

## Extending your Student Visa

### 1. When should I apply to extend my student visa?

- It is best to make your application to UK Visas and Immigration (UKVI) around **5 weeks before your visa expires**, although you can apply up until the day your visa expires. Once you have posted your valid application to UKVI, it does not matter if your visa expires before you get a new visa. There is an immigration rule that protects your existing visa status till the UKVI makes a decision on your application.
- There are serious implications if you don't apply before your visa expires, even if it is just one day late. You will be an 'overstayer' – you may have to go home, the banks may close your bank account and you may not have free access to the National Health Service. You should also not work if your visa has expired. The University is required to suspend you until you receive your new visa so you cannot continue studying.
- You cannot apply for a visa extension if it would lead you to spend more than 5 years studying in the UK at degree level (Undergraduate and/or taught Masters) with a Tier 4 and/or student visa. There are a few exceptions to this rule and you should see an Adviser to discuss these further.

### 2. I need to apply to extend my visa – what should I do next?

- Attend a visa workshop or Drop in session with an Adviser.
- Start completing a Tier 4 online application <https://visas-immigration.service.gov.uk/product/tier-4-student>
- When you are completing the online application form, you must declare if you have had a visa refusal in the past and give details. You must also declare any warnings or cautions you have from the police or other authorities in any country, plus any fines (e.g. littering, council fines or parking tickets) even if they seem minor. Non-disclosure could result in your application being refused and a ban from entering the UK for up to 10 years.
- Enter Swansea University's sponsor licence number: 18UEHPGX4 where requested.
- Complete the "Application" section only and save the form. **Do not pay until you have seen an Adviser.**
- Make an appointment to see an Adviser, bringing as many of the documents listed in Section 3 with you as you can. The Adviser will check your documents and will help you complete the application.

### 3. What documents do I need to bring to my appointment with the Adviser?

- **Online form password**
- **Passport(s)** (current and valid, and any old passports which are no longer valid with previous UK visas)
- **UK Biometric Residence Permit** (if you have one)
- **2 passport-size photographs.** Your photos must meet strict UKVI guidelines. See photo guidance: <https://www.gov.uk/photos-for-passports>
- **Evidence of sufficient funding:** a recent bank statement, bank letter or scholarship letter
- **Confirmation of Acceptance for Studies (CAS) Statement** (see Section 4 for details)
- **Original of any document that is listed in the CAS statement** as evidence you used to be accepted by the University. For example, a certificate from previous studies or the result of a test.
- **English language ability,** if you are required to provide evidence of your English ability, you must provide evidence (Test certificate or reference number) of an IELTS UKVI test or appropriate Trinity test taken on or after 06 April 2015. A list of approved English language tests and test centres is available at <https://www.gov.uk/government/publications/guidance-on-applying-for-uk-visa-approved-english-language-tests>
- **Police Registration Certificate** with your current address (only some nationals are required to register)
- **A valid ATAS certificate** (if needed – see Section 8 for more information)

- **If you are under 18 years old** - parental consent letter plus proof of your relationship, such as your original birth/adoption certificate or court document naming your legal guardian
- **Debit/credit card** – Make sure you have enough funds in your account to pay for the application

#### 4. Where can I get my CAS Statement? If you are applying to:

- Continue on the same degree course, get the CAS statement from MyUniHub
- Start a new course, get the CAS statement from the Admissions Office (Abbey Building)
- Start an English language course, get the CAS statement from English Language Training Services (ELTS)
- Study with International College Wales Swansea (ICWS), get the CAS statement from ICWS

#### 5. How much money do I need to show?

The amount you need to show will vary depending on the length of your course.

Course length	Amount to be shown
Less than 9 months	Full course fee + £1015 for each month of course length.
More than 9 months	1 <sup>st</sup> year course fee + £9135. (£1015 X 9 months)

The funds must have been held for at least 28 days before application. **You should keep more than the minimum in your account, in case of an unexpected payment.** Any money you have paid towards your course fees will be shown on your CAS and is deducted from the required total amount you have to show.

**It is no longer possible to show lower amount of funds if you have studied in the UK previously.**

#### 6. How do I show I have enough money?

- **Bank statements** (in your own name or a joint account) covering a 28 day period. These must show that your money has not dropped below the required amount for the whole period and the statement must be less than one month old. You must maintain the required amount until you submit a visa application.
- **Parent/guardian's bank statements.** If you send these you must also include proof of your relationship, such as your original birth/adoption certificate, and an original signed & dated letter from them confirming their relationship to you and that the money is for your studies in the UK
- **An official Scholarship letter.**

#### 7. What if some of my documents are not in English?

If any of your documents are **not in English**, the original must be sent with a fully certified translation by a professional translator. The Advisers have details of professional translators in Swansea.

#### 8. Do I need an ATAS certificate?

If you are studying a designated subject, you need a valid ATAS clearance certificate. See <https://www.gov.uk/academic-technology-approval-scheme> to see if you need this and for how to apply.

#### 9. How long will it take to extend my visa and how much will it cost?

There are two application options available. You must apply online for both options and pay by debit or credit card when you complete the online application:

- **Postal application** - £457 application fee + £19.20 biometrics fee. The postal option takes 2-3 months.
  - **Cardiff Premium Scheme** - £1,047 (includes biometrics fee). The Premium Scheme takes 2-3 weeks.
- Health Surcharge Cost** - For each application there will also be an Immigration Health Surcharge (IHS) payable in full at the time the application is made. **It costs £150** for each year of your visa. You can find further information on the IHS at <https://www.gov.uk/healthcare-immigration-application/overview>

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