

## DOCUMENT CHECKLIST FOR EXTENDING A PBS STUDENT VISA INSIDE THE UK

**CAS (Confirmation of Acceptance for Studies)**

The CAS application form can be downloaded from:

<https://www.ucl.ac.uk/students/immigration-and-visas/tier-4-visas/confirmation-acceptance-studies#continuing> (All UCL courses)

<https://www.ucl.ac.uk/students/immigration-and-visas/tier-4-visas/doctorate-extension-scheme> (Doctorate Extension Scheme only)

Your CAS will be emailed to your UCL email account once it has been processed. A CAS reference number can only be used once. **It is only valid for 6 months.**

**Valid Passport(s)**

Your current passport (plus previous passport if current visa is in your previous passport).

**Biometric Residence Permit**, if issued.

**Police Registration Certificate(s)** if applicable.

It is very important that any changes of address are reported and recorded on the certificate otherwise you could be in breach of immigration rules.

**Academic Technology Approval Scheme (ATAS)**

It will be stated in your CAS if you need an ATAS certificate.

To apply, and for a list of relevant courses, please see the Foreign & Commonwealth Office (FCO) website at <https://www.gov.uk/academic-technology-approval-scheme>

The certificate can take **at least 20 working days** to be processed.

Students will need to **apply** to the FCO **well in advance** so that it can be submitted with the visa application form.

**Academic and Language Certificates**

Certificates or other documents used to assess your suitability for the course, as stated on your CAS. If you are studying a UCL degree, you are exempted from providing your English qualification with your visa application. Your CAS will state that the Higher Education Institution (HEI) has made the assessment.

**Academic Progression Evidence**

Certificate or transcript of degree for which your current Student/Tier-4 visa was issued to study **or** 'Formal written confirmation' from your current sponsor confirming that you are **highly likely** to complete your course successfully.

**IOE & CLIE** pre-sessional students **must** submit their certificate of successful course completion

**Evidence of Finances for Living Costs and Fees (Only required if you have been in the UK for less than 12 months or absent for more than 3 months within the last 12 months)**

If you are applying for a Student in the UK on the **Doctorate Extension Scheme**;

You only need to show that you have two months of maintenance funds available to you - **£2,668**.

If you are not applying for DES you will need to show you have **£1,334** per month for London living costs (for the duration of the course up to a maximum of 9 months - **£12,006**).

The bank account must be in **your name or in a parents or legal guardian's name**. If you wish to use a bank account in your parents or guardian's name or names, you must also include evidence of their relationship to you – a **birth certificate** and a **supporting letter signed by your parents/legal guardian**.

The bank statements should be **not more than 31 days old**. You must show that the money has been held in the account(s) for a minimum of **28 consecutive days**. The account balance must not drop below

the relevant amount during the whole of the 28-day period.

If you have any **unpaid tuition fees** then you will need to demonstrate that you have this money in addition to the maintenance funds for the consecutive 28-day period.

If you have any other financial documents, e.g. a loan letter or a certificate of deposit then please speak with an adviser.

**Official Financial Sponsor Letter**

If you are sponsored by your Government, a UCL Scholarship or another Official Sponsor, you will need a letter from the scholarship body confirming financial support.

**Official Financial Sponsor Consent Letter**

You must provide a letter from your Sponsor giving unconditional consent to your continuing to study in the UK if you are currently **wholly supported (fees and living costs paid)** by a government or an international scholarship agency, or **have ever received** financial sponsorship.

**Tuition Fee Receipt (with official UCL letterhead)**

If you have already paid some or all of this year's tuition fees. This information may be shown on the CAS statement. A tuition fee receipt is not necessary if on your CAS it states that you have paid your tuition fees in full.

**Accommodation Charges Receipt**

This is only applicable if you are in a UCL or Inter-Collegiate Hall of Residence. Up to £1,334 can be deducted from the maintenance requirement above if you have paid for your accommodation in advance.

**Payment:**

Student and Student dependants – Leave to remain (visa) applications made inside the UK:

Standard - £494.20 (8 week service time)

Payment is made via your bankcard at the time the application is submitted on-line. Changes cannot be made to your application once the payment has been accepted. You will also have to pay the **Immigration Health Surcharge**. The cost is **£470** for students and any dependants. This sum is an annual amount. If your period of leave includes part of a year, that is 6 months or less, the amount payable for that part of a year is half the specified amount, i.e. **£235** for students and dependants. If the period of leave includes part of a year that is more than 6 months, the full annual amount is payable.

After you have paid for your application you will need to **enrol your biometrics and upload your documents**. You will be redirected to the 'Sopra Steria' website to book an appointment at your nearest location and upload your documents. You will have the choice of a free service at one of the 6 CORE CENTRES or for an additional fee you may wish to travel to one of the 50 Enhanced Service Points. If your application includes family members, you will all need to attend an appointment at the same time.

You will leave the Service Point with all your evidence including your travel document – **Please do not leave the UK until a decision is made on your application otherwise it will lead to your application being withdrawn!**