



STUDENT IMMIGRATION ADVICE
& COMPLIANCE

Applying for an extension to your
student visa

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www.leedsbeckett.ac.uk/international



LEEDS
BECKETT
UNIVERSITY

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 the 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 a Student Immigration 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 on-line application form and we'll explain the requirements so that you can provide the correct documents to support your application. We also arrange for a new CAS to be authorised and issued.

We will answer any questions you might have regarding aspects of the UKVI and University regulations and procedures.

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

How to apply for a visa extension

In November 2018 the UKVI updated the visa extension process. You make an on-line application, pay the application fee, the biometric enrolment fee and the Immigration Health Surcharge. At the end of the on-line application process you will be asked to upload a scan of your documents or you can upload them at your biometric appointment.

Your biometric details will be taken at the appointment which you book at a UKVCAS (UK Visa and Citizenship Application Service) centre. There may be an additional charge for the appointment.

Remember, your application is not valid until it has been received by the UKVI and an on-line payment has been made for the application and the Immigration Health Surcharge, biometric details must also have been given and documents uploaded at an appointment.

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 before your current visa expires. This means that you are legally entitled to remain in the UK until a decision on your application has been made by the UKVI.

Warning

If you do not apply to renew your leave before it expires without a valid reason you are required to leave the UK as a matter of urgency as you become an illegal overstayer. The university will assess your situation before deciding if a new CAS can be issued.

If you overstay by more than 14 days from the date your visa expires, you will face at least a 12 month ban on applying for any further visas for the UK.

Fees

The UKVI charges a standard application fee of £475 plus £19.20 for biometric enrolment for Tier 4 applications. This needs to be paid by credit or debit card.

The UKVI offers three levels of service:

- a standard '8 week' service (£475);
- a Priority '5 day' Service (£975);
- and a Super Priority 'next day' Service (£1275).

There will be an additional appointment fee when you attend an appointment unless you choose to go to a Core Service centre. See the www.gov.uk/ukvcas website for details. Your nearest UKVCAS Centre is located at Wakefield library.

Please note that you still need to submit an on-line application and select the appropriate service before you pay. This will then allow you to book an appointment at the end of the process.

Dependants applying at the same time are charged the same fees as the main applicant. You and each of your dependants will need to provide biometrics during your appointments at the UKVCAS centre.

Immigration Health Surcharge

In addition to the application fee you are also required to pay the Immigration Health Surcharge which is currently £300 per year.

Applying

Once you have collected all the required documentation 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) authorised and issued.

You must make sure that you bring all the 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 on-line payment.

We advise you to submit your application through the university so that we are able to support you through the application process. The time for processing applications can vary.

You will be able to take your documents home with you after your UKCVAS appointment although your current Biometric Residence Permit (BRP) will be retained. Your new BRP card will be sent to the Student Immigration Adviser once your visa has been granted.

You must not travel abroad until you have received a decision from the UKVI on your visa application and have possession of your new BRP.

Credibility Interview

You may be required to attend a Credibility Interview before the UKVI grant you immigration permission to remain in the UK. The invitation to attend is usually sent by email from 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 on-line before the date your current visa expires and provide supporting documents within the required time frame, you will still be in the UK legally under the terms of your current student visa.

The UKVI 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.

Requirements

It is important that you provide ALL the documentary evidence required by the UKVI in support of your application for an extension of permission to remain in the UK. The documents you upload, either with your on-line application or at your UKVCAS appointment, need to be scans of the ORIGINALS.

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

- a new Confirmation of Acceptance for Studies (CAS) from the university (30 points); and
- bank statements to show you have the appropriate amount of funds held in your account for a minimum of 28 consecutive days (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.

The finances you need to meet 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. Currently each dependant requires max £6120.

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

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

This is a checklist of what you must provide for your visa application. If you decide to scan and upload your documents prior to your appointment they will need to be scans of the originals. If you decide to scan your documents at your appointment you will need to bring your original documents with you. You will need:

- 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 new CAS issued by the university
- documents to show that you have the correct finances (maintenance) available.
- your Police Registration Certificate if you require one;
- your BRP card if you have one;
- any receipts for payments of tuition fees or university accommodation.

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.

When you attend your visa extension appointment at a UKVCAS centre you will be required to provide your biometrics (fingerprints and facial image) and this will be done at the time of your appointment.

Once you have given your biometric details at the UKVCAS Centre, UKVI will consider your application. **You must not travel abroad until you have received a decision from the UKVI and your BRP has been issued.** If your visa extension application is successful your BRP card will be sent to the university. The Student Immigration Adviser will inform you when it has been received.

Contacts

Student Immigration Advice & Compliance team

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

Student Immigration Advice

We are here to provide 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 matters.

Student Immigration 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
& Compliance Manager

Applying for an extension to your student visa, contact:

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Compliance Manager
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