Tier 4 Confirmation of Acceptance for Studies Certificate Request Form

Postgraduate Research Student

Refer to the guidance on the back to provide all the information requested in sections A-D then book a place at an ISAS document checking workshop 10 working days before your visa expires. ISAS must check your visa documents before a CAS can be issued.

**SECTION A – for completion by the student - you and your course**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1.Full Name |  | | | | |
| 2. CAS Request Reason | Continuing Studies / Returning from Leave of Absence (delete as appropriate) | | | | |
| 3. Current Location |  | 4. Country Applying for visa | | |  |
| 5. Student ID |  | 6.Date of Birth | DD/MM/YYYY | | |
| 7.Programme of Study |  | | | | |
| 8. Mode of Study? | Full / Part Time (delete as appropriate) | 9. Split Location? | | Yes/ No (delete as appropriate) | |
| 10. Joint PHD registration? | Yes/ No (delete as appropriate) | 11. Thesis awaited? | | Yes/ No (delete as appropriate) | |
| 12.Start Date | DD/MM/YYYY | 13. End Date | | DD/MM/YYYY | |
| 14. Bursary/ scholarship? | Yes/ No (delete as appropriate) | 15. ATAS | | Yes/ No (delete as appropriate) | |
| 16. Email Address |  | 17. Alternative Email | |  | |

**SECTION B – for completion by students that have previously studied in the UK (degree level and above):**

|  |  |  |  |
| --- | --- | --- | --- |
| Date course started | Date course ended | Course title/level (e.g. BA, BSc etc.) | Place of study |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**SECTION C – for completion by students that have previous UK Study. Please list all previous UK Visas held:**

|  |  |  |  |
| --- | --- | --- | --- |
| Visa Type | Start Date | Expiry Date | Visa Copy Attached |
|  |  |  |  |
|  |  |  |  |

**SECTION D – for completion by the student - your passport/visa**

|  |  |  |  |
| --- | --- | --- | --- |
| Passport No. |  | Passport Expiry | DD/MM/YYYY |
| Visa Start Date | DD/MM/YYYY | Visa Expiry Date | DD/MM/YYYY |
| Country of Birth |  | Nationality |  |

**I confirm that the above information is correct and that I will comply with Univeristy Rules and Regulation and within the visa conditions of my stay in the United Kingdom.**

**Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_**

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**SECTION D – for completion by the Academic Supervisor**

I confirm that I am providing academic support for the above-named student to extend their studies in order to complete their programme of study. I confirm that they are making good progress in their studies and continue to maintain a good record of attendance. I confirm that where the student is in thesis awaited status, completing corrections or revising the thesis for resubmission that I agree to monitoring and recording their attendance against agreed monthly contact points. Where the student is returning from a Leave of Absence, I confirm they require additional time to complete their programme of study.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature |  | | Name |  |
| Is there a significant change to the research area (JACS) Code | | Yes/ No (delete as appropriate) | | |
| If CAS is for a visa refusal what is the latest acceptance date | | DD/MM/YYYY | | |
| Position |  | | Date | DD/MM/YYYY |

**SECTION E – for completion by the ISAS Advisor**

|  |  |  |  |
| --- | --- | --- | --- |
| Tuition fee: | £ | Tuition fee paid: | £ |
| Accommodation fee: | £ | Accommodation fee paid: | £ |
| 5 Year Cap Assessment | Yes/ No | Checked any sponsorship withdrawals on SMS |  |
| Previous visa copies present |  |  |  |
| Exact course end date: |  | ATAS required? | Yes/ No (delete as appropriate) |
| Section B details correct | Yes/ No (delete as appropriate) | | |

**SECTION F – for completion by the ISAS Advisor**

I confirm that the above named attended a visa checking session and met the conditions for making an application to extend their visa.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Name |  |
| Position |  | Date | DD/MM/YYYY |

\* For the expected end date for those in thesis awaited, split location or joint degree registration, please refer to the Research Student Administration team

|  |  |
| --- | --- |
| **GUIDANCE NOTES FOR STUDENTS** | |
| **SECTION A** | |
| 4.Programme of Study | Please tell us the title of your programme of study e.g. PhD Economics |
| 5. Mode of Study? | Please confirm if you are studying part time or full time |
| 6. Split Location? | 1. Please refer to the Code of Practice for Split Location: <https://intranet.birmingham.ac.uk/as/registry/legislation/codesofpractice/index.aspx> 2. If you are registered as a split location student you **MUST** attach a copy of your study plan detailing the dates you will be coming to University of Birmingham for. Please note that there are limits on the time you are permitted to spend at the University of Birmingham. |
| 7. Joint PHD registration? | 1. If you are registered for a joint PhD with another institution please indicate the period of time that you will be spending at UOB for which you are now applying for a CAS 2. You **MUST** attach a copy of your study plan detailing the dates you will be attending the University of Birmingham. |
| 8. Thesis awaited? | 1. Your Tier 4 visa should not be used for visiting the UK for any purpose other than to study at the University (e.g: tourism or work) as this is prohibited. Should you wish to retain your Tier 4 visa and wish for the University to continue to sponsor you, you will be expected to meet contact points throughout your time at the University. 2. If your visa is extended and you return home for any reason, you will be required to advise your School and apply in good time for authorised absence, see: <http://intranet.birmingham.ac.uk/ssd/authorised-absence> |
| 9. Start Date | Please enter the start date of your extension |
| 10. End Date | Please enter the end date of your extension |
| 11. Bursary/Scholarship | If you are in receipt of a bursary or scholarship administered by the University of Birmingham you will need to obtain confirmation on University headed letter signed by an authorised member of staff in your School/Department. |
| 12. ATAS | For information and guidance about ATAS and whether it applies to you programme of study, please refer to:  <https://intranet.birmingham.ac.uk/as/studentservices/international/visas/studentvisas/atas.aspx>. |
| **SECTION B** | There are limits on the amount of time you can study at or above degree level. To assess whether you are able to extend your visa to study please indicate all the courses you have studied in the UK at or above degree level. |
| **SECTION D – F** | You must ensure that your academic supervisor signs the form before you take your completed form, along with your Tier 4 visa application documents to an ISAS document checking session. You can book a place at <https://intranet.birmingham.ac.uk/as/studentservices/international/newsevents/workshops.aspx> |
| **WHEN A CAS CANNOT BE ISSUED** | **You must attend a document checking session at least 10 working days in advance of your visa expiry date. If you are unable to demonstrate you are able to make a correct visa application you will be advised to return home and apply for entry clearance from outside of the UK.**  Further checks on yourCAS request will take place after the ISAS has signed your form, and this may result in your CAS being delayed or declined. |