visa application. If documents do not meet the UKVI’s requirements in the Tier 4 Policy Guidance, or if they are not submitted within the timeframe given if requested, your visa application may be refused.

Q. What is “maintenance”?: You must have held or show you have access to any unpaid tuition fees (the amount due for tuition fees will be written on your CAS, as well as the amount of tuition fees you have already paid so far for your forthcoming studies), plus your living costs. UKVI state you need living costs of £1015 for each full or part month of your course up to a maximum of 9 months (£9135). If your CAS states that you have paid all tuition fees or that you have £0 tuition fees to pay, you would only need to show the £9135 for living costs in your financial documents.

UKVI will allow you to deduct up to £1265 of the amount you have paid to University of Glasgow for accommodation for your new course so long as the amount you have paid is stated in the “Accommodation & Fees” section of your CAS:

Tick if you will be providing accommodation or leave blank if unknown: Y

Tick if the course fee for the first year includes accommodation or boarding costs: N

Course fees charged for first year of the course (in pounds sterling): 10000.00

Course fees paid to date (in pounds sterling): 5500.00

Boarding or accommodation fees charged for the first year (in pounds sterling):

Accommodation fees paid to date (in pounds sterling): 2000.00
The most common reasons for Tier 4 General visa application refusals are:

- submitting documents that do not meet the requirements in the Tier 4 Policy Guidance or,
- submitting a document that does not show the maintenance required has been held for a minimum of 28 days.

**Q. Do I need to hold my maintenance for a set amount of days before I submit the online visa application form?:** If you will use the following documents as evidence of meeting the maintenance requirement you will not be required to demonstrate that you have been holding this money for any length of time before applying for your visa.

If you will receive money for your tuition fees and living costs from an official financial sponsor (see paragraph 137 of the [Tier 4 Policy Guidance](#) for who meets this definition) you do not need to show the money for maintenance has been held for 28 days. Only money held in a bank account or building society is required to have been held for a set period of 28 days.

If you are using a bank statement or bank letter, either in your name or in your parent’s name/s you must have held any unpaid tuition fees plus £1015 for each month of your course (up to 9 months (£9135) for a minimum of 28 days.

You can use a [date-to-date calculator](#) to check:

- You have held your maintenance for the required length of time, and
- That the date the bank statement was made, and the last transaction date on your bank statement, fall within the 31 days before you submit the online form.
You will need to be able to count back at least 28 days from the closing balance date and see that you have been holding the amount of money required for maintenance or more over that period. You must also still be holding the amount required for maintenance at the time you submit your online visa application form.

If you drop below the required amount of maintenance at any time within the 28 days on your bank statement your visa application is very likely to be refused.

You can spend the money you have been holding for maintenance on essentials such as tuition fees or accommodation fees once you have submitted your online visa application form however it is best (if possible) for you to continue holding this money until you receive a decision on your visa application.

Q. What financial documents can I prepare to show I have held my maintenance for the required time?: The documents you prepare as evidence of meeting the UKVI’s maintenance requirement will depend on whether you are officially financially sponsored or a self-funding student.

**Self-funding (e.g. using bank statements, bank letters or evidence of a loan):** The financial evidence you can use must be a document listed in paragraph 108 of the [UKVI Tier 4 Policy Guidance](#) and meet all the requirements listed for that document type. It needs to show that you have held the amount required for maintenance for at least 28 consecutive days before the date you submit your online form. Maintenance must be cash funds and accessible at any time. You can use financial evidence listed in paragraph 108 that is either in your name, or, in your parent’s name. Please see paragraphs 109-110 for the additional documents and their requirements if using financial evidence in your parent’s name/s.

If you are using bank statements you must be able to count back at least 28 days from the closing balance / last transaction date in the transaction section of the statement and see that over the 28-day period before (and including the end balance) you have not dropped below the amount required for maintenance. You must continue to hold the amount required for maintenance until after you have submitted your visa application form online. The last transaction date / closing balance must be less than 31 days before the date that you submit the online visa application form.

If you will receive [US Federal Loans](#), you will submit the loan letter received from Carol Barnett at Registry (see paragraph 108 for details of the US Federal Loans evidence accepted by the UKVI). You also need to prepare, print and submit a currency conversion to GBP of the money stated on the letter that you will receive. The letter from Carol Barnett does not need to show funds have been held for 28 consecutive days.
If the money your US Federal Loans letter shows you will receive for living costs and tuition fees (e.g. per month or year) does not meet the UKVI’s maintenance requirement, you will need to show the difference using financial documents in your own name or a parent’s name/s. Any additional financial documents you prepare must meet the requirements in paragraph 108 and have been held for at least 28 consecutive days before the date your online visa form is submitted.

Certificates of deposit are not listed in paragraph 108 of the Tier 4 Policy Guidance. However, in the Tier 4 Modernised Guidance, page 96, it states that the caseworker can choose whether to accept a certificate of deposit if it meets the following requirements (it would be at the UKVI caseworker’s discretion whether to accept a document sent for a visa application):

- **Certificates of deposit**: these are documents issued by a bank which confirm an individual has deposited or invested a sum of money and to be acceptable as evidence:
  - the certificate of deposit must have been issued within 31 days of the date of application
  - at least 28 days must have elapsed between the date of the deposit and the date of issue of the certificate

Your certificate of deposit must still however show you have held the money required for maintenance for at least 28 full and consecutive days without dropping below the amount required for maintenance - this is a requirement of the Immigration Rules.

**Officially financially sponsored**: If you will receive money for your tuition fees and living costs from an official financial sponsor (see paragraph 137 for who meets this definition), you would instead submit a sponsor letter that meets paragraphs 141 & 145 of the Tier 4 Policy Guidance. Officially financially sponsored student’s letters do not need to show the money for maintenance has been held for 28 days. If the money your official financial sponsor letter shows you will receive for living costs and tuition fees (e.g. per month or year) does not meet the UKVI’s maintenance requirement, you will need to show the difference using financial documents in your own name.

Any additional financial documents you prepare must meet the requirements in paragraph 108 and have been held for at least 28 consecutive days before the date your online visa form is submitted - please also see paragraphs 142 and 107 when using both an official financial sponsor letter with additional financial evidence in your own name.

**See our guides on the common financial documents for a Tier 4 visa application before reading the “Complete” guide.**

Any questions? Contact us at International Student Support:
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