

## Tier 4 (General) visa

# How to Extend your Visa in the UK

This guide is for students who are applying to extend their Tier 4 (General) student visa in the UK.

AUB use what is known as the 'Batch Scheme'. The Batch Scheme is a free check-and-send service offered by the AUB International Office. Once you have filled out your [Online Application Form](#), you should make an appointment with the International Student Adviser, who will check through the application with you, submit it online and send it to the Home Office on your behalf.

### 1. Request a CAS – information on how you can do this is available [on our website](#).

Your CAS will contain details of the course you are going to be studying; course start and finish dates; and any tuition fees and/or accommodation (Halls of Residence) fees you may have paid for. You will receive a CAS Confirmation Email, containing all the information that is on your CAS. If you are already an AUB student who is extending your visa to continue studying at AUB, the CAS details will be sent to your AUB email account. If you are a new student, your CAS number will be emailed to the email address you provided when you made your application.

### 2. Contact the International Student Adviser ([intadvice@aub.ac.uk](mailto:intadvice@aub.ac.uk)) to book an appointment. You will need to prepare and bring the documents listed in section 4 to your appointment. If you come to your appointment without all of the documents, you will be asked to leave and reschedule your appointment.

### 3. Complete the Tier 4 [Online Application Form](#) (click 'Apply Now' to start). Please ensure that you complete the 'Start' and 'Application' sections of the Online Application Form in-full before your appointment. If you come to a question that you are not sure of how to answer, make a note of the question, put what you think is correct and continue – you will be able to go back, check and change any incorrect answers with the International Student Adviser during your appointment. When filling out the application form, it is important to make sure that the information you give, matches the information on your CAS

When you get to the 'Documents' section, select 'Return to this application later' and save or send the link to return to your application; remember to bring this link to your appointment.

### 4. Prepare your documents for your appointment:

- **Passport(s)** – Please bring your current passport as well as any expired passport that you have got and have used to enter the UK during your current or previous studies in the UK.
- **Police registration certificate (if you are required to register with the police)** – This must have been updated with all your current details e.g. address, place of study etc.
- **One recent (must be taken less than a month ago) passport-size photograph** of yourself with your full name written on the back. It is important that you check the [Rules for Passport Photos](#) to make sure your photograph will be accepted.
- **Financial Evidence** – please read the [information about Financial Evidence on our website](#) very carefully before your appointment to ensure your documents meet the requirements. If you are not sure of what documents you can use or whether yours meet the requirements, please contact the International Student Adviser before your appointment who will be happy to check them for you.
- **Certificates and Transcripts** – Please refer to the 'Evidence provided to obtain offer' section in your CAS Confirmation Email. You will need to bring evidence of transcripts or certificates of any qualifications listed in this section. **You do not need to supply a Portfolio of Artwork.**



- **Debit or Credit card** to pay 'Standard Service' fee of £439.00 – up to 8 week turn-around time (other service options are available for a quicker turn-around time, see F.A.Q.s at the end of this document) and [Immigration Health Surcharge](#).

Remember to make a photocopy of all your documents (especially your passport, current BRP or visa and your Police Registration Certificate (if applicable)) for your own reference.

- 5. Attend your appointment with the International Student Adviser**, where you can go through all the answers in your Online Application Form; correct any mistakes; and check your documentation before submitting and paying for your application and Immigration Health Surcharge.

The International Student Adviser will send all applications made in the UK to the Home Office for you. This means we can keep a record of the progress of your application and easily assist you during your application if necessary. All correspondence from the Home Office regarding your application will be sent to the International Student Adviser and, once a decision is made, all your documents will be returned to the International Student Adviser.

- 6. Enrol your biometrics** – once your application has been received and checked by the Home Office, the International Office will receive a letter inviting you to enrol your biometrics (photograph and fingerprints) at the Post Office. You will be notified by email once your letter has been received, so make sure to check your emails regularly to avoid delaying your application.

**You will need to collect the letter from the International Office and take it with you to enrol your biometrics.** Without the letter, the Post Office will not be able to process your request. There will be a charge of £16.20 payable to the Post Office.

The closest participating Post Office to Bournemouth is in Romsey (15 – 25 Church Street, Romsey, SO51 8WA). You do not need to make an appointment you just have to wait to be served. Many students have used this Post Office and have reported that they have not had to wait long to be served and it is an easy journey to get to Romsey by train.

You have **15 working days** from the date of the letter to enrol your biometric information.

- 7. UKVI will assess your application** – UKVI aim to make a decision on all applications within 8 weeks. Please be patient – we are not normally able to ask for an update on the progress of an application until 8 weeks have passed.

**We strongly advise that you do not make any travel plans until your documents have been returned and your new visa granted.**

- 8. Your new BRP will be returned to the International Office** by courier delivery; your supporting documents will be returned separately. You will receive an email notification from the International Office when both have been received.

- 9. Take your new BRP to Registry**, who need to take a copy of it for your file. You must ensure that you do this as soon as you collect your BRP – if we do not have a record of your BRP, we have no proof that you are entitled to study at the AUB.

- 10. Keep your new BRP safe!** Your Biometric Residence Permit card is proof of your permission to stay in the United Kingdom and shows any conditions you must meet while you are here. The card enables you to confirm your identity, what rights you have to study and work here and if you need to register with the police.

**If you lose your BRP in the UK, you will not be able to leave the UK until it is replaced, which can take up to 3 months.**



## **Frequently Asked Questions**

### **What happens if I cannot attend an appointment with the International Student Adviser?**

We strongly recommend you attend an appointment with our International Student Advisor to check your application. If you cannot attend an appointment – do not worry - you can still apply via the Online Application Form and post your application yourself; we will not be able to check your application however. If you have any queries you can still contact the International Student Adviser on the details at the end of this document.

You will need to take a copy of your current visa, photo-page of your passport and the front cover of the printed application as evidence that you have submitted an in-time application; without this, you will not be able to enrol at the AUB.

### **When can I apply to extend my leave?**

You can apply for your visa extension during the last 3 months of your current permission to remain in the UK

### **Can I start my new course at the AUB before I submit my application?**

No, you can only begin your new course at the AUB if you have submitted your application for your new permission to remain in the UK. You will not be able to enrol onto your course until this has been done.

### **Can I start my new course at the AUB before I receive my new visa?**

Yes you can enrol onto and begin attending your new course before receiving your new visa, but only if you have submitted your application in-time.

### **How can I get a decision on my visa application sooner than the 'Standard Service' offers?**

If you need your documents back soon, you might prefer to choose the 'Premium Service', which costs the standard fee + £400 and aims for a decision within one working day. To do this option you will need to attend an appointment in person at a Premium Service Centre. Your biometrics can be submitted on the day of the appointment.

If you would like to discuss the above two options further, please contact the International Student Adviser.

### **Can I use photocopied documents in my application?**

Any documentary evidence that you provide **should be original** (unless otherwise stated).

### **My document is not in English (or Welsh), can I still use it?**

When a document is not in English or Welsh, the original must be accompanied by a fully certified translation by a professional translator. This translation must include details of the translator's credentials and confirmation that it is an accurate translation of the original document. It must also be dated and include the original signature of the translator.

### **What evidence do I need if I am receiving official financial sponsorship?**

You will need to include a letter with your application from your sponsor confirming how much of your course fees and living expenses they will provide for your course. Please bring this letter with you to your appointment, as we will not be able to send your application without it.

### **If you have any further questions, please contact:**

International Student Adviser, +44 (0)1202 363713, [intadvice@aub.ac.uk](mailto:intadvice@aub.ac.uk)