



Visa Guide

Your step-by-step guide to applying for a Student visa from within the UK.

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Extending your stay in the UK under the Student route

For the majority of applicants, the application process for Students applying to extend their stay in the UK is entirely digital, removing the need to visit a UK Visas and Citizenship Application Services (UKVCAS) centre, and if your application is successful, you will be issued with an eVisa.

This guide will outline some of the questions asked during the visa application process and highlight the documents required for your student visa application.

Further details of how to apply to extend your visa in the UK can be viewed at the [UK Gov website](#).

Step 1

Check if you are eligible to apply for a Student Visa

See the Home Office/UKVI webpage to check your eligibility to apply - <https://www.gov.uk/student-visa>

Step 1a – Check if you are eligible under the '5 year cap' rule

The Home Office/UK Visas and Immigration (UKVI) have set a maximum time limit of five years on studying with a student visa at degree level. For further details on this, including which courses are exempt please check the **Maximum Period of Study** requirement at the [UKVI student rules](#).

Step 1b - Check if you are eligible for an academic extension

If you need additional time to complete the next part of your course, you can only apply for further leave from within the UK if you are:

- applying for leave to remain to re-sit an exam or repeat a module or, need further time to complete as a result of previous resits **OR**
- applying for leave to remain to complete a PhD course (or equivalent doctoral qualification); please note that PhD students can request a visa extension if they are making satisfactory progress with their PhD and will not exceed 4 years for completion; **OR**
- applying for leave to remain in order to complete an additional period of study abroad or an academic work placement. Or, applying for leave to remain in order to complete your course after having taken a period of study abroad or an academic work placement.
- If one of the above applies to you, please note that you must meet the requirements to be issued with a CAS and refer to Step 5b for more information.
- If none of the above apply to you, you **cannot** apply from within the UK to extend your visa for your current course. You may be able to apply for permission from your home country to complete your studies or you may complete as a distance learning student.

Step 1c – Check if your spouse/partner are eligible to apply

On a student visa, your spouse (partner) and/or child(ren) are referred to as 'dependants'. They can apply to be in the UK with you if you are either:

- government-sponsored and your course is longer than six months OR
- you are doing a postgraduate level course (SCQF Level 11 or above) of 9 months or more.
See www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Dependants for full information.

To apply for a dependant visa for your child, both parents are normally required to be in the UK.

The definition of a 'partner' has been expanded for those permitted to bring dependent partners to the UK. A 'partner' now includes a fiancé, or proposed civil partner.

We have full guidance on bringing your dependant(s) to the UK. Please visit Topdesk and search [How do I bring my dependants to the UK?](#)



Step 2

How and when to apply

Begin the process of applying for your new visa around **3 months** before your current visa expires. You will need this time to gather all of the supporting documents required and to have your application checked by an International Student Adviser (see 'Step 7' for further information).

Apply for your new visa before your current visa expires. Your online application should be submitted to the Home Office/UKVI on or before the day that your current visa expires. It is very important that you do not overstay your visa, even by a day or two. If you apply as an overstayer and your application is refused, you are unable to challenge the decision (through an administrative review). You cannot submit a visa application after your visa expiry date unless there was a "good reason beyond your control" for submitting your application late. The Home Office/UKVI are likely to set the bar for a "good reason beyond your control" very high. If you have a good reason, please contact us for advice. Applications submitted more than 14 days after your visa expiry date will be automatically refused.

If your current visa expires more than 28 days before the start date of your next course of study, you can't extend your visa in the UK. You must leave the UK and apply from your home country for a new visa (known as Permission to Enter).

Do not make any definite travel plans until your new visa has been granted as there is no guarantee that your application will be processed by the Home Office/UKVI in time for your trip. If you need to travel due to an emergency (e.g. the death of a close family member) please speak to a member of the International Student Support Team – see page 19 for contact details. It is possible to withdraw your visa application. However, the visa application fee would not be refunded to you and you would need to apply for a fresh visa from your home country.



Step 3

Make sure you have sufficient funds

The Home Office/UKVI specifies how much money you need for your course fees and living costs while you are in the UK. You will also need to pay a visa fee and Immigration Health Surcharge (IHS). See Step 6, Part 5 for further details.

If you have been living in the UK for 12 months or more at the time of your application in the UK, you will satisfy the financial requirements. If your dependant(s) have been living in the UK for 12 months or more at the time of their application in the UK, they will satisfy the financial requirements. This means that no financial evidence needs to be submitted with your application.

Dependant children born in the UK and who do not hold a dependant visa and/or who have not lived in the UK for 12 months are required to meet the financial requirements, as detailed below.

If you have been absent from the UK for more than 3 months within the past 12 months, you will not meet the financial requirements and you must demonstrate that you have the required amount of funds, as detailed below.

Scottish Campus

Student - £9,207 (based on £1,023 for a period of 9 months)

Dependant - £6,120 (based on £680 per month for a period of 9 months)

London Campus

Student - £12,006 (based on £1,334 for a period of 9 months)

Dependant - £7,605 (based on £845 per month, for a period of 9 months)

You must also have enough money to pay for the course fees for the first year of your course, or the entire course if it is less than 1 year long. If you have not yet paid your course fees in full, you must have the balance of what you owe in your account. Tuition fee costs and amounts paid are detailed in your CAS (see 'Step 5').

The relevant amount (living costs for you and any dependants plus fees still to be paid) must be in the bank/building society for **28 consecutive days**. Please note that the date of the final transaction on your account is considered as the last day of this 28 day period. The statement used as evidence of funds must be dated within 1 month of the date you submit your visa application. For example, if you submit your application on 28 September, the statement used in support of your application must not be dated any earlier than 28 August. The money must be in your account in full on each and **every day** of the 28 day period. If your account balance drops below the required amount, even for 1 single day or by as little as 1 pence, your application would be refused.

The statement used as evidence must show your name, your account number, the date the statement was produced, the financial institution's name and contact details (such as a website, phone number, address or branch code) and the amount of funds available.

Bank statements should be printed on official bank stationery or as an official electronic record. Mini-statements from cash points are not accepted. If possible, ensure that you have the required amount in **a single** account only rather than in multiple accounts.

To check how the financial requirements must be met, please see the Appendix Finance: <https://www.gov.uk/guidance/immigration-rules/appendix-finance>

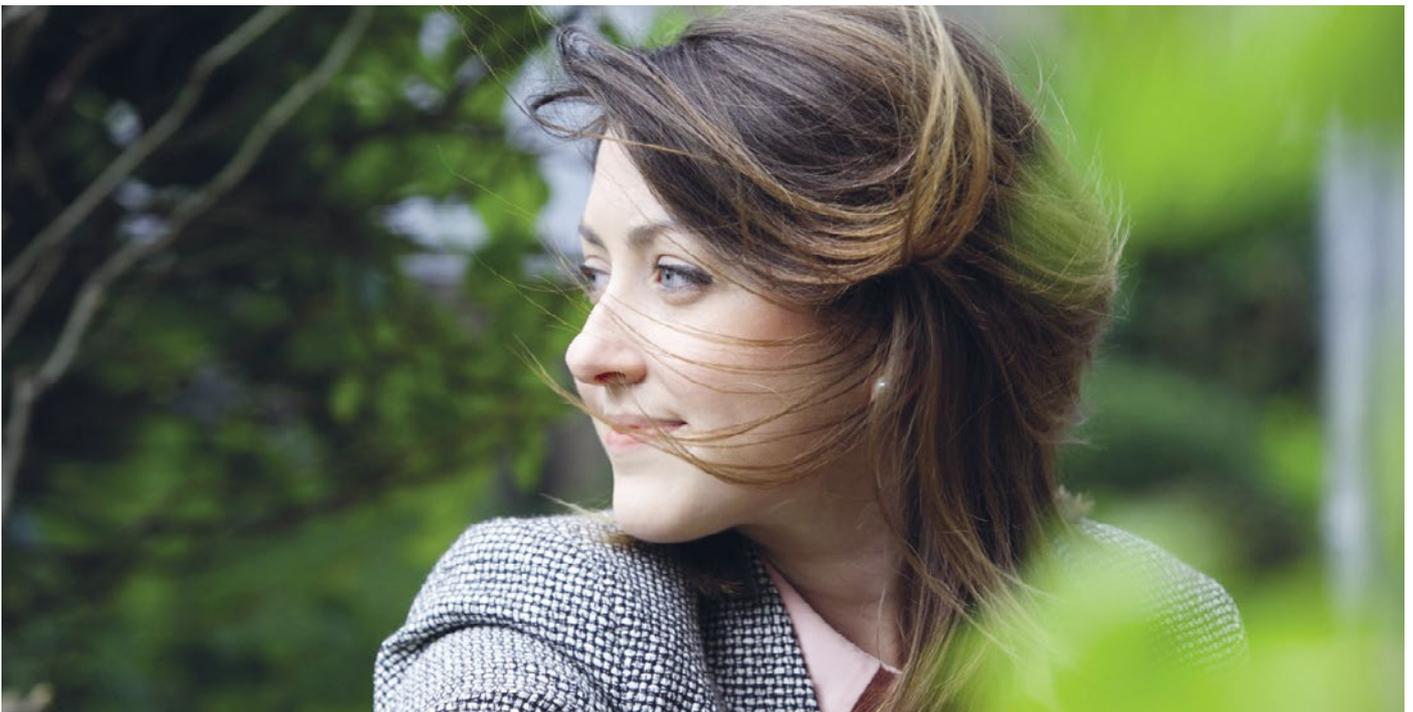
A Certificate of Deposit is a certificate issued by a bank to confirm that a named person has deposited or invested a specific amount of money. They are only accepted as evidence of funds if they have been issued within 31 days of the date of application AND at least 28 days must have passed between the date of the deposit and the date of issue of the certificate. When using money from an overseas bank account, please ensure that you include a print out from www.oanda.com of the currency converted into GBP on the day you submit your application. It is very important that your funds do not drop below the required amount when converted into GBP on the day of submitting your application.

For full information on the finances required when applying for a student visa, please see the UKCISA website - <https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Student-route-eligibility-and-requirements#layer-3004>

Differential Evidence Requirement

Certain nationalities are considered, by the Home Office/UKVI, to be "low risk", also called "differentiation arrangements." Low risk nationals are not required to provide evidence of qualifications or financial evidence when applying for a student visa. You can check the requirements for your nationality by looking at the Differential Evidence requirement in the student rules at: <https://www.gov.uk/guidance/immigration-rules/appendix-st-student>

However, the Home Office/UKVI may ask you to provide this evidence after you have submitted your visa application. If you are asked to provide this evidence you will have a very short time to provide it. The Home Office/UKVI will refuse your visa application if you do not provide your financial or qualification evidence. It is important that you keep your financial and qualification evidence in a safe place, in case it is requested by the Home Office/UKVI.



Step 4

Check if you need an ATAS Certificate

Students on certain postgraduate courses leading to a **Masters** or **Doctorate** level qualification will need an Academic Technology Approval Scheme (ATAS) Certificate to study in the UK (Nationals from Australia, Canada, Japan, New Zealand, Singapore, South Korea and the USA, join nationals from the UK, EU, EEA and Switzerland who are exempt from obtaining ATAS clearance for postgraduate study in relevant subjects).

If you are a new or continuing postgraduate research student, contact the Doctoral College to confirm your course CAH code, then check the Foreign and Commonwealth (FCO) website www.gov.uk/academic-technology-approval-scheme to determine if you need to apply for an ATAS Certificate.

If you need to apply for ATAS permission this will be stated on your CAS.

If you require an ATAS Certificate, you should apply for it online at least 6 weeks before your current visa expires (ATAS applications can take four weeks or longer to process). You must make sure your ATAS Certificate is valid every time you apply to extend your visa. You can apply for an ATAS certificate up to 9 months before the starting date of your course.

The ATAS Certificate will be sent to you by e-mail and is one of the supporting documents required to get your CAS (see Step 5) and by the Home Office/UKVI in support of your student visa application.

Chinese students using email servers 126.com, 163.com, sina.cn and qq.com may have difficulty receiving email messages from the ATAS team. If you use one of these email providers and are still awaiting a decision on an ATAS application submitted, contact the ATAS team at: ATAS@fco.gov.uk. Students should also consider using Yahoo, Gmail, Hotmail or similar commercial email providers, if possible.

Step 5

Obtain a Confirmation of Acceptance for Studies (CAS)

To apply for a student visa, you will need a CAS (an electronic document) which is issued by the University. PhD students' CAS is issued in conjunction with the Doctoral College.

Admissions

Once you are in receipt of an unconditional offer and have accepted this, the University will be in contact with you regarding the UKVI requirements you have to meet before being issued with your CAS.

If you are applying for a visa to start a new course, see step 5a below, or, if you need more time to complete the course that you are currently studying, see step 5b.

If you are providing overseas qualifications, these will be assessed as part of your application for admission. NARIC (National Academic Recognition Information Centre) will be used to check for equivalency to UK qualifications and suitability for our programmes. Applicants do not have to submit a statement from NARIC regarding their equivalency with their visa application as UK Visas & Immigration are aware Universities carry out this check.

Step 5a – CAS Process for students starting a new course

- Ensure that you have sufficient money for living costs plus your tuition fees, as specified by the Home Office/UKVI. If you have dependants with you in the UK, you will also need to ensure that you have sufficient money for living costs for each of your dependants.
- Pay the required tuition fee deposit and keep the receipt.
- Submit documentary evidence of your finances and confirmation that you have paid your tuition fee deposit (your receipt).
- Submit evidence of your ATAS if required.
- Submit evidence of birth certificate and parental letter confirming use of bank statements if you are using your parent's bank account as evidence of your funds.
- Bank statements in spouse's name will only be accepted if they have the applicant as a named joint account holder on the account.

** All documents should be sent to Admissions (casrequest@uws.ac.uk)

The CAS is produced once the unconditional offer to study at UWS has been officially accepted and the relevant documents in support of the CAS have been received.

Step 5b – CAS process for continuing students (outlined in Step 1b page 3)

- If you are required to show financial evidence, ensure that you have sufficient money for living costs plus any outstanding tuition fees, as specified by the Home Office/UKVI. If you have dependants with you in the UK, you will also need to ensure that you have sufficient money for living costs for each of your dependants, if required.
- Contact your Programme Leader for confirmation that you are making satisfactory academic progress and that they support you in applying for another visa. You may have the option of completing your course in your home country as a distance learning student or, possibly return on a different visa category.
- Pay the admin fee (£21) at the UWS Online Store (<http://shop.uws.ac.uk/>).
- Once you have completed the steps above, undergraduate and postgraduate taught students should request a CAS by emailing the Admissions Team (casrequest@uws.ac.uk). PhD/DBA students should request a CAS by emailing the Doctoral College (pgr@uws.ac.uk). All students should attach a receipt for the CAS admin fee, confirmation of academic progress, copy of current passport and visa, financial evidence (if required) and ATAS certificate (if required).

A CAS is issued within 48 working hours of all acceptable documents being submitted to Admissions and subject to satisfying UWS & UKVI requirements.



Step 6

Apply for your visa online

The guidance below is specific to UWS students, based on the questions asked in the online student visa application.

- Go to <https://www.gov.uk/student-visa/extend-your-visa> and click **'Start now'** Once you have read through the information and you are happy to proceed, click the green **'Start now'** (see screenshot below):

Apply

You must apply online.

As part of your application you'll need to prove your identity. How you do this depends on where you're from and the type of passport or resident permit you have.

You'll either:

- use the 'UK Immigration: ID Check' app to scan your identity document - you'll also create or sign in to your UK Visas and Immigration (UKVI) account
- give your fingerprints and a photograph (biometric information) at a UK Visa and Citizenship Application Services (UKVCAS) service point - this is to get a biometric residence permit

You'll be told what you need to do when you apply.

Start now >

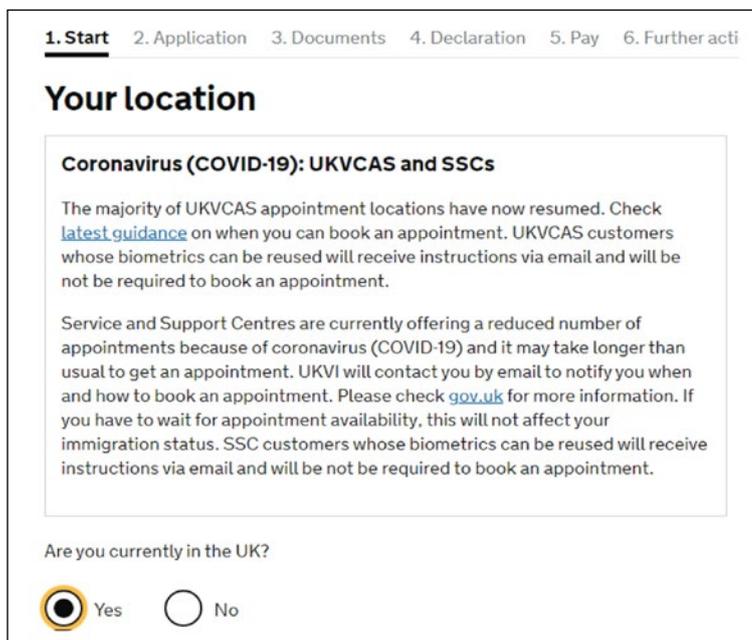
The application is divided into 6 parts:

1. **Start** - create your account, set your password and activate your account.
2. **Application** - enter your personal information (this can be edited at any stage).
3. **Documents** - confirm documents (can be edited).
4. **Declaration** - confirm everything in the form is accurate. Do not do this if you still wish to edit the form and have it checked by an International Student Adviser.
5. **Pay** - pay for the immigration health surcharge and your application with a debit or credit card.
6. **Further actions** - upload documents and biometrics

Once you have created a password (keep a note of your log-in details on your mobile and/or tablet or take a screenshot/photograph of the details), the Home Office will e-mail you a link to activate your account. You will receive an e-mail message stating 'Your visa application has been saved. Use this link to sign in to your application'. This means you can now save the information on your student application form and log in and log out as you wish with your account details.

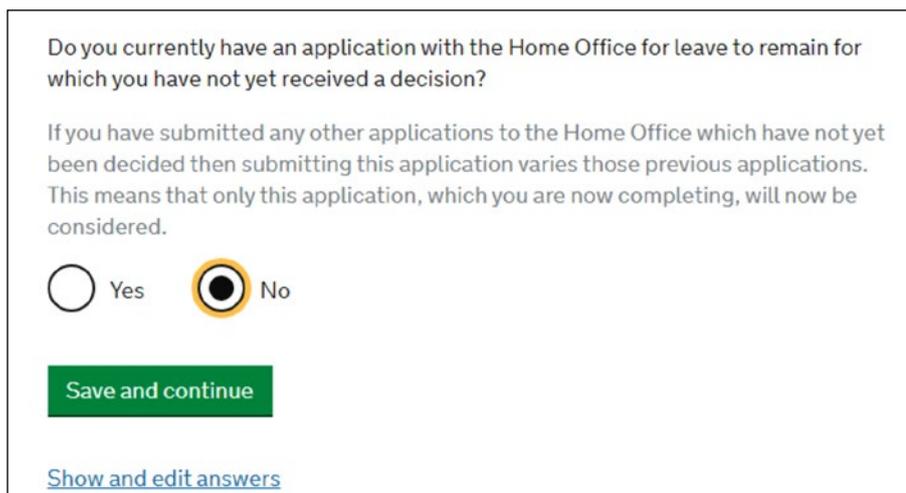
Answer the first questions in **Part 1. Start**

Are you currently in the UK? Answer Yes



The screenshot shows a progress bar at the top with steps: 1. Start (highlighted), 2. Application, 3. Documents, 4. Declaration, 5. Pay, 6. Further actions. Below the progress bar is the heading 'Your location'. A box contains information about Coronavirus (COVID-19) and UKVCAS and SSCs, stating that most appointment locations have resumed and that biometrics can be reused. Below this box is the question 'Are you currently in the UK?' with two radio buttons: 'Yes' (selected) and 'No'.

Do you currently have an application with the Home Office for leave to remain for which you have not yet received a decision? Answer No (unless you have a current application).



The screenshot shows the question: 'Do you currently have an application with the Home Office for leave to remain for which you have not yet received a decision?'. Below the question is explanatory text: 'If you have submitted any other applications to the Home Office which have not yet been decided then submitting this application varies those previous applications. This means that only this application, which you are now completing, will now be considered.' There are two radio buttons: 'Yes' (unselected) and 'No' (selected). At the bottom left is a green button labeled 'Save and continue' and a blue link labeled 'Show and edit answers'.

Do you have an Immigration Adviser based in the UK? Answer No (unless you have a legal representative) Enter your email address and create a password.

Answer the questions in **Part 2. Application** (see screen shot below for some of the questions) If you have dependants applying with you, you need to add them at the end of the form, when requested.

If you answer a question wrongly you can edit your answers as you go along or, if you are not sure of an answer eg. 'Have you an **official financial sponsor?**', click on the highlighted word in **blue** to find out more information about what an 'official financial sponsor' means.

In '**Personal information**' the information recorded here should match the information in the next section '**Passport details**' and write **all names exactly as stated on your passport**.

- You will be asked to provide your name and any other names you have been known by for example if your name changed when you got married, please provide any other names you have been known by.
- You will be asked details about where you are currently living and whether or not you own your property and how long you have lived there- please answer as relevant to your circumstances (see screen shot below).

Enter a UK postcode
PA1 2BE

[Enter address manually](#)
Is this where you live?
 Yes No

When did you start living at this address?
Enter the date format in MM/YYYY
Month Year
09 2020

Select which option applies to your home:
 I own it
 I rent it

Provide contact details for your landlord
Landlord's name
This may be the name of a company or a person
Mr Green

Landlord's telephone number
07753387344

Landlord's address
5 Abercorn Street

You will be asked if you have a valid identity card, tick yes or no and fill out as appropriate with the correct details. You will be asked if you hold any other nationalities / citizenship, answer appropriately.

Current UK immigration status. When asked '**What type of visa or leave to remain do you have?**' most applicants will select '**Tier 4 (General) student**' or '**Student Visa Route**' if this is an option. If you have a different visa type put the category you currently have. (See screen shot below).

Do you currently have a visa or leave to remain?
 Yes No

What type of visa or leave to remain do you have?
Tier 4 (General) leave to remain

[I have a different visa or leave to remain](#)

You will be asked for **'The start date of your current visa or leave to remain and the end date'**. Answer this according to what it says on your BRP or passport. (see screen shot below).

What is the start date of your current visa or leave to remain?

Enter date in the format DD MM YYYY

Day Month Year

What is the end date of your current visa or leave to remain?

Day Month Year

You will be asked how long you have lived in the UK, please answer in years and months

You will be asked to give personal details about your parents such as date of birth and nationality, please fill out appropriately

English Language Assessment. You must have provided evidence that you either:

scored level B1, B2, C1 or C2 on an approved English language test which assessed your reading, writing, speaking and listening skills, have a degree which was taught in English or have an English GCSE, A level or Scottish National 4 or 5, Higher, or Advanced Higher qualification. (see screen shot below).

You must have been granted a visa or permission to stay after meeting the language requirement at level B1 or above. For example:

- scored level B1, B2, C1 or C2 on an [approved English language test](#) which assessed your reading, writing, speaking and listening skills
- have a degree which was taught in English
- have an English GCSE, A level or Scottish National 4 or 5, Higher, or Advanced Higher qualification
- if you were a student, your sponsor confirmed on your CAS that you met the required level

Yes No

You will be asked if you have a Biometric Residence Permit and should enter this number correctly. (see screen shot below).

Do you have a biometric residence permit?

Read guidance about [what a BRP is](#) and [see examples](#) of what they look like and where to find the BRP number.

Yes, I have a biometric residence permit

Enter your permit number

No, I had a biometric residence permit for my most recent leave, but I do not have it now

No, I did not have a biometric residence permit for my most recent leave

You will then be asked if you have a National Insurance number, enter this if you have one (if you have been working in the UK, you are likely to have a National Insurance number)

You will be asked if you have a Driving Licence number, enter this if you have one

Travel – you will be asked if you have been to any other countries in the last 10 years (excluding certain countries mentioned and your own country, answer appropriately).

Has your visa or leave to remain ever been revoked, cancelled or curtailed?

This means your visa or leave was withdrawn after it had been granted. You would have been informed by the Home Office. Answer no unless your visa or leave to remain has been revoked, cancelled or curtailed.

Has your visa or leave to remain ever been revoked, cancelled or curtailed?

This means your visa or leave was withdrawn after it had been granted. You would have been informed by the Home Office.

Yes No

[Save and continue](#)

In Additional Information, please answer the relevant questions appropriate to you. Please note, students on a Student Visa should not access Public funds.

Please answer correctly about any convictions or penalties you have received (such as driving offences).

You will also be asked about terrorist activities, organisations and views, please read the questions carefully and answer accurately.

You will be asked if you have ever worked for certain types of organisations, please answer appropriately.

In the **Sponsor** details section, you will be asked for your Sponsor's licence number – the **Sponsor licence number** for UWS is **79R4D5EH1**.

All UWS students should complete '**Sponsor's address**' EXACTLY as below, even if you do not study at Paisley campus:

This information is on your Confirmation of Acceptance for Studies (CAS) statement, or contact your sponsor to get their licence number.

What is your sponsor licence number?

Sponsor's address

Town/City

Postcode
 x

House number or name: University of the West of Scotland

Street name: Paisley Campus, High Street

Town or city: Paisley

County: Renfrewshire

Postcode: PA1 2BE

When asked **'Is this the site where the majority of your study will take place?'** select **'yes'** ONLY IF Paisley Campus is your main campus. If your main campus is another UWS campus, you must use the address shown on your CAS.

Is this the site where the majority of your study will take place?

University of the West of Scotland
Paisley
PA1 2BE

Yes No

[Save and continue](#)

In the **'Course information'** section to answer the question **'Qualification you will get'**, see your CAS. This is on your CAS as 'SCQF' plus a number.

See your CAS for your **course name, course start date and course end date**. If you are a continuing student, On your CAS, you have 2 start dates:

- page 1: start date (which is the date after your visa expires)
- page 2: in the 'other evidence' text box: actual start date

Please put the 'actual start date of your course' as stated on your CAS when filling out the student visa application in order to be granted the correct length of leave.

Please choose 'Higher Education Provider with a track record of compliance' as your place of study. (see screen shot below).

What type of sponsor will you be studying with?

The [Register of Student sponsors](#) sets out what type of sponsor each institution on the register is. A Higher Education Provider with a track record of compliance will have the status 'General Student Sponsor – Track Record'.

Independent School

Higher Education Provider

Higher Education Provider with a track record of compliance

Overseas Higher Education Provider

Publicly Funded College

Private Provider

Most international students will not have applied for their course through UCAS, please answer appropriately. (See screen shot below).

Did you apply for your course through UCAS?

Yes No

▶ [What is UCAS?](#)

[Save and continue](#)

'What are your course fees for your first year?' Your CAS will state your course tuition fees and you should enter the same information that is on your CAS. If your CAS states that you have received a scholarship, deduct the amount of the scholarship from the cost of your tuition fees. If you are government sponsored, or are sponsored by an international organisation, please answer appropriately. You need to advise if you will be receiving money from an official financial sponsor for your continuing studies. (See screen shot below).

Are you currently receiving money from an official financial sponsor - or have you received money from an official financial sponsor in the past 12 months?

Yes No

▶ [What is an official financial sponsor?](#)

[Save and continue](#)

As an International student, you should not be claiming public funds, please answer appropriately. You should not be applying for a student loan. (See Screen shot below).

You must show that you have enough money to cover your course fees, and living costs for you and any dependants [Read the guidance](#) to find out how much money you need to show and what documents you can use as evidence.

Are any of the funds required for this application in the form of a student loan?

Yes No

[Save and continue](#)

- **Have you or your parent(s) or legal guardian(s) already paid any of your course fees?** To answer this question, refer to your CAS again and state exactly the amount as shown in your CAS. If you think you have paid more than what is written on your CAS please email casrequest@uws.ac.uk to check that your CAS details have been updated with your recent tuition fees payment.

Part 3. Documents

Please complete the Document Checklist. If you do not provide all mandatory information your application may be rejected. The document checklist will state you have agreed to include the following documents in your application. *You do not need to provide evidence of your qualifications if you are a continuing student or financial evidence if you have been living in the UK for 12 months or longer. Occasionally, UK Visas and Immigration (UKVI) may request this evidence while your application is being considered. If the evidence is requested, your visa application may be refused if you do not provide it.* At the 'Check your answers' stage of the form, SAVE your information and log out.

You will be asked to tick the mandatory documents you are providing such as your passport and BRP (biometric residence permit). (See screen shot below).

Mandatory documents

These documents are mandatory and you must provide them as part of your application. Tick the box to agree that you will provide each document:

The biometric residence permit for Miss Diana Smith

The passport issued by Chile for Miss Diana Smith

Providing your documents

You must provide your documents after you submit your application, these can be originals or copies. **Any passports provided must be originals.**

You will be able to upload copies of your documents on our commercial partner's website, or you can take your documents to your biometrics appointment to be scanned and uploaded by our commercial partner for a fee. You'll be told how to book an appointment and upload your documents after you submit your application.

You do not need to send any physical documents to the Home Office or UK Visas & Immigration unless you are advised to do so.

****DO NOT click on the 'Declaration' button yet****

Part 4. Declaration

Do not continue further with your online application if you intend to have it checked by an International Student Adviser. You can still EDIT your application form and it is your last chance to check your answers. If you fill out the declaration and pay for your visa application before you attend a 'Visa Checking' appointment with an Adviser, the Adviser will not be able to correct any errors made on the application. This means, you can choose to **'Return to this application later'** and log out if you have not finished checking your application form.

The verification stage of your application is the final stage of confirming your application is correct. Before ticking the declaration of consent, save your application and check it through. Once you have ticked the consent and saved it you are unable to edit your application.

The Home Office will check that the information and supporting documentation from a bank or utility company that you supply as part of this application is correct. You must download, sign and return the following declaration to confirm that you consent for the Home Office to request verification checks:

[Declaration of consent for the Home Office to request verification checks](#)

You should download and print this declaration now. A copy will also be available to download once you have paid for your application.

I will provide a declaration signed by me to confirm my consent for the Home Office to request verification checks

[Save and continue](#)

[Return to this application later](#)

You will then be asked to pay for your Student Visa Application.

Part 5. Pay

You can pay for your application with a debit or credit card.

Application type: Standard

Time for a decision: 8 weeks

Cost per person*: £475

Check the current fees on the UKVI website www.gov.uk/student-visa.

After submitting your online application and scanning your documents (such as your passport) to UKVI, you should not travel overseas until you receive your new visa.

Submit your application online, pay the immigration health surcharge fee and the application fee (application fee and biometric fee are now paid together).

As part of your application you'll need to prove your identity.

How you do this depends on where you're from and the type of passport you have.

You'll either:

- give your fingerprints and a photograph (biometric information) at a [UK Visa and Citizenship Application Services \(UKVCAS\)](#) service point **OR**
- use the 'UK Immigration: ID Check' app to scan your identity document – you will also create or sign in to your UK Visas and Immigration (UKVI) account

You'll be told what you need to do when you apply.

Part 6. Immigration Health Surcharge

You will also be charged an additional sum known as the Immigration Health Surcharge which entitles you to receive free health care under the National Health Service (NHS). The charge is based on the length of visa that you are applying for, including the additional period after the end of your course. The charge is calculated as **£470 per year per person** for each year of leave that you are applying for. If this includes part of a year that is six months or less you will be charged an additional £235 for this period. If it includes part of a year that is more than six months, you will have to pay £470 for this period. You will be asked to pay the Immigration Health Surcharge (IHS) before paying for your visa application and then the IHS reference number is automatically included in your visa application.

Step 7

Arrange a 'Visa Checking' appointment with an International Student Adviser

Appointments can be made by contacting the Hub on 0141 848 3800 or email hub@uws.ac.uk. We strongly advise that you have your Student visa form checked by an International Student Adviser before submitting your online Student visa application. If you are not able to have a face to face, Teams or Zoom appointment you can scan your documents to internationaladvice@uws.ac.uk and request that these are checked.

Appointments generally last between 45 minutes to an hour.

Please note that if you have not completed your online application form as fully as you can, you will be asked to re-schedule your appointment.



Step 8

What happens next?

1. Before completing your online application, you will be asked to create an account with Sopra Steria in order to upload your documents. Please follow the instructions given by the Home Office/UKVI with regards to your biometrics. Further information can be found at <https://www.gov.uk/ukvcas>
2. You will be contacted by UKVI if your application is complex and will take longer, for example because of your personal circumstances, your supporting documents need to be verified or you need to attend an interview. Attend a credibility interview if you are asked to do so. Please refer to https://www.uws.ac.uk/media/4197/credibility-interview-guide_07a18.pdf for further information on the credibility interview.
3. You should receive a decision regarding your Student Visa within the standard 8 weeks.
4. If your application has been successful your biometric residence permit (BRP) will be sent to you separately by post. After receiving your BRP card please update your details including your visa expiry date by sending this to the Hub hub@uws.ac.uk or if you are a London campus student please send to london.ukvi@uws.ac.uk. Please check that all of the details on your BRP are correct (including the conditions and length of leave). If you notice an error, then please report this <https://www.gov.uk/biometric-residence-permits/report-problem> within 10 days, otherwise you may need to pay for a replacement!
5. Update your police registration (if applicable) within seven days of the receipt of your new BRP.
6. If your Student visa application has been refused please contact the International Student Support team as soon as possible. Please also refer to the UK Council for International Student Affairs (UKCISA) website: <https://www.ukcisa.org.uk/Information--Advice>

Scanning Instructions

Once you have booked an appointment with Sopra Steria, you will next be able to click a link to "Upload documents." Follow the instructions below to show you which section to upload your documents to. In each section you select "Choose file" to find the relevant file on your computer, then type in a description (e.g. "front of BRP") then remember to click "Upload." Once you have uploaded all your documents, you have completed your application and you can log out.

- Current passport (passport page) - Put this in the Mandatory Document list under "Proof of Application".
- BRP (front and back side) - Put this in the Mandatory Document list under "Proof of Identity/Travel History".
- ATAS - Put this in the Optional Documents list under "Educational".
- Original academic certificates/transcripts - Put this in the Optional Documents list under "Educational".
- Evidence that you have successfully completed your last course of study in the UK (if starting a new course) - Put this in the Optional Documents list under "Educational".
- Bank Statements (every page) - Put this in the Optional Documents list under "Finances" Make sure you include your bank statements if you are required to demonstrate your maintenance/living costs.
- Official Financial Sponsor Letter - Put this in the Optional Documents list under "Finances".
- Police Registration Certificate - If you have one, put this in the Mandatory Document list. If you need to register with the police, your police registration certificate must be kept up to date with current address, course and visa details at all times.
- Proof that your Spouse/Partner lives at the same address as you (such as a bank statement, council tax bill, utility bill etc., in your partner/spouse's name) - Put this in the Optional Documents list under "Other".
- Make sure that all your evidence shows that you met the requirements on the day on which you submitted your online application.

Student visa extension document checklist

Check you have the documents listed below which are relevant to your application:

- Passport(s), BRP(s) and Police Registration Certificate, if applicable.
- Letter from your official financial sponsor (e.g. a government or official body).
- Qualifications obtained if stated in your CAS.
- English language test results – if required, as stated on your CAS.
- Evidence of your funds – see Step 3.
- If your dependant already holds a dependant visa you do not require evidence of relationship. If your dependant is applying for a dependant visa for the first time you must provide a birth certificate for your child. If your spouse/partner is applying for a dependant visa for the first time, you must provide a marriage/civil partnership certificate (for your spouse/civil partner) or evidence of having lived together for 2 years (for your partner) and evidence of a genuine and subsisting relationship.
- If you are applying with a dependant spouse/partner, you must provide evidence that you live together at the same address. This evidence can be in either their name or both your names and includes; utility bill, council tax bill, GP/medical letter, bank statement.
- ATAS Certificate – see Step 4.
- Birth Certificate and letter from your parents giving you permission to use their funds (only if you are using your parents' bank statement as evidence of your funds).

Please note: The information in this document is correct at the time of going to print. You are strongly advised to check the Home Office/UKVI website <https://www.gov.uk/study-uk-student-visa> for the latest information. Every effort is made to provide accurate information and UWS cannot accept responsibility for applications that are returned as invalid or are refused.

International Student Support Team

Contact Details

Telephone: **0141 848 3800** (the Hub)

Appointments: Book an online quick appointment at the Q&A sessions or request a visa checking appointment (30 - 45 minutes) by phoning the hub on **0141 848 3800** or emailing **hub@uws.ac.uk**.

Web: <https://www.uws.ac.uk/international/visas-immigration-atas/>

If you need urgent advice and the International Student Support team are not available, visit the UK Council for International Student Affairs (UKCISA) website for information on areas of concern to international students studying in the UK - **www.ukcisa.org.uk**.

Alternatively, you can call the UKCISA Student Advice Line on 0207 788 9214. The line is open from 1-4pm Monday-Friday. The service is free - you only pay for the call.



Student
Services



International Student Support