



ISAS visa workshop I

Pre-sessional students
2018

Housekeeping



- ✓ DO: switch off your mobile phones
- ✓ DO: give the presenter your full attention
- ✗ DO NOT look through any documents you have brought with you while the presenter is talking
- ✗ DO NOT talk

Who is this workshop for and what is the aim of this workshop



Who?

Students on Pre-sessional English courses who want to extend their visa in the UK

Aim?

Help you understand what documents you need to extend your Tier 4 visa

Role of ISAS

How?

Workshop I = required documents

Workshop II = the application process

Document checking sessions

Your responsibilities

- Your visa is your responsibility
- You will need to submit the visa application to the Home Office in time once you receive your CAS (**C**onfirmation of **A**cceptance for **S**tudies) number
- To do the above You must:
 - Follow the instructions and advice given to you by the ISAS
 - Attend your individual appointments and provide the correct visa application documents to ISAS

When to apply

- Earliest you can apply is 3 months before the start of your new course
- **1 Month Gap Rule:** you cannot apply from within the UK if there is more than 1 month between your visa expiring and the start of your new course
- You must apply **before** your visa expires! The date of your application is the date you complete the application form and pay the fee online

<https://www.gov.uk/tier-4-general-visa>

Application fees

- **Standard Application - £475**

Online application, send documents by post
Decision within 8 weeks

- **Priority service - £952**

Must be requested; complete online application and send documents within 2 days.

Decision within 10 working days

- **Premium Service - £1,085**

Book appointment at centre

Decision usually on the same day, BRP (Biometric Resident Permit) will be sent to home address

ISAS

<https://intranet.birmingham.ac.uk/as/student-services/international/index.aspx>



= International **S**tudent **A**dvisory **S**ervice

-> we provide support and advice regarding visa and immigration

- Regarding your **visa extension** ISAS offers 1:1 sessions, workshops, photograph day → help and guidance
- Information about documents required for your visa extension
- ISAS needs to check your documents before YOU make the visa application

CAS



- Confirmation of **A**cceptance for **S**tudies = unique reference number you will get after you've successfully completed your English course **and** ISAS has checked and confirmed all your documents are visa-ready
- You will need this number to complete your visa application online – you cannot make a visa application without a valid CAS!
- Your CAS will be valid for 6 months from the date of issue and can only be used once

Getting a CAS



- A CAS number is needed to complete a Tier 4 application (you do not need to post a CAS document)
- A CAS is a unique 14 digits reference number confirming that University of Birmingham (UoB) has agreed to be your T4 sponsor
- It is made up of letters and numbers
- Your CAS **cannot** be assigned until you have all your **documents approved by ISAS** (and passed your pre-sessional English course)

Why is this important

- The University of Birmingham will not be able to complete your visa application for you. This is something that **you** must submit online
- If you do not follow the instructions you risk:
 - Not being allowed to start your new course on time
 - Leaving the UK

Documents required for Visa Extension

1. Current passport and any old passports used to enter the UK
2. Current and previous visa/Biometric Residence Permits (BRP) (if applicable)
3. Proof of sufficient funds (bank statements/parents bank statements/sponsor letter)
4. Academic qualification(s) (as stated in the offer letter)
5. Professional translations of any documents that are not in English or Welsh as per the Home Office guidelines
6. ATAS (Academic Technology Approval Scheme) certificate (if applicable)
7. Police registration certificate (if applicable)
8. 2 UK passport photographs
9. A letter of consent from parents or legal guardian allowing you to study in the UK for students under 18

All the documents have to be original and not scanned or a photocopy.

3) What is the amount of funds required



- **Tuition fee** (as stated in the offer letter) + **living costs**
- Living costs: maximum of **£9,135** (£1,015 per month for each month of your course, up to a maximum of 9 months)
- Living costs for **dependants**, if applicable: £6,120 (£680 per month for each month of your course, up to a maximum of 9 months)

3) Bank Statements (your own or your parents' account)



- You can use your own bank account, your parents' account or a joint account you hold with your parents, spouse/partner if you are married
- You can also use two bank accounts to show evidence of funds but we advise **having the money in one account**, if possible
- Maintenance/funds (money) must be in the form of **cash funds** → you cannot use stocks, shares, bonds, overdrafts, credit cards and pension funds
- Certificates of deposit are only acceptable if they do not indicate that funds are frozen

3) Bank Statement requirements

- The bank account you use **MUST** have your name or (if using parents account) your parents name on it. **You cannot use a business account!**
- The money (tuition fee and living cost) has to be in the account for **28 consecutive days** and the amount of money must never go below the required amount in this time
- On the day of your application for visa extension, the bank statement **must** be less than one calendar month (31 days) old
- It **must** have the account number, bank name and logo

3) Example

- You finish your pre-sessional course on **14/09/2018**
- Receive your new CAS on **18/09/2018**
- ISAS asks you to print a final bank statement (must be stamped and dated) on **28/08/2018** to check it during your final session on **29/08/2018**
- Your bank statement must show the living costs and tuition fee amount from **31/07/2018** to **28/08/2018** (28 days)
- Funds must have been deposited latest on **31/07/2018** and a transaction must have been done on **28/08/2018** (to show that the money was in the account for 28 consecutive days) -> print statement after transaction
- Can be used until **27/09/2018** (31 days) for visa extension application
- If you want to make your visa application after **27/09/18**, you need a new bank statement

****This is an example to illustrate the timespans****

Your case worker will advise you on the specific dates!

3) Example

****This is an example to illustrate the timespans****

Your case worker will advise you on the specific dates!



Funds deposited latest **31/07** for print on 28/08 (28 days)

28/08
transaction and print of statement

final document check on **29/08** with ISAS -> bank statement must show required funds from 31/07 - 28/08 (28 consecutive days)

14/09
finish PSE course

18/09
Receive CAS

Bank statement can be used until **27/09** (31 days) for visa application

3) Bank Statement example



Star Bank Ltd
32 High Street
Birmingham B24 9UU

Bank logo, name and address

Mr. Joe Dow
84 Pitt Road
Tyre Lane
Birmingham
B45 6EE

Name and address of account holder

Date: 18 June 2016

Date of statement

Account number: 98675432
Sort code: 90 80 70

Account number

Bank Account details

Date	Details	Paid out	Paid in	Balance
18 May	Money transfer		18,000	19,000
20 th May	Tesco	20		18,980
10 th June	<u>Nandos</u>	50		18,965
12 th June	Superdry city centre	500		18,465
14 th June	Cash deposit		600	19,065
18 th June	Cash deposit		1	19,066

Funds maintained for continuous 28 days

Example:

1) tuition fee is £8,865 + living costs £9,135 -> £18,000



2) tuition fee is £9,865 + living costs £9,135 -> £19,000



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3) Overseas Bank Statement

- You can use an overseas bank account for the statement:
 - It needs to be **translated** by an official translator (see section “translations”) if its not in English or Welsh
 - If you are using overseas currency, we will expect you to show (in writing on your application form) the closing balance in pounds sterling. The Home Office use the official exchange rate on the OANDA website www.oanda.com/convert/classic
 - It should be from an **accepted financial institution**, listed in Appendix P of the Immigration Rules. This list can be found at [Immigration Rules Appendix P: lists of financial institutions - Immigration Rules - Guidance - GOV.UK](#)

3) Electronic Bank Statement



- If you use an electronic statement (= a statement that can be viewed online, and downloaded or printed by the customer):
 - You **must** ensure that they are **stamped** on every page, or are accompanied by a **supporting letter** from the bank or building society confirming that the statement is authentic

3) Parents' Bank Statement

If you use your parents' account, the statement must meet the Home Office requirements and you will also need to provide the following:

- Your **birth certificate** which must include your parents' names
- A **letter of consent** from your parent(s)/legal guardian confirming that you are their child and that they give you consent to use their funds to study in the UK

The documents **MUST** be **originals** and **officially translated** if they are not in English/Welsh.

3) Sponsored Students



Please note: your parents are NOT your sponsors!

You can receive **official financial sponsorship** from:

- a government,
- the British Council,
- any international organisation,
- an international company,
- a University or independent school.

If you receive official financial sponsorship you must get their unconditional consent to stay in the UK in the form of a **sponsorship letter**.

This also applies if you were sponsored in the last 12 months and that sponsorship has now ended.

3) Sponsored Students cont.



The sponsorship letter MUST have the following requirements:

- Be on official letter headed paper or stationery of the organisation with the official stamp of that organisation
- Include your name and name of any dependants
- Include the name and contact details of your official financial sponsor
- Include the date of the letter
- Include the length of sponsorship (or the start and end dates)
- Include the amount of money the sponsor is giving you OR a statement that they will cover all of your fees and living costs

If your sponsor is not covering all your fees and living costs, **YOU** must be able to demonstrate that you have the rest of the money required

3) Sponsor Letter example



Office Education Affairs
Royal Sri Lankan Embassy
458 High Street
Birmingham B78 9WW
Tel: 0121 899 9999; Fax: 0121 898 0000
Info@royalbirminghamembassy.net
Date: 29th June 2016

Certificate of Royal Birmingham Scholarship Student status
(For UK Visa Application)

Student name: Mr. Joe Blogs
Student reference: 8976541
Passport number: 6897453A

+ Date of birth: 10 January 1992

Ultimate qualification aim	MSC
Scholarship start date	20 October 2016
Scholarship end date	20 October 2017
Maintenance allowance each year (in addition tuition fees)	£ 10,000

Course of study: MSC in International accounting and finance

This is to certify that the person named above is a Sri Lankan student under the care of Office of Educational Affairs, the Royal Sri Lankan Embassy Birmingham so this office is responsible for the student's education and welfare. The scholarship



covers the cost of the tuition fees and the student's general maintenance.

This office has no objection for the student to continue to study in the United Kingdom.

Disclaimer: This certificate of Royal Sri Lankan Government Scholarship Student Status is only valid when bearing the official stamp and an authorised signature. If you require confirmation of authenticity please call Scholarship department on 0121 456 1234 or email at info@scholarships.net, or fax 0121 456 8970. The information contained on this certificate of Royal Sri Lankan Government Scholarship Student Status was correct on the date it was issued.

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4) Academic Qualifications



- The **Offer Letter** for your main course will list qualifications that you will need to submit to ISAS and Admissions to meet your visa and main course academic requirement
- They normally include Diploma Certificate / Degree Certificate / Graduation Certificate / Transcript
- All the documents are required to be **original** and, if necessary, translated
- If you have left this in your home country, make arrangements to get this document **now!**

5) Translations



If your application includes any documents which are not in English or Welsh, you must also include an original translation of each document. These documents could be your academic qualifications, bank statements birth certificate, letter of consent etc.

Each translation must contain:

- **date** of the translation;
- **full name and original signature of the translator**, or of an authorised official of the translation company;
- **contact details** of the translator or translation company; and
- the translation company's **credentials**;
- Confirmation that it is an **accurate translation** of the original document

Do not forget to include your *original documents* with your translation!

5) Translation example



Graduation Certificate; Donghua University

This is to certify that John Smith , male , student id : 12345678, DOB : 05/05/1993 studied the undergraduate course in the specialty of Industrial Design at Donghua University , from September 2013 to June 2016 , 4 years Bachelor's Degree , fulfilled all the requirements prescribed for Bachelor , was hereby granted this certificate of graduation

Signature of the President
Seal of the University

Donghua University

Serial number: 0000000023456798
Certificate number: 103452365478961
21/06/2016

I confirm this is an accurate translation of the original document

Date of translation : 01/07/2016

Full name of translator / authorised signatory of the translation company: Miss. Vanessa Gregory

Signature of translator/authorised signatory of the translation company :

A handwritten signature in black ink, appearing to read "V. Gregory", is written over a horizontal line.

Contact details of the translator/translation company : 86-21-59876893

Translation company's credentials : Premium Education Consultancy Ltd, registered in England and Wales 07029995

Address : 38 Victoria Avenue Birmingham

B15 2TT

Email : info@premiumeducation.co.uk Contact details : +44 121 865 0946



- ☺ Confirmation that it is an accurate translation
- ☺ Date of translation
- ☺ Full name and original signature of the translator
- ☺ Contact details
- ☺ Credentials

5) Translations: further information



- Some Universities/schools issue duplicate certificates and/or transcripts in both English and your national language. This **CAN** be used for your visa application if it meets Home Office requirements (show to your advisor on your 1:1 appointment for further information)

- If a University in your home country translated your academic qualification, it could be that it doesn't meet the Home Office requirements – if this is the case then the original must be translated again.

- ISAS recommend using a UK professional translator such as:
 - Chamber Translation Services
 - Brasshouse Translation
 - Professional Linguists

6) ATAS

= Academic Technology Approval Scheme

- Certain postgraduate qualifications (such as engineering or physical science courses) require you to have ATAS clearance
- If you need ATAS it will be mentioned on your main course study **offer letter**
- You can apply for ATAS up to 6 months before your start date/visa expiry
- Applications are made to the [Foreign and Commonwealth Office](#) (FCO) online
- It should take no longer than 30 mins to complete and you do not need to send any original documents
- If your ATAS application is successful you will receive a certificate by email to the address that you used to register. If you have not had a response from the FCO after 20 working days, you can contact the FCO by emailing atas@fco.gov.uk

7) Police Registration

This is only needed if your current visa has a condition to register with the police

- You must ensure that you **update** the police if you:
 - change address,
 - extend your leave,
 - change University,
 - renew your passport,
 - get married,
 - or if any of the other details on your police registration certificate change

Students living in Birmingham need to make an appointment online and then visit the police station to complete the registration

(<https://west-midlands.overseasregistrations.uk/Account/Register>)



Guide to making amendments to a Police Registration Certificate issued to a Registered Foreign National.

The guide illustrates three scenarios for amending a Police Registration Certificate (PRC):

- Change of address:** A certificate for a student at the University of Birmingham is amended to a new address: 2 Another Street, Edgbaston, Birmingham. The new leave to remain date is 31/03/2024. A red box highlights the new date, and a note states: "Subject reports new leave to remain date in amended passport." Another red box highlights the new address, with a note: "Endorsed with officers on and session date stamp."
- Change of university:** A certificate for a student at the University of Birmingham is amended to a new university: 15 Elizabeth Avenue, Edgbaston, Birmingham. The new leave to remain date is 31/03/2025. A red box highlights the new date, and a note states: "Subject reports new leave to remain date in amended passport." Another red box highlights the new university details, with a note: "Endorsed with officers on and session date stamp."
- Change of passport:** A certificate for a student at the University of Birmingham is amended to a new passport number: 9876543210. The new leave to remain date is 31/03/2025. A red box highlights the new date, and a note states: "Subject reports new leave to remain date in amended passport." Another red box highlights the new passport number, with a note: "Endorsed with officers on and session date stamp."

Additional notes from the guide:

- "Details and conditions in terms of registration" are located in the top left of the certificate.
- "One page can be used to bring in the details can be clearly read."
- "The above principle can be used for registered foreign nationals who are still using the old green Police Registration form. The blank pages are for endorsements and remarks."
- "Remember the certificate must always show the subject's current address and the latest leave to remain date."
- "Once the certificate or passport has been amended, please complete a form A4 so that the Necessary Office in Birmingham are informed of the registration changes. (A photocopy of the amended certificate can be attached to the form A4.)"

8) Visa Photographs

- ISAS has to approve your photographs
- All visa photographs must be taken only one month before your visa application → please **do not** take any visa photographs now!
- ISAS will arrange for **professional photographers** to come on campus and have your pictures taken (20th August and 21st August).

You will receive more information about it via email!

IHS



Immigration Health Surcharge = a fee you pay to use the NHS (National Health Service) facilities

- Before you submit your Tier 4 application you must register and pay the required Immigration Health Surcharge Fee
- All students must pay £150 for each year
- If your study will include part of a year you will need to pay £75 if it is less than 6 months, or £150 if it is more than 6 months.
- You are paying for the length of leave granted, not the length of your course! E.g. your course is for 12 months -> you are eligible for an additional 4 months visa at the end of your course and get 16 months in total → IHS for 12 (£150) + 4 months (£75) = £225
- Once you have done this you will be given a **reference number** which you must write on the coversheet of your Tier 4 application form

Different documentary requirements for



Nationals of:

- Argentina
- Australia
- Barbados
- Botswana
- Brunei
- Canada
- Chile
- Japan
- Malaysia
- New Zealand
- Oman
- Qatar
- Singapore

- South Korea
- Trinidad and Tobago
- United Arab Emirates
- United States of America

Rightful holders of one of the following passports:

- Hong Kong
- British National (Overseas)
- Taiwan (those who hold a passport issued by Taiwan that includes the number of the identification card issued by the competent authority in Taiwan)

Benefits



- 'Low risk' individuals do not have to submit evidence of their money or their qualifications with their Tier 4 application
- UKVI has the right to require 'low risk' applicants to provide all the documents at a **later stage** during the application process, and you will risk refusal if it cannot be provided.
- In order to get your CAS, ISAS require **all students** to prepare the evidence and provide it at a document checking session



How to make a successful application

- Start preparing **as early as possible** – **DO NOT** leave it until the last minute (request documents from university, bank, home etc.)
- If you think a document might not meet the requirements, get a new one that does – do not risk it
- Read the [Policy Guide](#) when completing the online application – take your time and pay attention to the questions
- Photocopy everything for your records
- Submit your application form and pay the correct fees **BEFORE** your visa expires

What happens next?

ISAS will arrange 1:1 sessions for you to check and approve documents for your visa extension

- If you have left some of your original documents in your home country, please make arrangements to have them sent to the UK ASAP (**as soon as possible**)

Please check your university and personal **email boxes** regularly for information on any workshops and 1:1 sessions.

You ***must*** attend the 1:1 sessions and be on time for each one.

These appointments are **individual appointments**, each student will get a specific date and time assigned.



**Our email address:
isaspresessional@contacts.bham.ac.uk**



Thank you for your attention!