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.

- You can request a link to be sent to you when you click “Return to this application later”. It is a good idea to make a special folder to move the UKVI e-mail into, or to flag the e-mail when it arrives, so you do not lose or delete this by accident!

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 to access your online Tier 4 application form again. You will be asked to re-enter your password.
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. **Your name**
   - What is your name, as shown in your current passport or travel document?
     - Green names
     - Family name
   - I am not sure how to enter my name

   Copy all your names from your passport onto the form.

2. **Any other names**
   - In addition to the names already provided, are you now or have you ever been known by another name?
     - Yes
     - No

   This question is asking if you have officially changed your name from the name on your birth certificate (e.g. because you got married or for another reason). If your name has always been the same, select “No”.

3. **Applicant contact details**
   - Telephone number
   - Home address
   - Town/City
   - Postcode

   You need to enter your current UK address onto the application form.
   - If your address changes after you submit the online application form, simply update the UKVI with your new address details.
   - Remember to enter your full address details, e.g.:
     - Room number
     - Flat Number
     - Building number
     - Street name
     - City / Town
     - Postcode
4. Your passport (China)

Do you have a valid passport?
Use your passport to complete this section. If you cannot supply your current and valid passport as part of your application, select No.

☐ Yes ☐ No

Save and continue.

Answer “Yes” to this question (unless you have lost your passport, then copy the details from your passport to answer these questions.

5. 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 your current visa type from the drop-down menu.

6. Copy the valid from and expiry dates of your current visa here from your visa. Indicate your current visa is Tier 4 when asked later in the form.

This is asking if you are aware of any visa that has been granted to you being shortened or cancelled for any reason. For example, when a visa that is a sticker in your passport is cancelled, often it will be stamped with a remark stating “CANCELLED WITHOUT PREJUDICE”).

7. 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

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
8. If your current visa is on a BRP that you collected or received in the UK, select the 1st answer. Copy the number from the top right corner of your BRP onto the form when asked to state your BRP number. If your current visa is on a sticker in your passport, select the 3rd answer.

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

9. You will only have a National Insurance Number if you applied for one after arriving in the UK.

10. This is a visa for study at private schools in the UK. If you have only ever held a Tier 4 General visa, tick “No” here.

11. These questions ask you to give information if you have had visa / immigration problems with the UK or another country.
12. 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”.

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

14. Copy the Sponsor License Number from your CAS (TRAW6PAA8). The Tier 4 sponsor’s address is:

Main Campus
University of Glasgow
University Avenue
Glasgow.
G12 8QQ.

15. Select “Higher Education Institution”.

16. 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.
17. 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.

**UCAS details**

Did you apply for your course through UCAS?

- Yes
- No

**Student details**

Sponsor’s system unique ID for a student:

UCAS ID number:

18. Your offer letter and CAS from University of Glasgow will confirm whether you require an ATAS certificate. You can also check here.

If you do, tick “Yes” and enter the ATAS reference number (from the ATAS certificate).

19. **Sponsored Students:** If you receive money (or have in the last 12 months) from an “official financial sponsor” select “Yes”.

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”.

**Current or past official financial sponsor**

Are you currently receiving money from an official financial sponsor - or have you received money from an official financial sponsor in the past 12 months?

- Yes
- No

**Future official financial sponsor**

Will you be receiving money from an official financial sponsor for your continuing studies?

- Yes
- No

“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”.

If you are being wholly sponsored by an official financial sponsor how will you prove this?

- My Tier 4 sponsor has confirmed this information on my CAS
- Letter of official financial sponsorship
- I am not being wholly sponsored
20. 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.

21. 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).
22. Name of sponsor institution is "University of Glasgow".

Copy the qualification level, course name, course start date and course end date directly from the “Course Details” section on your CAS. Please note, “RQF” is the same course level as “NQF”.

Select “No” to the Student Union Sabbatical Officer question.

23. Select “No” for this question.
24. **Accommodation payments**

Have you or your parent(s)/legal guardian(s) already paid any money to your sponsor for accommodation?

- [ ] Yes
- [ ] No

This is only money paid to your sponsor. For example, this does not include money paid to a private landlord or housing organisation.

**How much has been paid?**

£

**How can you prove this amount has been paid?**

- [ ] My sponsor has confirmed this information on my CAS
- [ ] Receipts

Select "No" if your CAS states "£0" paid for accommodation in the “Accommodation and Fees” section.

Select "Yes" if you have paid accommodation money to the University of Glasgow directly and your CAS states this in the “Accommodation and Fees” section.

! Check the amount of money stated on your CAS is correct (request a CAS update if changes are required).

25. Copy the amount of course fees charged for the first year from the “Accommodation and Fees” section on your CAS.

**Tick “Yes” if you have paid any money towards your course fees and copy the amount stated as paid to date from your CAS.**
The next section of the visa application form is called “Documents”. You will need to give information about the supporting documents you will submit (tick to show you will submit the documents listed on the screen, name the bank that issued your statement / letter for maintenance etc.):

- Once you have completed the “Documents” section, you should only move on to complete the “Declaration” section if you are happy your application form has been completed correctly.

- If you go past the “Declaration” section, your answers on the form are frozen and cannot be changed!

- When you have prepared all required documents and are ready to submit the online application form see our “Submit” information sheet.