**PSE Visa Extension Process**

**Start now**
- Today is **not** a detailed advice session and you do not need to show documents to the ISAS today.
- After this presentation you will have your first 1:1 session with your caseworker.
- If you haven’t already, you will receive an email with all the information about your first 1:1 session shortly.

**Start now**
- **At your first 1:1 session** (= detailed advice session) you **must** bring all the original documents as mentioned in the email that ISAS sent you!!!
- Please use your university email address when communicating with ISAS. All information will be sent to your university email address (example@bham.ac.uk)! Please check it regularly!

**In the next few weeks**
- Attend 1:1 sessions with your case worker (this is when you need to bring your **documents**!)
- Read the information provided on the ISAS webpage on the intranet which will help you understand the visa application process. (https://intranet.birmingham.ac.uk/as/studentservices/international/index.aspx)

**In the next few weeks**
- ISAS will support you to complete your online visa application form in an interactive workshop.
- If you are showing a UK bank statement as financial evidence: ensure you open a UK bank account immediately.
- Ensure you have the correct amount of funding to cover your tuition and living costs. **Do not use this money for your daily current expenses!**

**Document checking**
- Read the email communication carefully so you are aware of what documents to bring to the 1:1 sessions.
- Do not worry about photographs just yet as ISAS will arrange for a photograph company to come on campus. We can also inform you where you can get your pictures taken.
- Do not worry about translated documents just yet as ISAS will check your translations and if you need a new one, we will inform you where you can get the translations done.

**following your PSE course**
- Once you have passed your Pre-Sessional course, admissions will check with the ISAS that you have met all the document requirements for your visa application. Is it **obligatory** that you attend the 1:1 meetings!
- If you have **met the requirements and passed the PSE course**, admissions will assign your **CAS** which you can use for your visa application.

**Before your main course starts**
- You must complete and submit the online visa application, pay the application fees and Immigration Health Surcharge (IHS).
- You must complete a 'Right to Study' check by showing your 'proof of application submitted' to ISAS and collect your new student ID card.

**After submitting your application online**
- Post your documents to the Home Office **OR** attend your appointment with the Premium Customer Service Centre if you have opted for the Premium Service.