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!

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 all your names from your passport onto the form.

2. This is 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. 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

**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.**

Select “Yes” and then choose your current visa type from the drop-down menu.

**Your identity card**

Do you have a valid national identity card?
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.

- [ ] Yes
- [ ] No

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

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. **Your current visa or leave to remain**

What is the start date of your current visa or leave to remain?

- [ ] Yes
- [ ] No

What is the end date of your current visa or leave to remain?

- [ ] Yes
- [ ] No

**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

8. 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”).
9. Check your current visa and Decision Letter to see if you are required to register with the Police.

**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

10. 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.

**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.

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

**Your National insurance number**

What is your current National Insurance number?
Example QU 34 56 7C

- [ ] I do not have a National Insurance number, or I have a temporary one

12. 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.

**Study as a Tier 4 (Child) student**

Have you studied in the UK as a Tier 4 (Child) student?

- [ ] Yes
- [ ] No
Check your CAS under heading “Evidence provided: English language qualification” to know how to answer these questions.

- If your CAS states that the HEI sponsor made an assessment on your English Language select “Yes” to this question:

13. **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’?

[ ] Yes  [ ] No

- If you select “No”, the form will ask you to indicate if you are a Short Term Study Abroad student as part of a course in the USA:

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

- If you select “No” the form will ask if you have studied a course (equivalent to a UK degree or above) in a majority English speaking country:

Degree from an English speaking country

Have you studied an academic course in a majority English speaking country that is equivalent to a UK degree or above?

[ ] Yes  [ ] No

- If you answer “No” the form will ask if the course you are applying for this visa to study is a pre-sessional English course (answer “No” if you do not have a joint CAS or if your CAS is for an undergraduate or postgraduate degree course):

Study of English as a foreign language

Are you applying to study a course on English as a foreign language?

[ ] Yes  [ ] No

- Did the test assess your reading, writing, speaking and listening skills at the level required for your qualification?

[ ] Yes  [ ] No

- How did you get your result?

If you took your test after 5 April 2015, provide your unique reference number. Your score will be verified using the IELTS-SELTS Consortium online system.

[ ] Certificate  [ ] Online reference number

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<thead>
<tr>
<th>Country</th>
<th>Evidence Provided</th>
<th>Language Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>England</td>
<td>Certificate of qualification proving English language requirement</td>
<td></td>
</tr>
<tr>
<td>Australia</td>
<td>Transcript of results proving English language requirement</td>
<td></td>
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14. These questions ask you to give information if you have had visa / immigration problems with the UK or another country.

**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

**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.

15. 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”.

**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

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

17. 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.

18. Select "Higher Education Institution".
19. Primary site of study
Is this the site where the majority of your study will take place?
University of Glasgow
Main Campus - University of Glasgow
Glasgow G12 8QQ
☐ Yes ☐ No

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.

20. UCAS details
Did you apply for your course through UCAS?
☐ Yes ☐ No

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.

21. Academic Technology Approval Scheme (ATAS)
Students of certain sensitive subjects, knowledge of which could be used in programmes to develop weapons of mass destruction or their means of delivery, will need to apply for an ATAS certificate before they can study in the UK. You can find out if you need an ATAS certificate here.

Do you need to obtain permission from the ATAS?
☐ Yes ☐ No

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).

22. 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
If you answered “Yes” to this question, you will be asked to give details about your funding and the documents you have prepared that evidence your funding:

23. **Future official financial sponsor**

Will you be receiving money from an official financial sponsor for your continuing studies?
- Yes
- No

[What is an official financial sponsor?]

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

“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”.

24. **Maintenance funds**

You must show that you have enough money to cover your course fees and living costs. [Read the guidance document] to find out how much money you need to show and what documents you can use as evidence.

Are all of the maintenance funds required for this application in a bank account with your name on it?
- Yes
- No

Are you relying on money held in an account under your parent(s) or legal guardian(s) name?
- Yes
- No

Do you have permission from your parent(s) or legal guardian(s) to use this money?
- Yes
- No

How can you prove they are your parent(s) or legal guardian(s)?
- Birth certificate
- Adoption certificate
- Court document

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 any financial documents in your own name, tick “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).
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.

Select “No” for this question.

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

28.

Tick “Yes” if you have paid any money towards your course fees and copy the amount stated as paid to date from your CAS.

29.

Copy this 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.