Extending your student visa via the Tier 4 Priority

Tier 4 Priority Service

The priority service should take up to 10 working days from application submission to decision and does not require travel to a UK Visas and Immigration (UKVI) application centre.

Q: Eligibility to apply for a Priority Service

You must be making an UK-based Tier 4 application to study or continue your studies, and you must already have a Confirmation of Acceptance for Study (CAS). If required all other relevant documents.

Q: How to apply for a Priority Service place

Complete the Tier 4 Priority Service Request form at: http://uod.ac.uk/int1170

Then email it to Tier4PriorityService@homeoffice.gsi.gov.uk before you make your online Tier 4 application.

Only the first 60 requests received each day after 8:30am (Monday to Friday) are accepted – you will receive an email stating whether you have been successful.

UKVI will inform you whether your request was successful. If it is, follow the instructions from UKVI and use the link provided by them in their email to submit your online Tier 4 application within 24 hours.

Requests will not be accepted if:

• The limit for that day has been reached.

• The request was made before 8.30am, on a weekend or a bank holiday.

• The form has not been completed properly.

Once you completed and submitted your online application, make an appointment with International Advice Service to send your supporting documents to UKVI by special delivery.

Q: Cost

The cost is the standard application fee of £952 per applicant.

Examples:-

1) A single applicant applying as a Tier 4 (General) student = £475 (application fee) + £477 (priority fee)
   = £952.

2) An applicant with a partner, applying as a Tier 4 (General) Student = £475 (application fee) x 2 people
   = £950 + £954 (£477 priority fee x 2 People)
   = £1,904

*Application fees used in the examples are correct at time of publishing. Current fee levels should be checked at Gov.uk
Q: How long does it take?

The service standard for Tier 4 Priority applications is 10 working days for a decision and return of documents. If granted, the Biometric Residence Permit card will follow.

In order to meet this turnaround, the following steps must be taken:

- Complete and return the Priority fee form immediately after applying online
- Use the correct link as provided by UKVI when the Priority Service request is accepted.
- Pay the appropriate Immigration Health Surcharge when applying.
- Required supporting documents (including identity documents) to reach UKVI no later by 2 days after the application is submitted.
- Enrol biometrics within 2 days of receiving the Biometric Notification Letter (BNL).
- Respond promptly to any correspondence from UKVI in respect of the application.

**Important!**

An application will be excluded from the 10-day service standard and the Priority fee may be retained if:

- The incorrect application link is used.
- Fees are not correctly paid.
- Documents are not provided.
- Biometrics are not enrolled within 2 days of receiving the BNL, or there is a problem with the enrolment.
- Additional checks are required on the application.
Extending your student visa in Person at a Premium Service Centre

The information provided in this fact sheet is taken from UKVI website and describes the service at a premium service centre (previously called Public Enquiry Office) for those applying for a premium service in person to extend their leave to remain and receive a decision on the same day.

You can also access further information at http://uod.ac.uk/int1171

You will need to pay a higher application fee. The service is by appointment only - you must book an appointment during completion of the ‘online’ application form, before you come to a premium service centre.

Important information - Dependants must attend biometric enrolment at a Premium Service Centre.

<table>
<thead>
<tr>
<th>Address:</th>
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<tr>
<td>Glasgow Public Enquiry Office, Festival Court, 200 Brand Street, Govan, Glasgow, G51 1DH (See travel directions overleaf).</td>
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<tr>
<td>Opening hours: - Monday to Saturday 8 am to 5 pm; Wednesday 8 am to 8 pm</td>
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Complete the on-line Tier 4 Student application form at: http://uod.ac.uk/int1005

Please see Factsheet 1 at http://uod.ac.uk/int-factsheets for full guidance to assist you in completing the online form.

The application fee is £1085 payable when completing the on-line form.

Plan your journey in advance and ensure you arrive in time for your appointment as late arrivals may not be guaranteed to be seen. You can also make an appointment with the International Advice Service email: internationalsupport@dundee.ac.uk to have your application checked before your appointment at Premium Service Centre.

Procedures on arrival at Glasgow Premium Service Centre

Facilities: public payphones and accessible toilets for disabled customers

How long will the appointment take?

On average, 2-2 1/2 hours to process a premium service application, however it is sometimes possible that complications with an application or IT delays may lengthen the processing time. They will always inform you if there are likely to be delays in processing your application.

Security

For your own safety, when you visit a UKVI office you must consent to the security screening process. This is a legal condition of access to the building and any customer who refuses to be searched, can lawfully be denied entry. You are advised to read the Home Office guidance to prepare for your visit: http://uod.ac.uk/int1171

Reception

You will be called to a counter at reception, where an officer will complete some preliminary checks on your application. Please have all your documents ready. The officer will tell you whether your application can be considered in the premium service centre or whether you must apply elsewhere or provide extra documentation.

To ensure that you are prepared when you arrive, please look at the information on the UKVI website, read the forms carefully and phone the immigration enquiry bureau on 0300 123 2241 if you have any queries, (however you will not be able to talk to a Home Office representative, but hear options relating to your query).

They will only accept original documents. Any computer printouts must be validated. For example, a printout of your bank statement must be validated by your bank (which means that someone at the bank must officially stamp and sign the printout).
Paying your application fee
For most applications you must pay the fee online when you book an appointment. If you are required to pay on the day our premium service centre **do not accept cash or cheque** as payment for applications. You can pay by debit or credit card but the card must be Chip & Pin enabled.

Enrolling your biometric information
When your fingerprints have been recorded, they will take a digital photograph of your face. You will then be asked to wait until you are called.

Considering your case
At the counter, an officer will examine your papers and make a number of checks on our immigration databases. You will be asked questions about your application, and your case will be considered according to the current Immigration Rules and regulations.

When the officer has confirmed that your application can be processed, you will be asked to wait while your passport and documents are taken to another area. If they refuse your application, they will give you the appropriate notice of this, and tell you whether you have any right to appeal. They continue to process applications until they have seen the last customer, but they lock the doors at closing time for security reasons. You will still be able to leave the building after this time.

Decision of the application
Despite the aim to provide a same-day service standard, they cannot always guarantee that a decision will be made on the same day. Unexpected complications with applications, or more frequently, IT delays can sometimes prevent them being able to conclude an application on the same day. If this is the case, they will advise you as soon as possible.

Issuing your biometric residence permit
They will then notify you of our decision on your application. If they approve your application they will tell you that you will receive your biometric residence permit by post will be couriered to you 7-10 days after your appointment.

Booking overseas travel after your appointment
You are strongly advised not to book any travel outside the UK until they have decided your case and returned all the necessary paperwork, including your passports, decision letters and your Biometric Residence Permit (BRP) Card, to you.

**Important!**
On receipt of your BRP card you must bring it to the International Advice Service, Enquiry Centre to have it scanned as the University will require copy of your new visa for compliance purpose.

**Directions – Travelling from Dundee to Glasgow**
By Car – Google map journey planner [http://maps.google.co.uk](http://maps.google.co.uk) the postcode for the office is G51 1DH
By Train – Queen Street Railway Station - [www.nationalrail.co.uk](http://www.nationalrail.co.uk)

In both cases you should go to Buchanan Street underground station and take the ‘Outer Circle’ train.
Cessnock is the sixth station from Buchanan Street.

**Walking to 200 Brand St, Glasgow**
0.2 mi – about 3 mins

Cessnock Underground Station
1 Cessnock Street, Glasgow

Head **north** on Cessnock St
toward Middleton St

Turn **left** at Brand St - Destination on the right

Glasgow Premium Service Centre
200 Brand Street, Glasgow