Preparation to apply for your student visa from outside the UK (current student)

If you are travelling home to extend your Tier 4 student visa to continue on the same course, or progress to a new course you can apply from outside the UK if you have received a new CAS. When extending your Tier 4 (General) Student Visa we advise you prepare your application at least 8 weeks before your visa expires. Please read the following steps to a successful visa application.

Essential 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. You can use the Immigration Health Surcharge tool on UKV&I website to check how much you will have to pay http://uod.ac.uk/int055
- 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
- Request for a CAS (Certificate of Acceptance of Study). Please complete the web form for initial enquiries at http://uod.ac.uk/int002. Once you have provided the required 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 10 working days; however, it may take longer whilst staff request evidence of academic progress and payment of fees.
- 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, you 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
- Check Registry hold your current academic address and phone number
- Take a TB test if required http://uod.ac.uk/int056
- Check the visa process in your country of residence and the visa processing times. A list of visa application centres can be found at UKV&I website at http://uod.ac.uk/int057
- Submit online application at https://uod.ac.uk/int056-a you will need to set up an account on the website before completing the application form.

Please refer to UKVI Tier 4 policy guidance http://uod.ac.uk/int058

If you are from North Korea, you must do a paper application by completing a VAF9 application form at https://www.gov.uk/apply-uk-visa

You must not apply more than three months before the course start date on your CAS as your application will automatically be refused.

- Book an appointment at your visa application centre (if required)
- Attend your visa application centre for biometric appointment where your fingerprints and photograph will be taken. If you have not already been asked to submit your supporting documents by post, you will have to submit them at your appointment.
- Attend an interview, if you are asked to do so
- Your visa application will be granted or refused.

If your visa is refused, you must scan a copy of your refusal letter and email it to International Advice Service at internationalsupport@dundee.ac.uk Please do not attempt to re-apply without seeking advice from IAS

When you receive your visa, please check that all of the details are correct, including the type, length, and conditions of leave. If there are any errors, contact the visa application centre and have them corrected before you travel to the UK.
- If you have been issued with a 30-day vignette, travel to the UK before it expires and collect your BRP within ten days of arriving in the UK before the end of your 30-day vignette from the Post Office. For further details on collecting your BRP, please see factsheet 21 at http://uod.ac.uk/IASfactsheets. Once you collected your BRP card, you must bring your new visa to the Enquiry Centre and ask for a member of staff to scan your visa and email it to internationalsupport@dundee.ac.uk. The University will require a copy of your new visa for compliance purposes.
- If your visa (or the accompany letter from Home Office) states that you must register with the police, so do within seven days of arriving in the UK. Please see factsheet 15 at http://uod.ac.uk/IASfactsheets
Document checklist

**IMPORTANT CHECKLIST OF DOCUMENTS REQUIRED FOR A SUCCESSFUL APPLICATION:**

- A completed and current Tier 4 (General) online application form. [https://uod.ac.uk/int056-a](https://uod.ac.uk/int056-a)
  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 £300 per applicant per year. If you are extending for a 12 month course you will be charged £450 for 16 months leave.
  Help to complete the online application at: [https://uod.ac.uk/int-191](https://uod.ac.uk/int-191)
- Document checklist downloaded from your online application (includes UKVI & IHS reference number)
- Your current passport
- 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)
- 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
  *(Note: earnings from a part-time job cannot be used as evidence of maintenance)*
- Evidence of previous study in the UK, if relevant (only if listed on your CAS)
- Police registration certificate (if required, this will be stamped in your passport) with your current full postal address
- Biometric Residence permit (if you have one) or your visa vignette in your passport
- Your original qualification certificates used to assess your suitability for the course, if you are not extending to continue on your original course (only if listed on your CAS)
- Evidence of English language ability if required (only if listed on your CAS)
- 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)
- **A fee of £348. Payment is requested at the end of your online application form**
- Academic Technology Approval Scheme (ATAS) if required. Please see factsheet 6 for details.

*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.

Please note that electronic bank statements should be stamped by bank on each page, and must include the account number, date and bank logo.

If you are using foreign currency, please use the official exchange rate on Oanda website at [http://uod.ac.uk/int060](http://uod.ac.uk/int060)

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*