Extending your student visa and requesting a CAS

When extending your Tier 4 (General) Student Visa we advise you prepare your application at least 6 weeks before your visa expires. Please read the following steps to a successful visa application.

Essential Pre-appointment Preparation

- Pay your tuition fees in full or show you have the balance of your fees in your bank account for 28 days.
- Ensure you have sufficient funds in your bank account to cover the Immigration application and health surcharge.
- Keep the required maintenance (from closing balance) in your bank for a consecutive 28 days prior to application * see below “showing required funds”.
- Apply for an ATAS Certificate (if required) see [http://uod.ac.uk/int001](http://uod.ac.uk/int001)
- Check Registry hold your current academic address and phone number
- The university must show evidence in the CAS of your English language ability for the course and make an assessment on your progress to date. If you are not extending to complete your course, please provide an IELTS certificate if you have one or evidence of an undergraduate degree taught in English.
- If you are sponsored by an official financial sponsor, ensure you have a current (original) letter.

Note: earnings from a part-time job cannot be used as evidence of maintenance

*Application fees are correct at time of publishing. Current fee levels should be checked at Gov.uk

Requesting a CAS (Certificate of Acceptance of Study)

Please complete the web form for initial enquiries at: [http://uod.ac.uk/int002](http://uod.ac.uk/int002)

Once you have provided the above information, International Advice Service staff will request a CAS if you are eligible. You will receive an email with a note of your CAS number and CAS statement. This will take up to 5 working days; however, it may take longer whilst staff request evidence of academic progress and payment of fees.

Your Appointment

On receipt of your CAS, please email the International Advice Service to book an appointment with the adviser or support worker. Contact: [internationalsupport@dundee.ac.uk](mailto:internationalsupport@dundee.ac.uk) or telephone +44 1382 381381. Please ensure you book this appointment as it is essential you have a successful visa application.

Processing your Application

The International Advice staff can process your application via the Batch Scheme (postal application) providing you have the relevant documents (check factsheet 2 for more information on the Batch Scheme); Please bring the UKV&I completed (printed) cover sheet as receipt of your on-line application.

If you are experiencing a delay in providing supporting documents prior to your appointment, please contact us to organise an alternative appointment. We may still be able to send your application as long as you have given us sufficient time to prepare. We want to assist you in a successful application, however it is vital you provide us with the relevant documents well in advance of your visa expiry date. Last minute applications may not be dealt with. Should you let your visa expire, you will run the risk of being refused a visa extension and your Tier 4 sponsorship would be invalid therefore you would be withdrawn from the course until you receive your visa.

We will also check your application and documents if you are submitting via the Tier 4 Priority Service (a more expensive but receive an answer within 10 working days; for more information see factsheet 3), or you have made a premium service appointment with the Public Enquiry Office (a more expensive but same day service; for more information see factsheet 3).

Important: If you receive your documents or your BRP card directly from the UKV&I, you must inform us immediately, this is vital for compliance purposes as the University will require a copy of your new visa (BRP card) to continue your Tier 4 sponsorship.

Biometric Enrolment

Within 6 weeks of sending your application, you will receive a letter from UKV&I inviting you to attend a public enquiry office/post office to enrol your biometrics. Check factsheet 5 for more information on Biometric Enrolment. If you do not receive this letter, please contact us, and we can investigate the delay on your behalf.
Processing Time
UKV&I usually make a decision within 2 weeks from the biometric appointment, which means your application can take up to 8 weeks in total to process. (Although we have found turn-around times are faster with the introduction of online applications.) Your passport (and documents) will be returned to the International Advice Service and we will email you to collect your documents from the Enquiry Centre.

Document checklist: You must bring the following relevant original documents to your appointment, photocopies or scanned copies will not be accepted unless verified

<table>
<thead>
<tr>
<th>IMPORTANT CHECKLIST OF DOCUMENTS REQUIRED FOR A SUCCESSFUL APPLICATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A completed and current Tier 4 (General) online application form. <a href="https://www.gov.uk/apply-tier-4-visa">https://www.gov.uk/apply-tier-4-visa</a></td>
</tr>
<tr>
<td>An Immigration Health Surcharge application is now part of your online Tier 4 application. You will be required to pay the Health Service surcharge of £150 per applicant per 12 month of. If you are extending for a 12 month course you will be charged £225 for 16 months leave. Help to complete the online application is available from UKCISA at: <a href="http://uod.ac.uk/int014">http://uod.ac.uk/int014</a></td>
</tr>
<tr>
<td>A printout of the confirmation of online fee payment that includes UKV I and IHS reference numbers</td>
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<tr>
<td>Your current passport</td>
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<tr>
<td>Your CAS number and statement. This will be emailed to you (It is your responsibility to check that the information in the CAS is accurate)</td>
</tr>
<tr>
<td>2 recent identical passport-size photographs taken within one month by an approved passport photograph supplier (print your name and date of birth on the back of each) you cannot use the same photographs as on your passport, police registration certificate or visa, as they will be more than 1 month old <a href="http://uod.ac.uk/int003">http://uod.ac.uk/int003</a></td>
</tr>
<tr>
<td>*A bank statement to show required funds at closing balance for a consecutive 28 days) dated within one month of application. See below for funds you need to show and more details on factsheet 1 appendix 2</td>
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<tr>
<td>Evidence of previous study in the UK, if relevant (only if listed on your CAS)</td>
</tr>
<tr>
<td>Police registration certificate (if required, this will be stamped in your passport) with your current full postal address</td>
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<tr>
<td>Biometric Residence permit (if you have one) or your visa vignette in your passport</td>
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<tr>
<td>Your original qualification certificates used to assess your suitability for the course, if you are not extending to continue on your original course (only listed on your CAS)</td>
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<tr>
<td>Evidence of English language ability if required (only if listed on your CAS)</td>
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<tr>
<td>You must have paid your tuition fees in full or show the balance in your bank account (for a consecutive 28 days) or provide a letter from an official financial sponsor (only a Government, University or international agency)</td>
</tr>
<tr>
<td><strong>A fee of £457 (€1047 for premium appointment at a Premium Service Centre) Payment is requested at the end of your online application form</strong></td>
</tr>
<tr>
<td>Batch Scheme postage and package: £5 per person (€10 per family) additional costs apply to follow on documents</td>
</tr>
<tr>
<td>Academic Technology Approval Scheme (ATAS) if required. Please see fact sheet 6 for details.</td>
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</tbody>
</table>

*Showing Required Funds*
Funds must be shown in a bank account in your name for a consecutive 28 days, on the date you submit your online application, with closing balance dated no earlier than 1 month before the online application is submitted.

- You will be required to show maintenance of £1015 for each month required for study, up to a maximum of 9 months. Therefore, if you are extending for 9 months or more you should have £9135 in your bank account.
- A maximum of £1265 paid for university accommodation may be used towards evidence of maintenance.
- If you are to be accompanied by a dependant (spouse/children) you will need to show an additional £680 per dependant for each month (up to maximum of 9 months) depending on the length of leave applied for.

If you cannot show the required funds in your bank account, you can ask your parent to post supporting documentation including an original bank statement held in your parent's name (held over 28 days), an original, signed supporting letter and original birth certificate (all translated into English)

Please maintain the required funds in your bank account until you receive your new visa, as this will ensure funds are available if a re-submission of your application is required.

*Application fees used are correct at time of publishing. Current fee levels should be checked at Gov.uk*
Guidance on completing the form

Although UKV&I offer guidance on some of the questions (click on the red star for the UK V&I guidance), we recommend you also read the following guidance, some of which is specific for applications sent through the University’s visa extension scheme:

**Personal details** - Given names: You must write down all given names (including your middle names) as stated on your passport

**Contact details** - Is this also your correspondence address? - You must tick “no” if we are sending on your behalf, and complete the section as follows: Susan Scott, International Student Adviser, Enquiry Centre, University of Dundee, DD1 4HN

**Reference Numbers** - Have you ever had any Home Office or UK Visas and Immigration reference number assigned to you? Do not include information on your Entry Clearance visa, this means any visa applied within the UK, tick “yes”

**Previous addresses** – Complete previous addresses within the UK. If you tick “no” to the question, you are required to write down your current address again.

**Immigration history**

What is your current immigration status in the UK? You may have to tick “I have leave to enter/remain for a limited period”

Did you have a visa/entry clearance when you came to the UK? This question is about your visa you obtained BEFORE travelling to the UK. Almost everybody should tick “yes” here, if you are unsure, speak to the Adviser.

**Current address and Mailing address**

- Current address - You will be asked to input your current address (this would be the address you are currently residing during the period of your study).
- Mailing address - This is the address the Home Office will send any mails to. After you input your current address on the form, you will be given an option if you would like your mails to be sent to a different address, **please select “Yes” and input the International Advice Service address as below.** We strongly advise you to do so, especially if we are sending your documents on your behalf. The advantages are, there is always someone available to sign for your documents/BRP card and they will be kept in a safe place until we email you to collect them.

  Susan Scott, International Advice Service  
  Enquiry Centre  
  University of Dundee DD1 4HN

**Course details**

- What is my sponsor’s license number? WYUXKW7Y7 – University of Dundee. This can be found on your CAS
- What is my sponsor’s address? The University of Dundee, Nethergate, Dundee DD1 4HN
- What is the level of qualification you will be awarded when you successfully complete your course? This is stated on your CAS.
- Date the course starts: If you are a continuing student and your start date is in the past, you must look at the course start date in the sponsor note on the CAS. Because we cannot put a date in the past in the course start date section, we have to put an artificial start date on your CAS. If you are a new student (new entrant) with a course start date in the future, then your course start date as stated on the CAS is the correct date.
- Is the address of your primary site of study the same as your Tier 4 sponsor’s address? tick “yes”
- How can you demonstrate your English language ability? This is stated on your CAS in the SELT section.
- Can you speak English to the required standard? - tick “yes”. If you didn’t speak English to the required standard, we wouldn’t have given you a CAS
Maintenance

- How much have you paid? This information has to match the information on your CAS. If you paid the full fee and you received a discount, you have to write the amount you have paid (the discounted amount).

Documents

It is essential that you include the documents that apply to your application, although it may appear confusing on the form. If you don't have a biometric residence card, you would tick “no”, or if you are not sponsored, you tick “no” as you don't have to provide a sponsor letter. Just make sure that you tick “yes” for all the documents you must provide and which apply to you.

Declaration

UKV&I work out automatically how much money you will have to show in your bank account for 28 days and this is the amount stated in the declaration.

If you have any doubts about the information given in the form or feel you need clarification, do not click “Next” until you ask International Advice Service staff. You can email internationalsupport@dundee.ac.uk or Tel: +44 1382 381381

Online Fee Payment

On completion of the application form, you will be required to make payment using a current UK debit/credit card. Please ensure you have sufficient funds to cover the fee at the time of application, otherwise your application will be rejected.

If you are confident that your online application form and payment is complete and correct, print the payment receipt and bring to your appointment along with the application form.

Important Note

Information or advice given by Student Services staff is given in good faith and is consistent with standards of good practice and knowledge. The information /advice given is not necessarily definitive nor is it legal advice, and should not be treated nor relied upon as such. Students have a responsibility to check regulations and to take appropriate action on their own behalf. The University accepts no liability for the information/advice given, nor for the consequences of any actions taken on the basis of the information /advice.

Susan Scott
International Student Adviser
Manager, International Advice Service