Appendix 4 - Visa Extension Form

UWL International Students - CAS (Confirmation of Acceptance of Studies) Visa Extension Request Form

In order to obtain a new CAS you are required to complete the following information and provide the relevant documentation. Failure to submit relevant documentation can delay a CAS extension.

For guidance to make a Student Visa application please go to [the UK CISA website](http://www.ukcisa.org.uk/).

To be completed by the student

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | First name: |  |
| Student Number: |  | Date of Birth: |  |
| Course name: |  | Date started course:Year: (please circle) |  1 2 3 4  |
| Passport number: |  | Reason for extension:Other: (please give detail) |  Resit / Retake |
| Current Visa expires: |  | Contact number in case of queries: |  |

Please attach with this application the following:

* Evidence of funds to cover fees and living costs
* Copy of your current passport
* Copy of your current and any previously held visa/biometric card

Have you ever had a visa refused? Yes/ No

If yes, please provide a copy of the letter from the Home Office/UKVI:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please list details of **ALL** previous courses you have studied in the UK including the **INSTITUTION, COURSE TITLE** and **LEVEL** | Immigration Status during the course (i.e. Tier 4 or Student leave) | Course Start date | Course End date | Qualification awarded? Y/NPlease give details of award |
|  |  |  |  |  |
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I declare that the information supplied above is accurate, failure to provide the correct information can lead to the withdrawal of my student visa sponsorship from the University.

I recognise that it is my responsibility to ensure that I meet the requirements to make a valid Student visa application. I am aware that I must comply with the conditions attached to my Student Visa leave.

I hereby confirm that I authorise the Home Office to release any information regarding my immigration status or immigration history to the University of West London.

**Student’s signature: Date:**

# Please note: University of West London has the right to not issue a CAS if we feel a visa could be refused or if you have not been in regular attendance.

Please note that your form should be submitted to your School Office 15 working days before you require a CAS.

If you need any advice, please contact the Student Advice Team:

E: student.advice@uwl.ac.uk

T: 020 8231 2591/2444

<https://studenthub.uwl.ac.uk/> and select on Student Advice and Immigration

If your CAS request is approved UWL will contact you to make an appointment to see a Student Adviser to complete your Student visa online application and submission of documents via the Student Advice Team.

For Office use only

School to complete:

|  |  |
| --- | --- |
| Total duration of study of study (in months) at degree level or above under student visa or student (including the length of the course they are studying or wish to study at UWL) |  |
| Check passport provided and copied |  Yes / No |
| Check copy of visa(s) provided and copied |  Yes / No |
| Check copy of bank statements and attached |  Yes / No |
| Confirm reason for extension: |  |
| Confirm that the student is in regular attendance |  Yes / No |
| Copies of SAM/Dashboard data required: |  |
| Confirm that the student is performing satisfactorily: |  |

Please check SEAtS for the current semester and the most recent Board Matrix for the student. If there are any issues e.g. a Board outcome from the Interim SPB, the school Office should not continue to process the form.

|  |  |
| --- | --- |
| Is a new Fee Period needed? |  Yes No |
| Is this Fee Period for?  | Semester 1 Semester 2 Academic Year |

Fees: contact Finance to confirm fees paid and any **module retake** fee due to be paid

|  |  |
| --- | --- |
| Year 1 | £ |
| Year 2 | £ |
| Year 3 | £ |
| Year 4 | £ |
| Total Tuition fee paid | £ |
| **Retake (paid/to be paid)** | £ |

Tuition Fee paid:

Signature: Date:

**Student Advice:**

|  |  |
| --- | --- |
| 5 year rule |  Yes No |
| English confirmed |  Yes No |
| Evidence of funds (in time) |  Yes No |

Signature: Date:

Advice Staff Member Name:

Signature: Date:

Compliance

|  |  |
| --- | --- |
| Can this student be issued with a CAS?  |  Yes No |
| If no please not the reason why here: |  |

Agreed by Senior Compliance Officer (name): Date:

# Advice Notes

If you wish to make a student visa application to extend your leave (visa) in the UK, you must provide the following:

* Current Passport
* Previous passport – if entry clearance sticker was issued in this
* Biometric Residence Permit (BRP) Card: if issued
* 2 recent photographs (Must meet specified format, be no more than 1 month old, have name on the back, in envelope)
* CAS request form to be completed in School Office
* Financial evidence to show correct level of funds held
* Receipt of tuition fees paid to date (if not stated on CAS)
* Documents used by UWL to assess your suitability for a place on the course (as listed on the CAS / CAS Statement)
* For those nationals required to register with the police, an up-to-date police registration certificate (Must be updated of any address details, extension of student visa)
* Full address details of all UK addresses in the last 5 years (no gaps)
* National Insurance number
* All documents must be originals (if not in English, these must be fully translated as per UKVI guidance)
* The required student visa application fee is currently **£475**. In addition, from 1st October 2020, you will have to pay a health surcharge (**£470 a year** **for each year of leave required**). https://www.immigration-health-surcharge.service.gov.uk/checker/Type Please ensure you have sufficient funds on your bank card to pay.
* Please set up your UKVI account using the link below (you will need to insert the UWL Sponsor number VJVD7MND6): https://www.gov.uk/student-visa
* Please note if you are a ‘low risk national’, you must still have documents if asked to provide them by the UKVI (Home Office)
* For those students who have visa dependants applying at the same time, you must provide their passports and BRP cards (if issued), additional maintenance funds will be required, and the visa application fee will be higher than the standard **£475**. The Health surcharge will also apply for each dependant.
* Biometric Residence card this will be delivered to the University, please ensure that you enter the following ACL code on your Visa4UK Biometric Card application form **3HE282**

# The University of West London has the right to not issue a CAS if we feel a visa could be refused or if you have not been in regular attendance.

If you have any queries regarding the above, please contact the Student Advice Team on 020 8231 2508.