



Step by Step preparation for a Student Route visa extension

(for continuing UWS students)

It is your responsibility as a student to keep your immigration status regularised (in date). You will receive e-mail reminders from the International Student Support Team around 90, 60 and 30 days before your visa expires. The emails will provide you with information on the different visa routes and highlight visa information sessions you can attend, which will help you prepare for any future visa applications.

As well as reading this document, please download or familiarise yourself with the Student Visa Guide (either in UK or outside the UK) which is on the UWS website.

1. When to prepare for a student visa extension

If continuing on the same course you can submit a student visa application to complete your course 3 months before your current visa expires. As good practice we recommend that you start preparing your documents 3 months before your visa expires so that you can submit your online student visa application 6 – 8 weeks before your visa expires.

2. Am I eligible for a student visa extension?

If you require additional time to complete your existing course a visa extension will be considered if you meet the requirements listed below:

- a) You are applying to resit an examination, repeat a course module or repeat an academic year (this includes doing another module in order to complete your course)
- b) You have previously had resits and require leave to remain to complete the course as a result of previous resits
- c) You are a doctoral level student applying to complete a PhD or other doctoral level qualification and currently hold a valid student visa

You are also required to demonstrate that you are continuing to engage and make progress with your studies and that UWS (your academic school) is satisfied that a student visa extension is required to enable you to complete your course.

If you are waiting your results or you just need extra time to complete, you would not be eligible for a visa extension.

3. Who do I contact?

- a) Undergraduate and Masters students should contact their Programme Leader to request the actual date of resits (which will be your new course end date). Or, if there has been a change of end date as a result of resits, then you need the new end date of your course.
- b) Doctoral Level students should contact the Doctoral College: pgr@uws.ac.uk

4. How to request a CAS (Confirmation of Acceptance of Studies)

The CAS is an electronic record that the University produces for the Home Office and it is required for your Student visa application.

For continuing Undergraduate and Masters students, please send the documents listed below in **one email** to Admissions: casrequest@uws.ac.uk

Include your **name, banner ID** and **current visa expiry date**.

Confirm your **original start date of your course** and your **new end date** which the school should have advised you of by email.

All PGR and doctoral level students should request a CAS by contacting the Doctoral College: pgr@uws.ac.uk

5. Here is a list of the documents needed

- **Email confirmation** from your school with date of resit or new end date of course
- **CAS receipt of CAS Admin fee** which you can pay for at the [UWS online store](#)
- **Bank statements*** if you have not been living in the UK for the last 12 months
- **ATAS certificate** if you have previously been asked for an [ATAS certificate](#) you will need this again and we recommend that you apply for this 6 months before your visa expires.
- **BRP** – scanned copy of front and back
- **Passport** – scanned copy of most recent passport

**Details of what is required financially can be found on our [International Student visa guide](#) which you can download from the UWS website and also on [UKCISA webpages](#).*

6. How to apply for your student visa

Once your CAS is issued, download a [UWS Student visa guide](#), which guides you through the questions asked on the visa application form.

You can use our guide to help you fill out the online [Student visa application](#) which you apply for online at the [government website](#).

If you have any questions about the Student visa application after reading the above links and the visa guides, contact us via the hub chat on: hub.uws.ac.uk

If you would like to arrange a visa checking appointment with an International Student Adviser, contact the Hub team (see below). Depending on availability of appointments, it may take a few days to be seen by an Adviser so please plan for this. Please save your visa application before the declaration stage (so changes can be made if required) – see the relevant Visa Guide for full information.

WhatsApp: 0141 848 3998 (Monday – Friday, 9am – 4.30pm)

Hub chat: hub.uws.ac.uk

Phone: 0141 848 3800 (Monday – Friday, 10am – 3pm)

Key point to note about your application for continuing students:

On your CAS, you have 2 start dates:

page 1: start date (which is the date after your visa expires)

page 2: in the 'other evidence' text box: **actual start date**

Please put the 'actual start date of your course' as stated on your CAS when filling out the student visa application in order to be granted the correct length of leave.

7. Waiting for your student visa application

Please allow 8 weeks for your student visa application to be processed.

During this period, you should remain in the UK and do not arrange any travel outside the UK until your visa has been granted. International Student Support can contact UKVI after 8 weeks to request an update on your Student visa application, but we are unable to speed up the process or influence the decision.

8. Receiving your new BRP (Biometric Residence Permit)

Once your visa has been granted you will receive an email confirming that your visa application has been successful. Your new BRP will be posted to the address stated on your visa application form.

If you used the "UK Immigration: ID Check" app, you may get a [digital immigration status which you can view and prove online](#) instead of a BRP card. Please follow the link for more details.

Please check your BRP details are correct and that you have the correct length of visa duration. Scottish campus students please scan a copy of your BRP to the Hub hub@uws.ac.uk and London campus students please send a copy to London.ukvi@uws.ac.uk.

If your BRP conditions are not correct or your visa has been refused, please contact the International Student Support team immediately at: internationaladvice@uws.ac.uk.