



University of
Nottingham

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International Student Guide

Extending your Tier 4 student visa in the UK

nottingham.ac.uk/go/visa-application

Extending your Tier 4 student visa in the UK

The information provided in this guide is correct at the time of publication (February 2019) however it is subject to change without notice. For the most up-to-date information, please check the online version of this guide at nottingham.ac.uk/go/guides

All students are advised to read this leaflet very carefully and to refer to the **Tier 4 (General) Policy Guidance** when preparing their application.

Preparing for your Tier 4 student visa extension

When to extend your visa

Check your immigration document to see when your current visa expires. Allow plenty of time to complete your application and begin preparing your finances and other documentation at least one month before your visa expiry date.

If you apply after your visa has expired, you are applying as an overstayer – which means that you are in the UK without immigration permission. Overstaying is a criminal offence. You may only apply for a visa extension from the UK within 14 days of becoming an overstayer, and only if you can demonstrate a good reason beyond your control why you could not apply in time. If you overstay by more than 30 days you will normally be barred from coming back to the UK for at least 12 months.

Obtaining your CAS

Students starting new courses automatically receive a CAS up to four months before their course start date when they hold an unconditional offer of study and have paid any necessary deposits.

Current students at the University will need a new CAS number if they are making a visa extension application (in the UK or overseas) to continue their current course or for periods of reassessments and will need to actively request one following the instructions below.

CAS numbers are only valid for one visa application and expire six months after they are issued. If your visa application is refused, you will need a new CAS number. New students who receive a visa refusal need to be aware that the University's latest date to issue a CAS is the last working day before the course start date.

Current students can request a CAS up to four months before the visa expiry date.

Step 1 – How to request a CAS

If you are continuing on your current course of study but you need extra time to do so, you will need to request a CAS via the Online Store:

 store.nottingham.ac.uk
(Product Catalogue> Student Documents and Letters> CAS – Existing Students)

Please note that the process of requesting a CAS for the Doctorate Extension Scheme is different. Please see: nottingham.ac.uk/go/DES

Print and verify your CAS checking document

When the CAS has been prepared, you will receive an email asking you to check the details of your CAS. Check all the information included is correct.

- If the CAS is correct, print the document so you can refer to it when completing your application form
- If the CAS is incorrect, follow the instructions to report any errors

Step 2 – Activate the CAS and receive your CAS number

The Visa and Immigration Team is required to review the financial evidence of all current students making visa applications to ensure your visa application is likely to succeed. We need to do this before assigning your CAS number.

Please scan and email your financial evidence to: immigration-support@nottingham.ac.uk

If your financial evidence is suitable, your CAS number will be activated and emailed to you. Please note that although scanned financial evidence is acceptable for our checking procedures, you must provide original financial evidence for your visa application.

Making your Tier 4 student visa application

If you are in the UK and you already have a Tier 4 student visa (or another type of visa that permits you to switch into Tier 4) you will be able to apply for your new Tier 4 visa providing that the gap between your visa expiry date and the start of your new course is less than 28 days.

Using the online application

When you apply online **the date of payment is the date of application**. If relying on personal funds, you should ensure that you have held the money in your account for at least 28 days before the online application date.

For guidance on completing the Tier 4 online form, please use our sample application form guidance available at: nottingham.ac.uk/internationalstudents/guides

Visit the Home Office website: www.gov.uk/tier-4-general-visa/extend-your-visa and navigate to the 'apply online' section to link to the Tier 4 online application system.

Any dependants extending their visa with you can be included in the Tier 4 student online application form.

Visa and Immigration Team checking service

We highly recommend that you use our visa checking service prior to submitting your online application. We rigorously check visa applications and will tell you if anything is incorrect or missing. There is no cost for the University checking service, and we will also check any applications for family members applying as your dependants. Having your application checked by an immigration adviser lowers the risk of a refusal that would affect your immigration status and/or registration with the University.

You will need an appointment to have your application checked, and details of our availability can be found here: [nottingham.ac.uk/internationalstudents/advisers](https://www.nottingham.ac.uk/internationalstudents/advisers)

You can opt to have your new Biometric Residence Permit (BRP) delivered to the Visa and Immigration Team. If you do not have your application checked by an adviser, please notify us of your application so that we can give you our correct correspondence address. We will notify you when your BRP is ready to collect.

Processing times

It usually takes around **6-8 weeks** for the Home Office to process an application made using the standard service.



If you are travelling urgently, we suggest you apply for the priority service to get a decision within **10 working days**, or the super priority service to get a decision within **1 working day**. We do not advise you to use the super priority service if there are any complex circumstances surrounding your application or immigration history.

The Home Office do not guarantee that service times will be met and it can take longer than advertised in some cases. There is no guarantee that your application will be decided in time for any travel plans you have made, and we advise that you do not make any non-refundable plans until your new Biometric Residence Permit (BRP) has been issued, as you will need it to re-enter the UK. We cannot chase applications with the Home Office which are within the advertised service standard for a decision.

Whichever service you choose, your Biometric Residence Permit (BRP) will be sent to the correspondence address used in your application form within 10 working days of the application being decided.

Cost

A standard service visa application in the UK costs £475. A priority service visa application costs £952. A super priority service visa cost is £1,085.

An additional fee of £19.20 is required to have your biometric information (fingerprints and a photo) taken.

The same application fees apply for each dependant family member. You will need to pay the application fee, biometric enrolment fee and Immigration Health Surcharge (see below) using a debit or credit card when you submit your online application. You should receive instant confirmation of payment by email.

The Immigration Health Surcharge

The Immigration Health Surcharge (IHS) is a fee to use the NHS which is now being applied to each visa application submitted. For students the fee is £300 per year and each dependant is to be charged the same. The total surcharge amount for the whole period of the visa granted is payable upfront at the visa application stage. For full details please visit: www.gov.uk/healthcare-immigration-application

You will be directed to pay this fee at the time of your online visa application.



Dependants

Your spouse/civil partner – and in some cases unmarried partner – as well as dependant children can extend their visa with you as a Tier 4 student dependant if you can show that:

- you are studying a postgraduate course that lasts 12 months or longer at a higher education institution; or
- you are a government-sponsored student on a course that lasts six months or longer; or
- you are applying for immigration permission to study a course of six months or more, your dependant(s) is applying with you, and you hold (or within three months of the date of your application you were last granted) immigration permission under Tier 4 or as a student.

If your family is currently abroad and you would like to invite them to join you in the UK as your Tier 4 dependants, please refer to our guide, 'Visas for family and friends'. For more information please visit:

nottingham.ac.uk/go/guides

Babies born in the UK to students or to Tier 4 dependants may apply for leave to remain as Tier 4 dependants from within the UK and do not need to leave the UK to gain entry clearance.

This application can be made through the Visa and Immigration Team. Our immigration advisors can give you more information about applications for babies born in the UK upon enquiry.

Amount of funding required

You will need to show funding for the course fees shown in your CAS checking document and £1,015 per month to cover living costs for each month of your course up to a maximum of nine months (£9,135).

Please see 'Funding for dependants' on page 5 of this guide if you are applying with family members.

Please note that established presence rules and concessions were removed under new Tier 4 rules on 12 November 2015.

Methods of showing funding

There are several different ways of showing the financial evidence required in support of your application. It is important that you check that your financial evidence meets the requirements outlined in the **Tier 4 (General) Policy Guidance**.

We recommend that you keep the funds in your account until after you receive your visa.

Also, you should check that your funds are held in a financial institution that can satisfy Home Office checks. The Home Office have produced a list of acceptable and unacceptable financial institutions for some countries in Appendix P of the Immigration Rules:

www.gov.uk/guidance/immigration-rules/

Tuition fees paid, tuition fee scholarships and stipends towards living expenses from the University should be confirmed in the CAS. If you are a continuing student, these figures may not automatically be included. Please provide information regarding your scholarship to the Visa and Immigration Team so that we can confirm the details and add them to the CAS. Money not shown in the CAS should be shown by the methods listed.

Funding method 1 – for self-funding students

You can show original bank statements in your name, jointly in your name and another or in your parents' names. Your application will be simpler if the funds are in your name. The funds must:

- a) be in cash – **not** shares/bonds investments/credit cards
- b) have been in the bank account for a consecutive 28 days prior to your application. The balance cannot dip below the required amount, even for one day, otherwise your application will be refused.
- c) show a **last transaction date** within 31 days of your visa application. The immigration officials will not consider the closing balance on the day the statement was printed.

If you are using printed statements from the bank or internet, they must also:

- show the financial institution's name and logo
- show your name and account number
- be stamped by the bank on each page

If your printed statements do not confirm the required details, you should supply a bank letter on signed, letter-headed paper which confirms the amount of money available to you and the dates it has been held in the account.

Please note that business/company account statements will not be accepted.

If you are using your parents' personal accounts, you must include:

- an original letter, signed and dated by the account holder confirming your relationship and that the funds are for you to use for tuition fees and/or living expenses while studying in the UK
- your original birth certificate

Overseas bank statements

When applying in the UK, it is safer to use UK bank statements because the format is familiar to the Home Office and the statements are easier to verify. If overseas bank accounts are used, a foreign currency conversion must be printed and submitted with your application from www.oanda.com. Statements must be in English or officially translated. Deposit accounts (used in China, India, Russia and Kazakhstan for example) can be the most risky form of financial evidence as the funds are sometimes considered to be frozen rather than readily available.

Funding method 2 – for applicants with official financial sponsorship

Students sponsored by the UK government, their home government, the British Council or any international organisation, international company or university can rely on an original sponsorship letter issued within the last six months to demonstrate funding. Please note that if the duration of your funding or permission to stay is shorter than your course, your visa will be granted to the shorter date.

Funding method 3 – for applicants with a loan

You must show formal evidence of a loan you may have taken out in your own name. The bank providing the loan must be regulated by an official regulatory body.

Funding method 4 – for applicants from 'low-risk' countries

If you are considered by the Home Office to be a national of a 'low-risk country' you can tick a box on the application form indicating that you hold the required evidence but don't need to include it with your application. You should still meet the requirements however as you may be asked to submit proof at a later stage.

This applies to nationals of:

- Argentina
- Australia
- Bahrain
- Barbados
- Botswana
- British National Overseas (BNO)
- Brunei
- Cambodia
- Canada
- Chile
- China
- The Dominican Republic
- Hong Kong
- Indonesia
- Japan
- Kuwait
- Macau SAR
- Malaysia
- The Maldives
- Mexico

- New Zealand
- Qatar
- Serbia
- Singapore
- South Korea
- Taiwan
- Thailand
- Trinidad and Tobago
- United Arab Emirates (UAE)
- United States of America

Funding for dependants

You will need £680 in support funds for each month of your studies per dependant up to a maximum of nine months.

Please note that in some cases where dependants are making visa applications for a short period of less than nine months, dependants may need to show funds for more months than the main applicant (the student) due to the different way UKVI calculate this requirement. Both students and dependants will still only ever need to show living costs for a maximum of nine months. The Visa and Immigration Team can help you calculate how much money you need to show for dependants' living costs.

Sponsored students who receive financial support for their families will ideally be able to produce a sponsor letter with the names of their dependant family members as well as details of the specific amount that they receive. You should supplement the sponsor letter with your personal bank statements if the stipend from your sponsor is not sufficient to cover all dependants.



ATAS

If you need clearance from the Academic Technology Approval Scheme (ATAS), it will be confirmed in your CAS. If you are a non-EEA or Swiss national planning to undertake study in the UK in certain science, engineering or technology disciplines, then you will need to obtain an ATAS certificate before you can apply for a visa extension or fresh entry clearance. The application is made online at www.gov.uk/academic-technology-approval-scheme

On the application you will be asked to include a statement outlining your area of research. This statement must be the same as the one held on file in your school and agreed with your supervisor. ATAS is valid for six months only and if it is not used within this time, new clearance must be obtained before your visa application is made.

Generally, ATAS applications will be processed within 20 working days from the date the application is completed, but do allow plenty of time to get the certificate in advance of your visa expiry date. Your visa application cannot be processed until you have received ATAS clearance.

If your research changes during your studies, or if your course end date is extended by more than three months, you are required to obtain new ATAS clearance. If you wish to transfer to a course which requires ATAS clearance, you are required to obtain clearance before your transfer can be processed. Students extending their visas while in thesis pending or while awaiting a viva voce also require new ATAS clearance.

It may not be necessary to have ATAS if you are applying for the Doctorate Extension Scheme but the rules around this are complex, please speak to an Immigration Adviser.

Document checklist



- Tier 4 form (printed draft version). Please note that the Tier 4 online form should be mostly completed by you first. Please use our example application form:
- nottingham.ac.uk/internationalstudents/guides
- copy of your CAS checking document (if you are applying through the Visa and Immigration Team)
- current passport
- BRP card (if applicable)
- police registration certificate (if applicable) ensuring that your current address is updated
- personal bank statements and/or sponsor/scholarship/loan letter
- ATAS certificate (if applicable)
- original previous qualification certificate or transcripts (if referred to in the CAS)

Further checklist for documents

- All documents provided in your application need to be **original**, not scans or photocopies
- If you are applying with your dependant partner, you will be asked to show some evidence that your relationship is subsisting. This could be a council tax letter, a utility bill or a joint bank account statement. The document needs to confirm both names at the same address.
- If any documents are not produced in English or Welsh, you will need to provide official certified translations
- If within the last 12 months you have been sponsored for both tuition fees and living costs, you will need a letter from your sponsor giving consent to your extension application
- If you are making a first visa application for a baby recently born in the UK, you will need to provide their original birth certificate
- If you are under 18, you will need to provide a consent letter from your parents



While your application is pending

Provided that you've submitted an extension application before your current visa expires, you are legally allowed to remain in the UK while your application is considered. The conditions of your stay remain the same as they were before you sent the application.

After submitting your online application

Providing your biometrics

You will need to attend an appointment to have your identity checked and have your biometric information (fingerprints and photograph) taken for your new BRP.

To do this you will need to book an appointment at a UK Visa and Citizenship Application Service (UKVCAS) Centre. After paying for your application, you will be automatically directed to the Sopra Steria website to book an appointment. Sopra Steria is the commercial partner of UK Visas and Immigration, and they run the UKVCAS Centres on behalf of the Home Office.

The closest centre is in Nottingham Central Library, Angel Row, Nottingham, NG1 6HP. This is an 'enhanced centre' and the cost of the appointment is £60. You may be offered some other paid-for services on top of the basic £60 fee per applicant but **you do not need to purchase any extra services** if you do not require them. **We recommend that you consult our team before choosing any of these services, as they may not be necessary for you.** We also recommend that you contact our team with any questions rather than using the Helpline on the Sopra Steria website, as that will be expensive. Please note that you need to click the 'place order' button at the end of the process, even if you have only opted for the basic £60 fee.

There are 'core centres' offering free appointments (no £60 charge) and the closest is in Birmingham, close to Birmingham Airport.

You should be able to choose an appointment within 5 working days of your online application, and you are encouraged to attend an appointment as soon as possible. You will receive a reminder after 15 working days if you have not attended an appointment. Any family members applying with you will all need to attend an appointment at the same time as you.

Uploading your documents

On the Sopra Steria website (see above) you will be able to scan and upload your supporting documents. Please make sure that you scan only the documents relevant to your application and that you upload all of the documents you were advised you to provide at your checking appointment with an Immigration Adviser. Please let us know if you have any problems with this process.

Attending the appointment

Print out your document checklist (PDF) and your appointment confirmation document (with QR barcode) and take them with the required documents to your appointment at the UKVCAS Centre. If you booked an appointment at the Nottingham centre, you should report to the Reception desk on the 3rd floor of Nottingham Central Library. Please allow plenty of time for your appointment, and arrive in good time, as there may be a number of people queuing for the same time-slot. **Please let us know as soon as possible if you think you might have to cancel your appointment, as there may be financial penalties, and we can advise you how best to proceed.**

At your appointment, you will have your biometrics taken and your documents checked against the scanned documents you have uploaded.

Your passport and BRP card will be returned to you after you have completed your application, but you should not travel outside the Common Travel Area (the UK, Ireland, the Isle of Man, Guernsey and Jersey) until you have received a decision on your application. To do so would invalidate your application and cause problems in the future.

After you attend your appointment, your application will be assigned to a caseworker in the Home Office and processed.



Requests to process an application urgently

If you need to travel urgently for an emergency, please come to see an Immigration Adviser in the Visa and Immigration Team.

Once your extension has been granted

Once a decision is made on your application, the Home Office will create a new BRP card endorsed with your new visa. Your new BRP card will be sent separately by post approximately 10 days later. We highly recommend you do not make any arrangements to travel until you have received all of your documents as well as the BRP card. You will need to keep the BRP card safe as you will need it as well as your passport if you travel out of the UK. You will also need to show the BRP to an employer if you are looking for part-time work.

The Visa and Immigration Team will inform you by email once your BRP is ready to collect, if you opted to use our office as your correspondence address for your visa application.

Providing copies of your passport and visa

Your immigration responsibilities require you to provide a copy of your current passport and visa to the University while you are studying with us. If your BRP is returned to the Visa and Immigration Team, we will take a scanned copy for our records. If your BRP is delivered to you personally, you must provide a copy to the University by taking it to any Student Service Centre to be scanned. Similarly, if you obtain a new passport, please take it to any Student Service Centre for scanning. Failure to provide copies of your documents may have an effect on your registration at the University.

Police registration

If your visa or visa decision letter says that you have to register with the police, you must inform the police of any changes to your visa – such as a new visa expiry date – within seven days of receiving your visa. You will need your BRP card and current passport along with your police registration certificate to have the certificate updated. There is no charge for alerting the police of changes to your stay and you do not need to make an appointment.

If you had not previously required a registration certificate but your new visa or visa decision letter indicates that you do, you will need to make an appointment with the police within seven days of obtaining your visa.

The police are available on campus and the Visa and Immigration Team can provide details to you on request.

Refusals

If your visa is refused, it is essential that you contact the Visa and Immigration Team immediately so that we can advise you accordingly. A visa refusal may have an effect on your registration at the University.

Applying from overseas

If you are applying for your visa overseas please see our guide [Applying for your student visa from overseas](#). You may wish to speak to an Immigration Adviser about the documents you will need to submit with your application – particularly the financial evidence. The Visa and Immigration Team cannot issue you with the CAS number needed for your extension application until we are confident that your financial evidence will satisfy UK Visas and Immigration rules and result in a successful visa application.

Immigration responsibilities

It is important that as an international student, you comply with the immigration regulations during your stay in the UK. Your responsibilities are:

- To provide the University with a copy of your passport and visa/BRP, including any new passport or visa/BRP that you obtain
- To keep your contact details in the UK up to date via the Student Portal
- To register for your course on time each academic year
- To study while you are in the UK (ensuring that you have good attendance on your course and no significant gaps or absences)
- To follow University processes if you decide that you would like to defer or suspend your studies or withdraw from your course
- To return home if you defer or suspend your studies, withdraw from your course or your course is terminated
- To act within the Immigration Rules if you change education provider (to another approved institution). It is a criminal offence to register for studies at an institution other than the one shown on your visa. Students switching institutions need to make a new visa application as soon as a CAS is produced for them.
- To act within the Immigration Rules if you change your course. Course changes (including transfers, downgrades, extensions and interruptions) can have visa implications and it is important that you contact the Visa and Immigration team if you are thinking of making a change so that we can give you individual advice.

In addition, you should be sure to only work within the restrictions allowed by your visa and to know when your visa is due to expire so that you can prepare to apply well in advance of the expiry date if you require a further extension.

The University's responsibilities

The University has certain responsibilities and duties under the Points-Based System which we are required by the UKVI to comply with. Our responsibilities include:

- To take and keep copies of the passport and visa/BRP for non EEA nationals
- To keep contact details up to date (and to keep a record of any changes of address)
- To check registration and to report non registration to the UKVI
- To monitor attendance and to report unauthorised non attendance to the UKVI
- To monitor changes of status and to report deferrals, interruptions, withdrawals and course terminations to the UKVI
- To notify the UKVI of any significant changes in your circumstances (such as a change of course or the successful completion of your course where this is earlier than expected)



We're here to help, get in touch:

We offer a professional and confidential immigration advisory service to all international and EU students both before they join the University and once they have arrived.

You can contact us by email, telephone or in person. We run a regular service where you can meet an Immigration Adviser, Monday to Friday throughout the academic year. To find out more about our service times and locations, please visit:



+44 (0)115 846 6125



immigration-support@nottingham.ac.uk



[nottingham.ac.uk/
internationalstudents/advisers](https://nottingham.ac.uk/internationalstudents/advisers)

This publication
is available in
alternative formats.
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We are always looking for ways to develop and improve our support service and welcome feedback from staff and students.

The information in this leaflet is given in good faith and correct at the time of writing. It has been carefully checked in line with UKCISA and Home Office guidance, but The University of Nottingham accepts no responsibility for the accuracy of the information.

If you would like any further information or assistance, please contact us. The advisers, Ruth Hudson, Melanie Bentham-Hill, Rebecca Gillespie, Amy Hewitt, Sofia Markopoulou-Moore, Hong Sun, Josie Tanvir and Rebecca van der Steen are authorised to provide immigration advice and services by an order made under Section 84 (4) (d) of the Immigration and Asylum Act 1999.

If at any time you are not happy with the advice you have been given by the Visa and Immigration Team in the first instance you should raise this with the Visa and Immigration Team Manager or the Head of Specialist Services. If the matter is not resolved or you are still unhappy, you can make a complaint to the OISC (Office of the Immigration Services Commissioner) via their website:

www.oisc.gov.uk



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University of Nottingham has made every effort to ensure that the information in this leaflet was accurate when published. Please note, however, that the nature of the content means that it is subject to change from time to time, and you should therefore consider the information to be guiding rather than definitive.