



Extending your Tier 4 (General) student visa

Warning: The UK Border Agency makes regular changes to the guidance it issues on student applications. Before making your application, check the UKCISA information sheet at: www.ukcisa.org.uk/student/information_sheets.php

When should I apply?

You should begin preparing your application about 8 weeks before the expiry date of your student visa to allow time to obtain all the necessary documents and to complete the application form. You must supply all supporting documents with your application, including any original qualifications listed on your CAS. It is not possible to send documents at a later date.

How do I apply?

- Request a Certificate of Acceptance to Study (CAS) from the Visa Compliance Officer in the Walter Moberly Building.
- Collect all the documents needed to be sent with application (See check list)
- Complete the Tier 4 application form (download this from the UKBA website, google 'tier 4 application form'). Check on the UKBA website to make sure it is the most up to date.
- Once the form has been completed, make an appointment with an Advisor to have your form checked.

What documents will I need?

For a list of documents see the checklist later in this document. All documents need to be **originals** and any documents not in English must also include a translation that meets the UKBA Policy Guidance. See paragraphs 11 and 12 of the guidance.

<http://www.ind.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance1.pdf>

How long will it take to get my visa?

If you post your application it can take between 1 & 3 months to be processed. We recommend that you do not make any travel plans until you have received your passport and Biometric Residence Permit (BRP) (new name for visa). If you need your visa quickly (e.g. if you have to travel) it may be better to make an appointment with one of the Public Enquiry Offices (PEO's). The list of PEO's and addresses are on the UKBA website.



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What documents do I need from Keele?

You will need a **CAS** (a Certificate of Acceptance to Study) and all the educational documents/certificates used to assess your ability to study that are listed on your CAS.

What do I need to do to apply for a CAS?

Go to the Records office (Tawney Building) and you will be asked to complete a CAS Statement Request Form.

You must take your passport/BRP and Keele card with you when you request your CAS. Check your CAS refers to the **English language requirements** and that you have the certificates to support this, if you need them.

It can take up to 10 working days before you can collect it so order one in plenty of time.

How much money do I need to have?

The money you will need to show must be enough to cover your course fees for the first period of study or, if you are continuing a course, for the next period of study, and living costs for up to a maximum of nine months.

The amount you will need to show for living costs depends on your individual circumstances.

A Tier 4 General student must show that he/she has:

£600 per month for living costs if the student is studying in outer London.

(In Section N of the form you will need to confirm that the funds which you have shown in respect of maintenance are available to you, in the manner specified in the Immigration Rules, for use in living in the UK and will remain so available unless used to pay for living costs in the UK)



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Can I get reduced maintenance?

- If you have completed a single course of at least six months during this immigration permission;
 - *or*
- You are currently studying a single course, of which you have completed at least six months;
- *or*
- You are currently studying and have completed a single course of at least six months during your current permission to stay

You only need to show £1200.00 in your account for 28 days. **(Please note: if you an 'overstayer' you will need to show £5400.00)**

If you can show on your CAS or official receipts from the Finance Office that you have paid your course fees or some of your fees, or you have paid your University halls fees, this can be deducted from the total maintenance amounts.

What documents can I use to prove I have enough money?

Your documents must meet the requirements detailed in paragraphs 148 to 158 on the UKBA Policy Guidance. Please read these very carefully as your visa will be refused if you do not meet the requirements.

<http://www.ind.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance1.pdf>



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Checklist

<p>Your Tier 4 (G) application form, completed in capital letters and in black pen.</p> <p>Go to UKBA website for most recent form: http://www.ind.homeoffice.gov.uk/sitecontent/applicationforms/pbs/tier4applicationform1.pdf</p>	<input type="checkbox"/>
<p>2 photos in a small envelope (These can be obtained from the Unit)</p> <p>(write your name on the back of each photo)</p> <p>We recommend you get these from '1st Cameras' in Newcastle (opposite Boots the Chemist)</p>	<input type="checkbox"/>
<p>For postal applications – pay by postal order bought from the Post Office Charge for service is £20 (CASH ONLY).</p>	<input type="checkbox"/>
<p>All passports that you have used to travel to the UK</p>	<input type="checkbox"/>
<p>Pink UKBA ICFN/BRP card with your visa details on it (if you have one)</p>	<input type="checkbox"/>
<p>CAS (see where to go to request this on page 1)</p>	<input type="checkbox"/>
<p>All educational documents/certificates, and translations if needed, (as listed on your CAS)</p>	<input type="checkbox"/>
<p>Documents to prove you have enough money, bank statements etc. They should show a closing balance dated no more than 31 days before the date that you submit your application, If you have problems getting bank statements, let the IAU know.</p>	<input type="checkbox"/>
<p>Your Police Registration Certificate (if you have one) up-to-date with current address and visa expiry date</p>	<input type="checkbox"/>
<p>ATAS Certificate, if you need one, see paragraph 102, page 14, of policy guidance http://www.ind.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance1.pdf</p>	<input type="checkbox"/>

For more information see the KUSU semester planner and the IAU website for dates of Visa Workshops.

When you have prepared your application or if you have any questions please don't hesitate to contact the Unit.

Police Registration – Once you get your new visa you need to update your Police Registration Certificate, you will need to make an appointment to update you PRC at Stafford Police Headquarters; See www.kusu.net for directions / contact details