



Student
Services



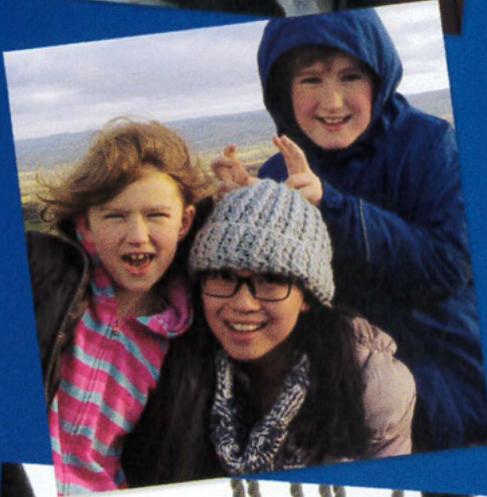
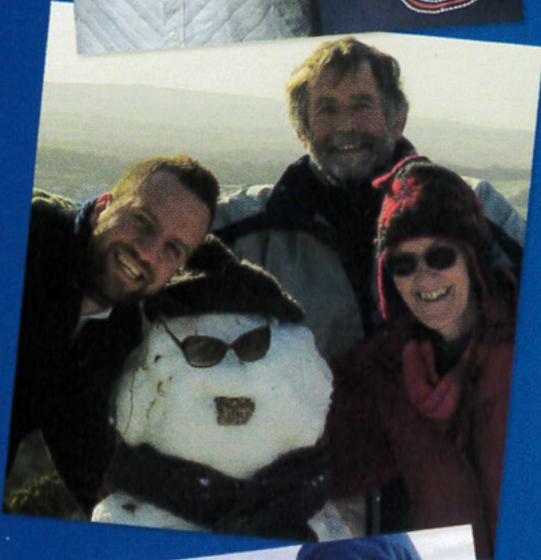
International Student Support

Visa Guide

Your step-by-step guide to applying for a Tier 4 General Student visa from within the UK.

Version 04/2018

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Step 1

Check if you are eligible to apply for a Tier 4 Visa

See the Home Office/UKVI webpage to check your eligibility to apply - www.gov.uk/tier-4-general-visa/eligibility.

Step 1a – Check if you are eligible under the ‘5 year cap’ rule

The Home Office/UK Visas and Immigration (UKVI) have set a maximum time limit (“cap”) on studying with a student visa. This includes any time spent as a student under the Immigration Rules. The maximum time permitted for study at degree level is 5 years, for students studying at UWS which is an Higher Education Institution (HEI), the cap is extended to five years and 11 months if you have a Confirmation of Acceptance of Studies (CAS) that was assigned after 10 August 2015 this includes the extra time you are given before a course (maximum 1 month) or after a course (maximum 4 months). There are some exceptions to this rule, including students applying for a Tier 4 visa to study a PhD course and students who studied a 4 year undergraduate degree course in Scotland. If you are unsure how this rule may affect your visa application, please see the Home Office/UKVI webpage to check your eligibility to apply - www.gov.uk/tier-4-general-visa/eligibility and see the UK Council for International Student Affairs (UKCISA) website for full details on the time limit (cap) on studies - <https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Tier-4-eligibility-and-requirements#layer-3002>

Step 1b - Check if you are eligible for an academic extension

If you need additional time to complete the next part of your course, you can only apply for further leave from within the UK if you are:

- applying for leave to remain to re-sit an exam or repeat a module leave; **OR**
- applying for leave to remain to complete a PhD course (or equivalent doctoral qualification); please note that PhD students can request a visa extension if they are making satisfactory progress with their PhD and will not exceed 4 years for completion; **OR**
- applying for leave to remain because you have previously re-sat exams or re-taken modules for the course for which you are applying for the further leave.
- applying for leave to remain because you are progressing from Ordinary Undergraduate level (SCQF 9) to Honours level (SCQF 10) and have successfully completed your current course.

If none of the above apply to you, you cannot apply from within the UK to extend your visa for your current course. You may be able to apply for fresh entry clearance from your home country to complete your studies or you may complete as a distance learning student.

Step 1c – Check if your dependants are eligible to apply

Only some types of Tier 4 (General) student can have their spouse and/or child(ren) in the UK as dependants. You can have PBS dependants with you if you are either:

- government-sponsored and your course is longer than six months **OR**
- you are doing a postgraduate level course (SCQF Level 11 or above) of 12 months or more.

See www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Dependants for full information.

Step 2

How and when to apply

Begin the process of applying for your new visa around **2 months** before your current visa expires. You will need this time to gather all of the supporting documents required and to have your application checked by an International Student Adviser (see 'Step 7' for further information).

Apply for your new visa before your current visa expires. Your online application should be submitted to the Home Office/UKVI on or before the day that your current visa expires. It is very important that you do not overstay your visa, even by a day or two. If you apply as an overstayer and your application is refused, you are unable to challenge the decision (through an administrative review). If you apply more than 28 days after your visa expires, your application will be automatically refused.

If your current visa expires more than 28 days before the start date of your next course of study, you can't extend your visa in the UK. You must leave the UK and apply from your home country for a new visa (known as Entry Clearance).

Do not make any definite travel plans until your new visa has been granted and your documents have been returned to you as there is no guarantee that your application will be processed by the Home Office/UKVI in time for your trip. If you need to travel within the next 6 months, you should make a premium application for your visa in person at a Public Enquiry Office (PEO) or, select the online priority service for your application to be processed more quickly. Please note that the fee for an in person application and priority service are considerably more expensive than the fee for a standard application (See details on page 13). If you need to travel due to an emergency (e.g., the death of a close family member) please speak to a member of the International Student Support Team – see page 14 for contact details. It is possible to withdraw your visa application and have your passport returned to you, although this process can take 10 working days. The visa application fee would not be refunded to you and you would need to apply for a fresh visa from your home country.



Step 3

Make sure you have sufficient funds

The Home Office/UKVI specifies how much money you need for your course fees and living costs while you are in the UK. You will also need to pay a visa fee and Immigration Health Surcharge (IHS). See Step 6, Part 5 for further details.

If you are studying at **UWS London Campus**, you are required to have money for living costs of **£11,385** (based on £1,265 per month, for a period of 9 months). If you are studying at **UWS Paisley, Hamilton, Ayr or Dumfries Campus**, you are required to have **£9,135** (based on £1,015 per month, for a period of 9 months).

From **12 November 2015**, you can only show a reduced amount of maintenance (established presence) if you are applying to extend your visa through the **Doctorate Extension Scheme**.

The Home Office/UKVI also specifies how much money is needed for living costs for anyone applying for a **PBS Dependant visa**. If you have dependants and are studying at **UWS London Campus**, you are required to have money for living costs of **£7,605** for each dependant (based on £845 per month, for a period of 9 months). For dependants who are studying at **UWS Paisley, Hamilton, Ayr or Dumfries Campus**, you are required to have **£6,120** for each dependant (based on £680 per month, for a period of 9 months). On 24 November 2016, the Home Office changed its guidance on how to calculate how much money a dependant needs to show when they make their immigration application. Instead of the length of a student's course, it now depends on the length of the **student's immigration permission**.

You must also have enough money to pay for the course fees for the first year of your course, or the entire course if it is less than 1 year long. If you have not yet paid your course fees in full, you must have the balance of what you owe in your account. Tuition fee costs and amounts paid are detailed in your CAS (see 'Step 5').

The relevant amount (living costs for you and any dependants plus fees still to be paid) must be in the bank/building society for **28 consecutive days**. Please note that the date of the final transaction on your account is considered as the last day of this 28 day period. The statement used as evidence of funds must be dated within 1 month of the date you submit your visa application. For example, if you submit your application on 28 September, the statement used in support of your application must not be dated any earlier than 28 August. The money must be in your account in full on each and **every day** of the 28 day period. If your account balance drops below the required amount, even for 1 single day or by as little as 1 pence, your application would be refused.

The statement used as evidence must show your name, your account number, the date the statement was produced, the financial institution's name and logo and the amount of funds available. Online statements are acceptable if all pages are stamped by the bank.

Mini-statements from cash points are not accepted. If possible, ensure that you have the required amount in **a single** account only rather than in multiple accounts.

To check that your bank or financial institution is accepted by UKVI, please see Appendix P of the Immigration Rules: www.gov.uk/guidance/immigration-rules

A Certificate of Deposit is a certificate issued by a bank to confirm that a named person has deposited or invested a specific amount of money. They are only accepted as evidence of funds if: it has been issued within 31 days of the date of application AND at least 28 days must have elapsed between the date of the deposit and the date of issue of the certificate.

When using money from an overseas bank account, please ensure that you include a print

out from www.oanda.com of the currency converted into GBP on the day you submit your application. It is very important that your funds do not drop below the required amount when converted into GBP on the day of submitting your application. If you are unsure how much money you need, ask an International Student Adviser (see 'Step 7' for contact details). For full information on the finances required when applying for a Tier 4 (General) student visa, please see the UKCISA website - <https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Tier-4-eligibility-and-requirements#RL>

Step 4

Check if you need an ATAS Certificate

Students on certain postgraduate courses leading to a **Masters** or **Doctorate** level qualification will need an Academic Technology Approval Scheme (ATAS) Certificate to study in the UK.

Currently, **taught** postgraduate programmes at UWS do not require an ATAS Certificate. If you are a new or continuing postgraduate research student, contact the Graduate School to confirm your course JACS code, then check the Foreign and Commonwealth (FCO) website www.gov.uk/academic-technology-approval-scheme to determine if you need to apply for an ATAS Certificate.

If you require an ATAS Certificate, you should apply for it online at least 6 weeks before your current visa expires (ATAS applications can take four weeks or longer to process). You must make sure your ATAS Certificate is valid every time you apply to extend your visa.

The ATAS Certificate will be sent to you by e-mail and is one of the supporting documents required to get your CAS (see Step 5) and by the Home Office/UKVI in support of your Tier 4 visa application.

An ATAS is not required for your **Doctorate Extension Scheme** (DES) unless you previously needed one for your Tier 4 visa and the end date on your new CAS for the DES, is 3 months more than the end date on your previous Tier 4 CAS.

Chinese students using email servers 126.com, 163.com, sina.cn and qq.com may have difficulty receiving email messages from the ATAS team. If you use one of these email providers and are still awaiting a decision on an ATAS application submitted, contact the ATAS team at: ATAS@fco.gov.uk. Students should also consider using Yahoo, Gmail, Hotmail or similar commercial email providers, if possible.

Step 5

Obtain a Confirmation of Acceptance for Studies (CAS)

To apply for a Tier 4 visa, you will need a CAS (an electronic document) which is issued by the University's Admissions team. PhD students' CAS is issued in conjunction with the Graduate School.

International Admissions

Once you are in receipt of an unconditional offer and have accepted this, the CAS team will be in contact with you regarding the UKVI requirements you have to meet before being issued with your CAS.

If you are applying for a visa to start a new course, see step 5a below, or, if you need more time to complete the course that you are currently studying, see step 5b.

The Admissions team assess applicants' overseas qualifications and institutions with NARIC (National Academic Recognition Information Centre) for equivalency to UK qualifications and suitability for our programmes.

Applicants do not have to submit a statement from NARIC regarding their equivalency with their visa application as UK Visas & Immigration are aware Universities carry out this check.



Step 5a – CAS Process for students starting a new course

- Ensure that you have sufficient money for living costs plus your tuition fees, as specified by the Home Office/UKVI. If you have dependants with you in the UK, you will also need to ensure that you have sufficient money for living costs for each of your dependants.
- Pay the required tuition fee deposit and keep the receipt.
- Submit documentary evidence of your finances and confirmation that you have paid your tuition fee deposit (your receipt).
- Submit evidence of your ATAS if required.
- Submit evidence of birth certificate and parental letter confirming use of bank statements if you are using your parent's bank account as evidence of your funds.
- Bank statements in spouse's name will only be accepted if they have the applicant as a named joint account holder on the account.

** All documents should be sent to the CAS Team (casrequest@uws.ac.uk) or to the Graduate School pgr@uws.ac.uk if you are a PhD student.

The CAS is produced once the unconditional offer to study at UWS has been officially accepted and the relevant documents in support of the CAS have been received.

Step 5b – CAS Process for students with resits or who have not yet completed their current course because of having previously re-sat exams or re-taken modules (or, students who have received authorisation from the Graduate School for further time, to complete a PhD level qualification).

If you require additional time to complete your course (below PhD level) and have not had resits, you are no longer able to apply within the UK.

- Ensure that you have sufficient money for living costs plus any outstanding tuition fees, as specified by the Home Office/UKVI. If you have dependants with you in the UK, you will also need to ensure that you have sufficient money for living costs for each of your dependants.
- Contact your Programme Leader for confirmation that you are making satisfactory academic progress and that they support you in applying for another visa. The CAS team or Graduate School (if you are a PhD student) will also contact your Programme Leader or Director of Studies, directly for this information. (If they do not support you in applying for another visa, you may have the option of completing your course in your home country as a distance learning student or, possibly return on a Short Term Student visa).
- Obtain a CAS request form by e-mailing CASRequest@uws.ac.uk, or if you are a PhD student, e-mail PGR@uws.ac.uk.
- Pay the admin fee (£21) at the UWS Online Store (<http://shop.uws.ac.uk/>) or at the Hub on Paisley Campus and keep the receipt. The CAS request form states how much the current admin fee is.
- Complete the CAS Request form and submit it to the CAS team (or to the Graduate School if you are a PhD student) with your receipt for the admin fee and documentary evidence of your finances and ATAS (if required).

A CAS is issued within two working days of all acceptable documents being submitted to the CAS team.

Step 6

Apply for your visa online

The guidance below is specific to UWS students

Go to www.gov.uk/apply-tier-4-visa and 'select' '**Tier 4 (General) student visa**'. Then select either 'Extend your visa' or 'Switch to this visa'. To apply for the Standard or Premium Service, click the 'Apply online' box. Select 'request form' if you wish to apply for the Priority Service (see 'Step 6', Part 5 for further details). Once you have read through the information and you are happy to proceed, click the green '**Apply now**' box at the bottom of the page (see screenshot below):

Biometric information

As part of the application process, you are required to apply for a biometric residence permit. If you choose Standard or Priority service you will be required to pay an additional fee of £19.20 per applicant to have your biometrics collected.

You will only be considered for Tier 4 (General) leave to remain. You will not be considered for any other type of leave to remain. You must [use a different form](#) if you want to stay for another reason.

Apply now

The application is divided into 6 parts:

1. **Start** - create your account, set your password and activate your account.
2. **Application** - enter your personal information (this can be edited at any stage).
3. **Documents** - confirm documents that you will send (can be edited).
4. **Declaration** - confirm everything in the form is accurate **do not do this if you still wish to edit the form** and have it checked by an International Student Adviser.
5. **Pay** - pay for your application with a debit or credit card.
6. **Download and print** - you need to print your final coversheet and document checklist to send to UKVI.

Answer the first 3 questions in **Part 1. Start**

Are you currently in the UK? Yes

Do you currently have an application with the Home Office for leave to remain for which you have not yet received a decision? Answer No (unless you have a current application)

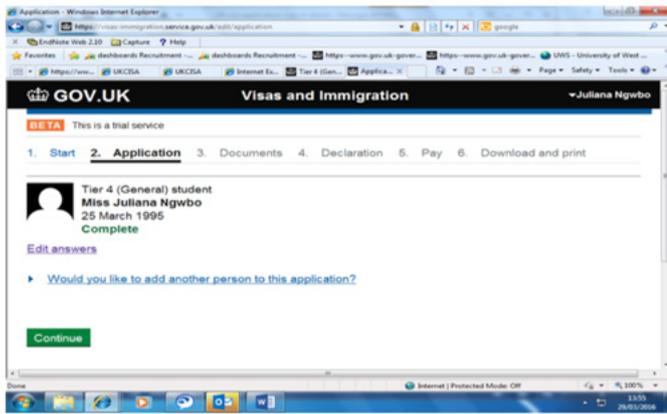
Do you have a legal representative? No (unless you have a legal representative)

Enter your email address and create a password.

Once you have created a password (keep a note of your log-in details on your mobile and/or tablet or take a screenshot/photograph of the details), the Home Office will e-mail you a link to activate your account. You will receive an e-mail message stating 'Your visa application has been saved. Use this link to sign in to your application'. This means you can now save the information on your Tier 4 application form and log in and log out as you wish with your account details - you **MUST** bring these details with you when you see an International Student Adviser to have your visa application checked (see 'Step 7').

Answer the questions in **Part 2. Application**

If you have dependants applying with you, you will need to complete forms for them too. You should click on the link below your application 'Would you like to add another person to this application?' if you would like to include your dependants with your application.



If you answer a question wrongly you can edit your answers as you go along or, if you are not sure of an answer eg. 'Have you an **official financial sponsor?**', click on the highlighted word in blue to find out more information about what an 'official financial sponsor' means.

In **'Personal information'** the information recorded here should match the information in the next section **'Passport details'** and write **all names exactly as stated on your passport.**

For your **'Home Address'**, please state where you normally live in the UK. Tick the box stating **'I want to receive mail at a different address'** if you have a different correspondence address or contact International Student Support Team by e-mailing internationaladvice@uws.ac.uk if you wish to use a UWS correspondence address.

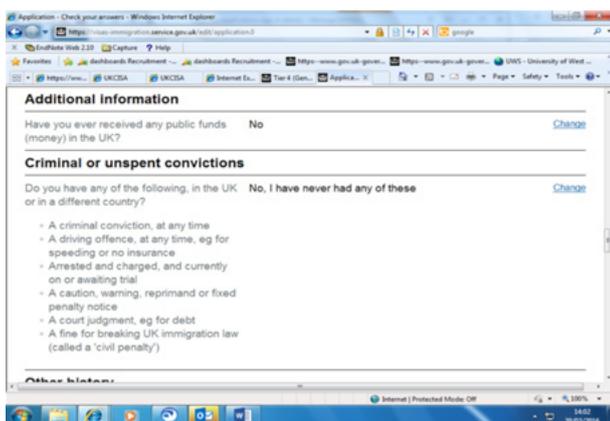
Current UK immigration status. When asked **'What type of visa or leave to remain do you have?'** most applicants will select **'Tier 4 (General) student'** or, if you have a different visa type put the category you currently have. If you are unsure how to answer this question, please ask an International Student Adviser (see 'Step 7' for contact details).

You will be asked for **'The start date of your current visa or leave to remain and the end date'**. Answer this according to what it says on your BRP or passport.

English Language Assessment. Your CAS will state how your English language has been assessed please check your CAS .

Has your visa or leave to remain ever been revoked, cancelled or curtailed?

This means your visa or leave was withdrawn after it had been granted. You would have been informed by the Home Office. Answer no unless your visa or leave to remain has been revoked, cancelled or curtailed.



In the **Sponsor** details section, you will be asked for your **Sponsor's licence number** – the Sponsor licence number for UWS is **79R4D5EH1**.

All UWS students should complete **'Sponsor's address'** EXACTLY as below, even if you do not study at Paisley campus:

House number or name:

University of the West of Scotland

Street name: Paisley Campus, High Street

Town or city: Paisley

County: Renfrewshire

Postcode: PA1 2BE

When asked **'Is the address of your primary site of study the same as your Tier 4 sponsor's address?'** select **'yes'** ONLY IF Paisley Campus is your main campus. If your main campus is another UWS campus, you must use the address shown on your CAS.

In the **'Course information'** section to answer the question **'Qualification you will get'**, see your CAS. This is on your CAS as 'SCQF' plus a number.

See your CAS for your **course name, course start date and course end date**. 'If you have an 'Actual date' specified in the 'Evidence' section of your CAS statement, use this date on your Tier 4 application as this is the most accurate. This is usually on page 2 of your CAS statement.

You will be asked '**Are you applying for the Doctorate Extension Scheme?**' Tick 'Yes', if you are applying for this or tick 'No' if you are applying for a Tier 4 (General) student.

'How much are your total course fees?' Your CAS will state your course tuition fees and you should enter the same information that is on your CAS. If your CAS states that you have received a scholarship, deduct the amount of the scholarship from the cost of your tuition fees

'How much has been paid?' To answer this question, refer to your CAS again and state exactly the amount as shown in your CAS. If you think you have paid more than what is written on your CAS please email casrequest@uws.ac.uk to check that your CAS details have been updated with your recent tuition fees payment.

Part 3. Documents

Please complete the Document Checklist. If you do not provide all mandatory information your application may be rejected. The document checklist will state you have agreed to include the following documents in your application. Please tick the box beside each document to confirm that you are sending them. All documents must be originals.

Please look at the Document Checklist at the end of this Guide to check what documents you are expected to send. You must send original qualifications of your documents stated on your CAS even if this is not listed on the UKVI Checklist.

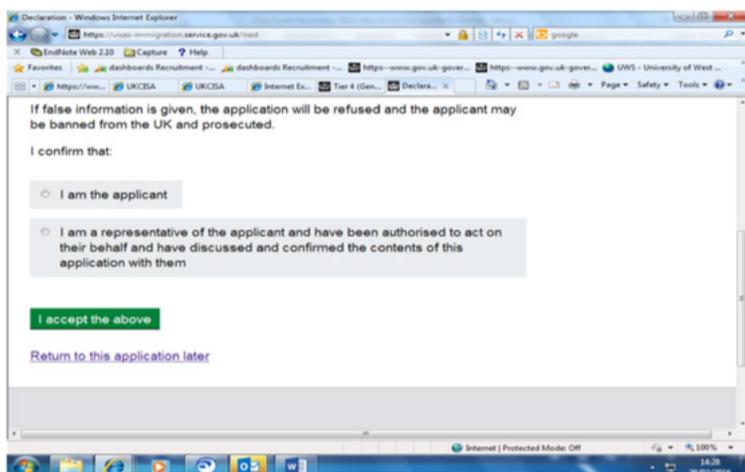
At the 'Check your answer' stage of the form, SAVE your information and log out.

****DO NOT click on the 'Declaration' button yet****

Part 4. Declaration

Do not continue further with your online application if you intend to have it checked by an International Student Adviser. You can still EDIT your application form and it is your last chance to check your answers. If you fill out the declaration and pay for your visa application before you attend a 'Visa Checking' appointment with an Adviser, the Adviser will not be able to correct any errors made on the application. This means, you can choose to '**Return to this application later**' and log out if you have not finished checking your application form.

ONLY if you have finished checking and ready to submit your Tier 4 application form tick '**I am the applicant**' and click on the **green box 'I accept the above'**. Once you have clicked on the green box you will be asked to pay for your Tier 4 application and you can no longer edit your answers.



Part 5. Pay

You can pay for your application with a debit or credit card. From 6 April 2018 the fees and processing targets are detailed below.

Application type	Time for a decision	Cost per person*
Standard	8 weeks	£475
Priority	10 days	£952
Premium	Same day	£1,085

*Check the current Tier 4 application fees on the Home Office/UKVI website www.gov.uk/tier-4-general-visa.

Standard application – you are required to submit your documents within 15 days of submitting your application.

Priority application – you must first complete and return the [Tier 4 priority service request form](#). This is a limited service: only 60 requests are accepted per day. If successful you will receive an email containing a 'priority service reference number'. If unsuccessful you will receive an email informing you of this. Apply online within 24 hours using the reference number from the email. Complete your biometric registration and your documents must be received within two days of making the application.

Premium application – you will need to attend a premium service centre (you can choose where) to have an interview and have your documents checked over in person. You must take all the required documents with you if you are to get a decision that day. If your visa is granted that day your BRP will be posted to you within 7-10 days.

Part 6. Immigration Health Surcharge

You will also be charged an additional sum known as the Immigration Health Surcharge which entitles you to receive free health care under the National Health Service (NHS). The charge is based on the length of visa that you are applying for, including the additional period after the end of your course. From April 2015, the charge is calculated as **£150 per year per person** for each year of leave that you are applying for. If this includes part of a year that is six months or less you will be charged an additional £75 for this period. If it includes part of a year that is more than six months, you will have to pay £150 for this period. You will be asked to pay the Immigration Health Surcharge (IHS) before paying for your visa application and then the IHS reference number is automatically included in your visa application.

Step 7

Arrange a 'Visa Checking' appointment with an International Student Adviser

Appointments can be made in person at the Hub on Paisley Campus/Reception on London Campus or by telephone to 0141 848 3800. We strongly advise that you have your Tier 4 form checked by an International Student Adviser before sending your documents to the Home Office. If you are not able to have a face to face appointment, you can scan your documents to internationaladvice@uws.ac.uk and request that these are checked. Please allow 5 days for a response. You have up to 15 days to send your documents from the date of your application for a standard application. When arranging your appointment, please confirm if you have any dependants applying for a visa at the same time as you – this information is required to ensure that the Adviser has sufficient time to check the applications for each family member that is applying. Appointments generally last for around 45 minutes for single applicants or around 90 minutes for those applying with their dependants.

Report to the reception desk at The Hub (Paisley Campus)/Reception (London Campus) 10 minutes before your scheduled appointment time. Most appointments will be held at The Hub on Paisley Campus (The Robertson Trust Building) or on the London Campus.

When you attend your appointment, you will log on to the Home Office/UKVI website through the link you will have been sent via email and the Adviser will check your application form and all of your supporting documents. You must therefore have a clear note of both your personal email log-in details and your password for the Home Office/UKVI website. Please note that if you have not completed your online application form as fully as you can, you will be asked to re-schedule your appointment.

Make sure that you bring all supporting documents with you to your appointment – refer to the checklist at the back of this guide. Keep copies of your documents for your own records, especially your passport and your Biometric Residence Permit – you may need these to enrol/register for your course.

You must also bring your credit/debit card to pay for your application.

Don't forget that your application isn't valid until you have printed the UK Visas & Immigration Document Checklist and posted it with your documents. Remember that you will need access to a printer to do this.

Step 8

What happens next?

- The Biometric Enrolment Letter for students applying from within the UK for the Tier 4 (G) Student Visa is generated automatically online, after you have submitted your online visa application. The Biometric Enrolment Letter must be downloaded and printed to be taken to the Post Office to allow you to complete your application. This should not be posted to UKVI with your application. Students making an appointment at a Premium Service Centre will have their fingerprints and photo taken there and will not need the Biometric Enrolment letter.
- You should receive a decision regarding your Tier 4 (G) Student Visa within the standard 8 weeks. If you have not heard anything from UKVI after 8 weeks, we can contact UKVI to check on the progress of your online application (contact us by e-mail at: internationaladvice@uws.ac.uk) however, please note we cannot influence UKVI's decision or speed up your application.
- You will be contacted by UKVI if your application is complex and will take longer, for example because of your personal circumstances, your supporting documents need to be verified or you need to attend an interview. At a credibility interview you will be asked questions about your course, where you want to study, your reasons for studying in the UK, how you will finance this and future career plans. This is a very important part of your visa application so we advise you to research your course, the university and where you are going to live before you go to the interview. Please refer to <http://www.uws.ac.uk/media/3707/credibility-interview-guidance.pdf> for further information on the Credibility interview.
- If your Tier 4 (G) Student application has been successful you will receive your Biometrics Residence Permit (BRP) card and all your supporting documents at your correspondence address. Please note that your BRP card will be sent separately and it is not unusual, to receive your BRP card before receiving your documents. After receiving your BRP card please contact UWS Student Administration (Registry) through the Hub (Paisley), Link (Hamilton, Ayr and Dumfries) and Reception (London) to update your details including your visa expiry date. Please check that all the details on your BRP are correct. If you notice an error, then please report this here <https://www.gov.uk/biometric-residence-permits/report-problem> within 10 days, otherwise you may need to pay for a replacement!
- If your Tier 4 (G) Student application has been refused please contact the International Student Support Team as soon as possible at: internationaladvice@uws.ac.uk. Please also refer to the UK Council for International Student Affairs (UKCISA) website <https://ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Making-a-Tier-4-General-application-in-UK#layer-3012> for further information on refusals.

International Student Support Team Contact Details

Telephone: 0141 848 3800 (the Hub)

E-mail: internationaladvice@uws.ac.uk

Appointments: At the The Hub on Paisley Campus/Reception on London Campus.
To Book an appointment, phone 0141 848 3800.

Quick Questions is usually available Monday - Friday during term time at Paisley Campus from 1 - 2pm in the The Hub and on London Campus every Tuesday and Thursday 1pm-2pm in the Library.

Web: <https://www.uws.ac.uk/international/visas-immigration-atas/>

Moodle: International Student Support

If you need urgent advice and the International Student Support team are not available, visit the UK Council for International Student Affairs (UKCISA) website for information on areas of concern to international students studying in the UK - www.ukcisa.org.uk.

Alternatively, you can call the UKCISA Student Advice Line on 0207 788 9214. The line is open from 1-4pm Monday-Friday. The service is free - you only pay for the call.

Please note: The information in this document is correct at the time of going to print. You are strongly advised to check the Home Office/UKVI website www.gov.uk/visas-immigration for the latest information. Whilst every effort is made to provide accurate information and advice, UWS cannot accept responsibility for applications that are returned as invalid or are refused.

International Student Support Team - April 2018

Student Feedback

Taken from the International Student Feedback Questionnaire March 2018.

“Staff were really helpful and friendly”

“They are really well informed
and supportive”

“The Taste of Scotland event was great”

Student visa extension document checklist

Check you have the documents listed below which are **relevant** to your application:

- 1. Two recent passport photograph for each applicant. Write your full name on the back of your photograph. The background in the photographs must be light grey or cream – not a coloured background.
- 2. Passport(s), BRP(s) and Police Registration Certificate, if applicable.
- 3. Letter from your official financial sponsor (e.g. a government or official body).
- 4. Qualifications obtained if stated in your CAS.
- 5. English language test results – if required, as stated on your CAS.
- 6. CAS (Confirmation of Acceptance for Studies).
- 7. Resit students only - written evidence of the date of your resit from your school.
- 8. Evidence of your funds – see Step 3.
- 9. Receipts for tuition/accommodation fees.
- 10. Marriage Certificate and evidence confirming that your relationship is subsisting, for example, include a utility bill in your joint name or bank statement with both names at the same address..
- 11. ATAS Certificate (copy given to Student Administration) – see Step 4.
- 12. Birth Certificate and letter from your parents giving you permission to use their funds (only if you are using your parents' bank statement as evidence of your funds).

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International Student Support Team
April 2018

Student
Services



International Student Support



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