

**This general information is up to date at the time of publication. Immigration rules change frequently. You should always check you have the most recent information before you make any visa application.**

Visit [www.gov.uk](http://www.gov.uk) and [www.ukcisa.org.uk](http://www.ukcisa.org.uk) for further detailed information. If you have further questions about this information leaflet, you can email us at [internationalexperience@shu.ac.uk](mailto:internationalexperience@shu.ac.uk)

**You must first attend an appointment to check your eligibility to extend in the UK** before we will offer you an appointment to help with your visa application. You must prepare these documents and bring them to your individual appointment.

<input type="checkbox"/>	<b>Your email and password to access your COMPLETED online visa application form.</b> We will tell you in the appointment how to complete the form and where to stop before submission.
<input type="checkbox"/>	<b>Payment</b> - You must have a debit or credit card with enough funds to cover your visa fee (£475) and Immigration Health Surcharge (IHS) (£150 per year) which will be paid at the end of your appointment. <b>Do not</b> pay for your application before you have attended your appointment!
<input type="checkbox"/>	<b>2 photographs</b> of yourself. The photos must be <b>new</b> (no more than 1 month old) and taken against a light grey or cream background. Photos can be taken at Max Spielmann on the High Street next to McDonalds.
<input type="checkbox"/>	<b>Your passport(s)</b> and your <b>biometric residence permit</b> (if you have one).
<input type="checkbox"/>	<b>Police registration</b> certificate(s) (if applicable).
<input type="checkbox"/>	<b>CAS Statement</b> - request this from your Faculty Office. This confirms your course and course fee details.
<input type="checkbox"/>	<b>Original certificates</b> - if listed on your CAS.
<input type="checkbox"/>	<b>Your transcript for your current course</b> if extending your visa for the same course.
<input type="checkbox"/>	<b>English language</b> - if your CAS says "IETLS for UKVI", you must include this. If your CAS says "SELT not required" then you do not need to include evidence of your English qualification. In very rare cases, your CAS can state that you are using a qualification from a majority English-speaking country. If so, you must include an original document from UK NARIC which confirms the assessment of that qualification's equivalency to Bachelors, Masters of PhD in the UK. Apply to NARIC here: <a href="https://www.naric.org.uk/naric/">https://www.naric.org.uk/naric/</a> .
<input type="checkbox"/>	<b>Bank statements</b> in your name. Show the necessary amount <u>every day for 28 days</u> . You must make sure you show transactions over the 28 day period. This means you must make small transactions so that your balance can be seen on day 1 and on day 28. If your course is 9 months long or more, you must show a minimum of £9,135 for living costs, <b>plus</b> any unpaid university tuition fees. (If your course is less than 9 months, multiply £1,015 by each month of study. You must check amounts with an adviser!) <i>If using bank statements from Bangladesh, Cameroon, Ghana, India, Iran, Pakistan, Philippines, or Sri Lanka check they are approved by UKVI</i> <a href="https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-p-lists-of-financial-institutions">https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-p-lists-of-financial-institutions</a> <i>(Doctorate Extension Scheme students only: Show a minimum of £2,030 for 28 days).</i>
<input type="checkbox"/>	<b>If using parents bank statements</b> you must provide a letter of consent, plus your birth certificate
<input type="checkbox"/>	<b>Sponsor letter</b> if you have an official sponsor (i.e. government or official organisation).
<input type="checkbox"/>	<b>A valid ATAS Certificate</b> if you are studying certain Engineering or Research courses (check with your Faculty Course Administrator). Allow at least 21 days for the certificate to come through - apply early at: <a href="https://www.gov.uk/academic-technology-approval-scheme">https://www.gov.uk/academic-technology-approval-scheme</a>
<input type="checkbox"/>	If you have <b>dependants</b> you will also need:
<input type="checkbox"/>	Completed online application form section for each dependant. This is included in the main applicant's online form.
<input type="checkbox"/>	Payment - You must have a debit or credit card with enough funds to cover each dependant's visa fee (£475) and Immigration Health Surcharge (IHS) (£150 per year) which will be paid at the end of your appointment.
<input type="checkbox"/>	2 photographs of each dependant with names on the back. All photos must be new (no more than 1 month old) taken against a light grey or cream background. Photos can be taken at Max Spielmann on the High Street next to McDonalds.
<input type="checkbox"/>	Dependants' passport(s) and their biometric residence permits (if they have one)
<input type="checkbox"/>	Police registration certificate(s) (if applicable).
<input type="checkbox"/>	Sponsor letter if you have an official sponsor (i.e. government or official organisation) and the sponsorship also covers your dependants
<input type="checkbox"/>	OR
<input type="checkbox"/>	Bank statements in student's name or dependant's name for the last 28 days. If your course is 9 months long or more, you must show a minimum of £6,120 for each dependant. (If your course is less than 9 months multiply £680 per month of study. You must check amounts with an adviser!) (Doctorate Extension scheme dependants only: Show a minimum of £1,360 per dependant for 28 days)
<input type="checkbox"/>	If your child dependant is 16 years old or more: provide 2 items from this list with dependant's name and address on it: Letter from child's school/university, Letter from GP or hospital, Driving Licence, Bank Statement, Credit Card Statement.
<input type="checkbox"/>	Documents showing you and your dependant lives at the same address, i.e. utility bills in both names or tenancy agreement in both names

## Registering online with UK Visas and Immigration (UKVI)

### Step One

- Go to the UKVI website: <https://visas-immigration.service.gov.uk/product/tier-4-student>
- Scroll to the bottom of the page and click "apply now"
- Click "yes" to the question "Are you currently in the UK", then click save and continue
- click "no" to the questions "Do you currently have an application with the Home Office for leave to remain for which you have not yet received a decision", then click save and continue
- Click "no" to the question "Do you have a legal representative", then click save and continue
- enter your email address and create a password, then click save and continue
- Click "you" to the question "Who does this email address belong to", then click save and continue
- If you have a second email address click "yes" to the question "Do you have another email address". If no then click "no" and save and continue.
- Check that your answers are correct then click continue.

1. **Start** 2. Application 3. Documents 4. Declaration 5. Pay 6. Download and print

### Check your answers

Check the information below before you continue to the next section.

**Personal information**

Are you currently in the UK?	Yes	<a href="#">Change</a>
Do you currently have an application with the Home Office for leave to remain for which you have not yet received a decision?	No	<a href="#">Change</a>

**Legal representative**

Do you have a legal representative for this application?	No	<a href="#">Change</a>
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**Personal information**

Email address	s.e.palmer@shu.ac.uk	<a href="#">Change</a>
Who does this email address belong to	You	<a href="#">Change</a>
Do you have another email address?	No	<a href="#">Change</a>

[Continue](#)

### Step Two

- If you have dependents, at this point you need to select the option "add this applicant". You must enter the name of your partner and/or children before you can proceed

**All applicants**

If you are making an application with other people, such as a family member or dependant, you can add them here. You can either add each applicant to this page first before filling in their details (including your own) or you can fill in all the details for one applicant first and then add others.

You can return to this page by using the 'all applicants' button at the top left of each page.

Tier 4 (General) student  
**The applicant**  
Not started

[Answer questions about this applicant](#)

**Additional applicant**

To add another applicant, select their relationship to you. If you do not wish to add another applicant, complete the application for the main applicant and select 'Continue'.

I would like to add a:

[Add this applicant](#)

[Return to this application later](#)

### Step Three

- Click on "Answer questions about this applicant"
- Complete the questions in each section for you and your dependants (if applicable) and at the end of each section click "save and continue".
- The form will not allow you to proceed without the section you are working on being fully completed, so if you do not have the required information you will have to come back to complete the form at a later time.
- **The LAST question we want you to answer is "what is your CAS number".**
- AT THIS POINT CLICK "return to this application later" AND click on "Email this link" - then log out of your application - **DO NOT PAY! Do not proceed beyond Section 2 - "Application". We will check the application in your appointment. You will be sent an email with a link to access your application. Save this email as you need the link for your appointment!**

### Step Four: Your appointment

- We will check your application and documents. You can use any of these cards during your appointment to pay your application and Immigration Health Surcharge (IHS) fee:

