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.
**Filling out the application form**

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**
   
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 these with your given name. If your name has a suffix (e.g. Jr), 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
   -  
   - All given names
   - Family name
   - I do not have both a given name and a family 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? You must provide all your names. For example, if you changed your name after marriage or have a different name that you use for professional purposes.
   - Yes
   - No

3. **Applicant contact details**
   
   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

For use from April 2019
Copy the details from your passport to answer most of the following questions.

**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

**Your nationality, country and date of birth**

Country of nationality

Country of birth

Place of birth

Enter your place of birth (for example, the city or province), as shown on your passport or travel document.

Date of birth

Enter date in the format DD MM YYYY

**Your passport (China)**

Do you have a valid passport?

- Yes
- No

First name

Surname

Date of birth

Place of birth

**Your identity card (China)**

Do you have a valid national identity card?

- 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.

**Your other nationalities**

Do you currently hold, or have you ever held, any other nationality or citizenship?

- Yes
- No

State if you hold any other nationalities.

**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” 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.

Select “Yes” and then choose “Tier 4 (General) leave to remain” type from the drop-down menu.

For use from April 2019
9. Copy the valid from and expiry dates of your current visa from your visa.

Your current visa or leave to remain
What is the start date of your current visa or leave to remain?
For example, 23/12/1976
Day Month Year
What is the end date of your current visa or leave to remain?
Day Month Year

Tick “Yes” as you have a Tier 4 visa.

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

10. 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”.

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.

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.

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

12. 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.

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.
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

If your CAS states that the HEI sponsor made an assessment on your English Language select “Yes” to this question – you will be taken to the security questions section.

If you answer “No” the form will take you to the next English Language question.

If you select “No” to the English Language Assessment question, 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 in the “Course Details” or “Evidence Used to Obtain Offer” sections:

**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 answer “Yes” the form will then take you to the security questions section.

If you answer “No” the form will take you to the next English language question.
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.

You will then be taken to the security questions section of the form.

If you answer “No” you will be taken to the next English language question.

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”.

If you select “No” the form will then ask you if you have passed an approved English Language Test:

If you answer “Yes” to the English language test question you will need to check the certificate stated in the English Language section of your CAS and copy the details here.

You will then be taken to the security questions section.
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
   
   ![Image of problems with immigration to the UK]

16. **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
     - required to leave any country other than the UK
     - refused entry at the border of any country other than the UK
   
   ![Image of problems with immigration to countries 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.

17. **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.
   
   ![Image of public funds]

   Select “No”.

18. 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 (TRAW6PAA8). The Tier 4 sponsor’s address is:

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

20. **Place of Study**
   - Will you be studying at a school or higher education institution?
     - School
     - Higher education institution

Select “Higher Education Institution”.

For use from April 2019
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. **Doctorate Extension Scheme**

Are you applying for the Doctorate Extension Scheme?

The Doctorate Extension Scheme is for students who have almost finished their PhD or other eligible doctorate degree. It allows them to stay in the UK for 12 months after their course has ended in order to gain further experience in their chosen field, seek skilled work or develop plans to set up as an entrepreneur.

- [ ] Yes
- [ ] No

Select “No” as you are not applying for the Doctorate Extension Scheme.

27. **Accommodation payments**

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

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

- [ ] Yes
- [ ] No

How much has been paid?

- [ ] £

How can you prove this amount has been paid?

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

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”.

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

**Course fees**

How much are your total course fees?

This information is on your Confirmation of Acceptance for Studies (CAS) statement, or contact your sponsor for this information.

- [ ] £

Have you or your parent(s)/legal guardian(s) already paid any of your course fees?

Please select "No" if your course does not have a fee.

- [ ] Yes
- [ ] No

How much has been paid?

- [ ] £

How can you prove this amount has been paid?

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

Check the amount of money stated on your CAS is correct (request a CAS update if changes are required).
If you are using any **financial documents in your own name**, tick “Yes”.

**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 any of the maintenance funds required for this application in the form of a student loan?

- Yes
- No

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

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 will receive a US Federal Loan select “Yes” here and indicate whether you have already received your loan.

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).

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Copy this from your CAS:

**Your Confirmation of Acceptance for Studies**

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

- Yes
- No

Confirmation of Acceptance for Studies reference number

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**Confirmation of Acceptance for Studies Details**

Tier and Category: Tier 4 (General)

Batch details:

- Batch name: UOG_03022018_LD

CAS details:

- Sponsor licence number: TRAVSPAAB
- Sponsor name: University of Glasgow
- CAS Number: E4G016205009Z
- Current CAS status date: 18/06/2017
- Date assigned: 03/06/2017

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

For use from April 2019