The Batch Scheme - UK Visas and Immigration (UKVI) Batch Postal Service for Students

What is the Batch Scheme?
The Batch Scheme is a service used by the International Advice Service. If you choose to send your application by post you must use this service. We will check and send student visa extension applications to a section of the UK Visas and Immigration (UKVI) called the "Batch Scheme". This increases the chance of a successful application as IAS staff can ensure your documents meet the criteria and the case workers will contact the International Adviser directly if they need clarification.

How does it work?
Batch Scheme applications will be posted on a weekly basis depending on demand. Only student applications for Tier 4 (General), Tier 4 (Dependants) and Tier 4 (DES) can be processed through the Batch Scheme.

How do I make an appointment to use the Batch Scheme?
If you are making an initial enquiry complete the web form at: http://uod.ac.uk/intl004 and allow 3 working days for a response.

To enquire about the progress of your enquiry, please contact 01382 381381 or email internationalsupport@dundee.ac.uk

What supporting documents will I need to bring to my appointment?

- A completed and current Tier 4 (G) Student online application form from the UKVI website: https://www.gov.uk/tier-4-general-visa/overview

  Please see Factsheet 1 for a checklist of documents required for a complete application and full guidance: http://uod.ac.uk/ias-factsheets

CAS (Certificate of Acceptance of Study)
All applicants for Visa Extensions must be issued with a CAS number. The CAS number holds information on an electronic system accessed by UK V & I. When your CAS is issued, you must make an appointment with the International Advice Service, Enquiry Centre, Campus Green (no. 43 on the Campus Map) where you will receive help in making your application to extend your visa. Once you have completed the web form at: http://uod.ac.uk/intl004 IAS staff will send an invitation by email for you to book an appointment time.

Academic Technology Approval Scheme (ATAS)
If you are undertaking postgraduate research in science, engineering or technology subjects you may need to apply for an Academic Technology Approval Scheme (ATAS) clearance certificate. You will need your JACS code, which your department can give you. JACS (Joint Academic Coding of Subjects) is the system used by UK institutions to identify the subject matter of programmes and modules. Check factsheet 6 for further details. An online application is available at https://www.gov.uk/academic-technology-approval-scheme

What will the International Advice Staff do?
The staff will check all your supporting documents and answer any questions on your application form. However, please note that we cannot complete your application form. It is your responsibility to ensure the application form is complete and correct. When your application is complete, both parties will sign an
agreement for your application to be processed through the Batch Scheme. You will be asked to read the terms & conditions of your Tier 4 visa (see factsheet 8) and sign an agreement.

**What will the International Advice Staff not do?**

The adviser will not normally send your application if you do not have all the required documents. You need to provide all the necessary documentation before your current visa expires, or your application may fall for refusal. Please talk to the International Student Adviser if cannot provide the relevant documents.

**How much does it cost?**

At present, all student applications cost £457 and dependant’s applications cost £457 each. There will be an administration cash charge of £5 single/£10 family including postage, to cover costs incurred by the International Advice Service. Please note additional costs apply to follow on documents.

**How should I pay?**

**Online Fee Payment is mandatory** - On completion of application details, you have to make payment using a current UK debit/credit card with sufficient funds to pay the fee in full at the time of application. Print the payment receipt and bring to your appointment along with the application form.

**How will my application be sent?**

Your application will be sent by Special Delivery to the UKI Batch Scheme. Special Delivery is the safest and fastest way to send documents in the post and is guaranteed for next day delivery.

**When will I hear about my application?**

Within 6 weeks of sending your application, you will receive a letter from UKVI inviting you to attend a Post Office to enrol your biometrics. UKVI usually make a decision within 6-8 weeks at that point. They will return each student’s passport (and documents) in an individual envelope to the International Advice Service. They will also return your Biometric Residence Permit card (new visa) to the International Advice Service. We will inform you by email to your Dundee University email address, and your documents will be stored in a secure place awaiting collection.

**Important note:**

If your BRP card/visa is returned to your home address, you must inform the international Advice Service immediately by emailing: [internationalsupport@dundee.ac.uk](mailto:internationalsupport@dundee.ac.uk) and bring your new visa to be uploaded to your student record. Failure to do this may result in your Tier 4 sponsorship being withdrawn.