

## Information for pre-sessional students on extending a Tier 4 (General) visa within the UK

### Why am I receiving this leaflet now?

We want to make sure the process of extending your visa in the UK doesn't significantly disrupt your studies particularly when you need to concentrate on your pre-sessional exams, it is therefore important for you to be prepared early for your visa extension application and be aware of the documents and evidence of funds you need to show in the UK.

### When will I need to make my visa application?

If you are granted a Tier 4 (General) visa for your pre-sessional course but you intend to continue your studies in the UK, you will be required to make an application for further leave (extend your visa) **before you start your next course.**

The International Students' Advisory Service (ISAS) are responsible for checking visa application supporting documents before a Confirmation of Acceptance for Studies (CAS) can be assigned. A CAS will not be assigned unless the ISAS are satisfied that your visa application documents are correct.

To minimise disruption to your studies you must start to prepare for your visa extension before you leave the UK, ensuring that you will have the relevant documents and funds in place to show to the ISAS.

### Which documents will I need before I can be assigned a CAS?

- ✓ Proof that you have the amount of money required by UKVI for your application (see [money requirements](#))
- ✓ ATAS, if you need it ([find out if you need ATAS](#))
- ✓ CAS number from the University of Birmingham ([get a CAS number](#))
- ✓ Academic qualifications if listed on the CAS
- ✓ Translations of any documents that are not in English ([see translation requirements](#))
- ✓ 2 passport-sized photographs, which must meet the Home Office [photo guidance](#). The ISAS will give you more guidance on this once you are in the UK.
- ✓ Your current passport
- ✓ Any other passports or visas that you have used to come to the UK in the past
- ✓ Your Biometric Residence Permit (if applicable)
- ✓ Police registration certificate (if applicable)

**All documents must be originals.**

UKVI are strict about the documents they will accept as evidence. The ISAS must ensure that your documents meet the UKVI requirements or your CAS will not be assigned.

### Why must the ISAS check my documents?

The University of Birmingham is granted a licence under the Home Office Points Based System. As a Tier 4 sponsor licence holder the University must meet certain obligations which include that it must ensure that you are able to meet the criteria to be assigned a CAS, and only assigns CAS to students who can make a successful visa application.

### What happens if I don't have all the correct documents?

We recommend that you start to prepare your visa application documents as early as possible, for example making arrangements for the financial evidence to be in your account by the end of July. You must make every effort to obtain the documents that you require for your visa application, so that you can submit your visa application on time.

You must have all your documents ready as per the timetable given to you by your dedicated International Student Advisory Service Caseworker. If you do not have correct documents by this date you will be advised to return to your home country (once you have finished your pre-sessional course) in order to make your visa application from outside of the UK. In making your application from outside of the UK there is a risk that you will not be able to obtain your visa and return to the UK to start your studies on time.

### What help will I be given to extend my visa?

The International Student Advisory Service will provide you with a designated caseworker, who will be responsible for advising you on all your visa requirements. They will arrange individual appointments with you and will send you additional information regarding your visa extension. You must ensure that you attend these appointments with your designated caseworker by yourself and not in groups ( friends ) as the advice given to you will be tailored to your needs.

Please be aware that your visa application is your responsibility. You must:

- ✓ listen carefully to the instructions given to you by the ISAS
- ✓ Attend and (pay close attention during) any workshops or appointments you are given.
- ✓ Provide any documents requested by the ISAS in the correct format and by the deadlines set.
- ✓ Remember that the advice you are given will be tailored to your specific circumstances, the documents you require may be different to the documents your friends require.

Please remember that the ISAS is the only department in the University of Birmingham that can provide immigration (visa) advice and guidance. Staff in the ISAS are fully trained and qualified to provide information around UK Immigration law.

### What do I need to do next?

- ✓ The ISAS team will contact you with details of an appointment to provide you with help with your visa extension documents. You must attend the appointment you are given.
- ✓ Familiarise yourselves with documents needed and specific requirement before you start preparing them to avoid delay. Information is available on the university website:  
<https://intranet.birmingham.ac.uk/as/studentservices/international/visas/studentvisas/extending.aspx#documents>.
- ✓ Start preparing documents according to the requirements.
- ✓ Submit all required documents to the ISAS before 5th September.

### Further information

#### International Student Advisory Service:

<https://intranet.birmingham.ac.uk/student/student-hub/homepage.aspx>

#### UKVI Tier 4 Policy Guidance

<https://www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student>

### Glossary

UK Visas and Immigration (UKVI)	UK Visas and Immigration is part of the Home Office and is responsible for making visa decisions to visit or stay in the United Kingdom.
Tier 4 (General) Student	Tier 4 is part of the Points Based System for Immigration. You can apply for a Tier 4 (General) student visa to study in the UK if you are 16 or over.
Confirmation of Acceptance for studies Certificate (CAS)	The Confirmation of Acceptance for Studies (CAS) is a unique reference number that you will need when you make your Tier 4 (General) student visa application. The CAS is confirmation of your unconditional offer of a place to study with us.
International Students Advisory Service (ISAS)	The ISAS is the only department in the University of Birmingham that can provide immigration (visa) advice and guidance. Staff in the ISAS are fully trained and qualified to provide information around UK Immigration law.
Designated caseworker	ISAS Immigration Advisor assigned to provide <b>you</b> with <b>individual tailored</b> help and support with your visa extension application.