



STUDENT IMMIGRATION ADVICE AND COMPLIANCE

Applying for an extension to your student visa

JULY 2017

www.leedsbeckett.ac.uk/international



Applying for an extension to your student visa

How to use this fact sheet

This Fact Sheet provides information regarding visa immigration procedures and regulations in the UK. Further information can be obtained from the Student Hub and from Student Immigration Advice and Compliance team.

www.leedsbeckett.ac.uk/studenthub

What happens when my visa is due to expire?

If your studies are continuing, then you should attend an International Student drop-in at least two months in advance of your visa expiry date. The drop-ins are available weekly, throughout the year for enrolled students at our University.

We will give you advice that will help you fill in the online application form and we'll explain the requirements of UK Visas & Immigration so that you can provide the documents to support your application.

We will answer any questions you might have regarding aspects of the UK Visas & Immigration and University regulations and procedures.

Please email Student Immigration Advice and Compliance for current drop-in times: internationalstudentadvice@leedsbeckett.ac.uk

How to apply for a visa extension

In February 2016, UK Visas & Immigration have updated the on-line 'Print and Send' applications for Tier 4 students.

You need to complete and pay for the Tier 4 application form online as well as the immigration health surcharge. You will be requested to print the cover sheet which needs to be signed and also includes the checklist for the original documents which need to be sent to UK Visas & Immigration.

Your current visa protects you and your leave to remain in the UK as long as a valid in-time application for a new visa has been submitted. This means that you are legally entitled to remain in the UK until a decision on your application has been made by UK Visas & Immigration.

Remember, your application is not valid until it has been received by UK Visas & Immigration and on-line payment has been made for the application and the new Immigration Health Surcharge.

Warning

If you do not apply to renew your leave before it expires, you will have no right of appeal on a refusal. If you have overstayed and your application is refused, you could have a 12-month ban on applying for any further visas for the UK.

Fees

There are currently 3 ways to apply for a visa extension:

- by post via the University
- by post individually (you send off your own application)
- in person at a Premium Service Centre

The UK Visas & Immigration charges a standard fee of £457 for Tier 4 online applications. This needs to be paid by credit or debit card.

UK Visas & Immigration offers three levels of service: a standard postal service which takes 8 weeks (£457), a Priority 10 day Postal Service (£916) and a 1 day Premium Service (£1047) for applications pre-booked at one of the Premium Service Centres. The nearest centre to Leeds is in Sheffield.

Please note that you still need to complete an online application form but you select the appropriate service before you pay. This will also allow you to book an appointment at a Premium Service Centre. You must submit your online application before your current UK immigration permission runs out.

Immigration Health Surcharge

The UK Government has introduced an immigration health surcharge on 6 April 2015 to be paid by nationals who extend their visa in the UK for a period of more than six months. Find further information at: www.gov.uk/healthcare-immigration-application

The Batch Scheme

In order to have your application sent to the Home Office by the University, you should attend an International Student drop-in session to discuss your application first. Once you have collected all the required documentation and taken full copies, you will need to arrange an individual appointment to have your evidence checked by the Student Immigration Adviser and to have your CAS (Confirmation of Acceptance for Studies) issued. You must make sure that you bring all the original documents as your application cannot be accepted if there is anything missing. You also need to bring your debit or credit card to make the online payment. Try to attend the International Student drop-in session at least two months before your visa is due to expire, as this will leave enough time for you to collect all the documents that you will need from your School, from your bank and home country if necessary. We advise you to submit your application through the university so that we are able to support you through the application process. The university will send off your passport and supporting documents, and they will be returned to you once the application process is completed. The time for processing applications can vary. You must not book any travel abroad until you receive your passport back.

Standard postal applications cost £457 plus £457 for each dependant applying at the same time. You and your dependants

will need to attend a biometric appointment at a participating Post Office.

Applying by post individually

You will need to apply individually if the university cannot submit your application. You should attend an International Student drop-in session in order to begin to prepare your application and to arrange for your CAS to be issued. You will need to send your application via Special Delivery. This method of application costs £457 plus postage (approx £8). You will need to have your biometric details taken at a participating Post Office after UK Visas & Immigration have written to you. The Post Office charge a handling fee of £19.20 per person.

Applying in person

You can apply in person by making an appointment with one of the Premium Service Centres. You can only book the appointment through the online application facility. For applications made in person at one of the Public Enquiry Offices (this is called premium service) the cost is £1047 plus £1047 for each dependant applying at the same time. You will normally be able to take your passport home with you after your appointment but your Biometric Residence Permit (BRP) card will be sent on to you at a later date. You will not be required to attend a separate biometric appointment as your biometric details will be collected at the visa application appointment.

Credibility Interview

You may be required to attend a Credibility Interview before UKVI grant you immigration permission to remain in the UK. The invitation to attend is usually sent by email from the UKVI. The Student Immigration Adviser will discuss this with you further at your appointment before you submit your visa application.

Completing Your Student Visa Extension Application

You must apply to extend your visa before your current visa expires. As long as you submit your application online before the date your current visa expires and send supporting documents within the required timeframe, you will still be in the UK legally under the terms of your current student visa.

UK Visas & Immigration require that all students with a Tier 4 visa must make a visa application before any new course starts, even if you have time left on your current visa. This affects **all** students.

It is important that you provide ALL the documentary evidence required by the UK Visas & Immigration in support of your application for an extension of permission to remain in the UK. The documents you enclose with your application need to be ORIGINALS. Faxes, photocopies, scans and e-mails are not accepted by the UK Visas & Immigration.

In order to apply for a visa extension you must have 40 points. Points are awarded by having the required documentation:

- a Confirmation of Acceptance for Studies (CAS) from a licensed sponsor (30 points); and
- enough money for your course fees and a monthly amount to support yourself while living in the United Kingdom (known as maintenance), and documents to prove this (10 points).

Leeds Beckett University is a licensed sponsor under Tier 4 of the Points-Based System and the Student Immigration Adviser will issue the CAS for you when your application and evidence have been checked.

In most situations, the finances you need to pass the points-based assessment are in the **table below**.

Please note that the maintenance funds are £1015 per month of study remaining, up to a maximum of 9 months. For courses in London this figure is increased to £1265 per month.

You must have held the appropriate maintenance funds and any course fees still owing to the university in your bank account for at least 28 consecutive days prior to applying for an extension. If you have any dependants in the UK with you, you will also need to be able to demonstrate that you have enough money to fund their stay in the UK whilst you complete your studies.

Checklist of what you must provide when applying for a visa extension:

- a completed online application form (please don't pay the fee until the application has been checked by the Student Immigration Adviser);
- a current passport or travel document;
- a CAS from a licensed sponsor;
- documents to show that you have the right finances (maintenance) available (see above). Statements must be from a bank or building society account in your name;
- your BRP card if you have one;
- your Police Registration Certificate if you have one;

Length of course	Where you will study	Maintenance (funds) needed
9 months or less	Outside London	Course fees + £1015 to cover living costs for each calendar month of the course up to a maximum of nine months
More than 9 months	Outside London	First year of fees + £9135 to cover living costs in the United Kingdom

- any receipts for payments of tuition fees or university accommodation rent;
- CAS approval form from your Faculty.

Once you have submitted your application

Compulsory identity cards are now issued to foreign nationals applying for permission to remain in the United Kingdom. The cards are a form of biometric immigration document. Everyone applying for an extension to a student visa must apply for a Biometric Residence Permit (BRP) card.

If you apply for your visa extension in person you will be required to provide your biometrics (fingerprints and facial image) and this will be done on the day of your arranged appointment. If you are applying for the standard service you will also be required to provide your biometric details as part of your application.

UK Visas & Immigration will write to you requesting that you go to a listed Post Office to have your biometric details taken. If you do not attend within 15 days of the date of that letter, you will be sent a warning letter and your visa application will be rejected. If you refuse to provide your biometric details, you will be sent a warning letter and your application will be refused.

Once you have given your biometric details, the UK Visas & Immigration will consider your application. Your passport, document and BRP card will be sent

directly to you. Please inform the Student Immigration Advice and Compliance team when you receive them and arrange to bring in your new BRP.

Contacts

Student Immigration Advice and Compliance

LE115, Leighton Hall
Leeds Beckett University
Headingley Campus
Leeds
LS6 3QS

Tel: 0113 812 5735

Email: SIAC@leedsbeckett.ac.uk

Important note

Immigration law is subject to change. Please make sure that you have the most up-to-date advice by checking the following websites:

www.gov.uk/tier-4-general-visa

www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Making-a-Tier-4-General-application-in-UK

www.postoffice.co.uk/foreign-nationals-enrolment-biometric-residence-permit

www.gov.uk/healthcare-immigration-application

Student Immigration Advice and Compliance

We are here to provide immigration support for you throughout your stay at our University.

We will help you to settle in and adjust although we realise that this may be difficult at first!

We hope you will find that our University has a friendly and supportive atmosphere, and our Adviser is available to talk to you in confidence regarding immigration issues.

International Student drop-in sessions take place in the Rose Bowl, City Campus. Please email SIAC@leedsbeckett.ac.uk for details.



The information produced in this leaflet is intended as a guide for international students and is given in good faith. Care has been taken in compiling the information; however, the University accepts no legal responsibility for its accuracy.

www.oisc.org.uk

Designated officer authorised to provide immigration advice and services by an order made under section 84 (4) (d) of the Immigration and Asylum Act 1999 and regulated by the Immigration Services Commissioner.

Karen Griffith

Student Immigration Advice and Compliance Manager

Applying for an extension to your student visa

Contact:

Karen Griffith,
Student Immigration Advice and Compliance Manager
Tel: 0113 812 5262

Joanne Harrison
Student Immigration Adviser
Tel: 0113 812 5735

Student Immigration Advice and Compliance
Email: SIAC@leedsbeckett.ac.uk