

Applying for a Visa Extension: Check and Send Service

This leaflet is intended to give International Students an overview of how to make an application to extend a visa through the University Check & Send Service. The Tier 4 Points-Based Visa Scheme places rigorous obligations on both students and the University. It is therefore vital that you are aware of the procedures and submit your visa extension application at least three weeks before it is due to expire.

What are the advantages of using the University Check & Send Service to extend my visa?

It is a free service run by a team of very experienced and qualified staff that will be able to give correct and up to date immigration advice - making it less likely for your visa extension to be rejected. Thanks to our connection with the UK Visa and Immigration (UKVI), and in the event of a problem arising, we also will be able to contact the UKVI and solve any issue on your behalf.

How does the Check & Send Service work?

Ideally you will attend one of our Tier 4 Visa workshops, where we ensure you complete your application correctly and check that you have all the required documents to be submitted with your application (for more information please read our "checklist" flyer). If you are unable to attend one of our workshops we have a tutorial which can help you filling the Tier 4 visa application form, just email us at intadvice@mdx.ac.uk for a copy. You can book a place in one of our workshops with the UniHelp Desk or by going to your UniHub account and click on "My appointments and workshops".

Once you have applied we will send your documents to the Home Office, liaising with you during the processing period (generally 6-12 weeks, it may be more in peak times). Once the Home Office make a decision and they return your passport and new visa, we will contact you to collect them from UniHelp.

What applications can be made through the Check & Send Service?

Only student related applications can be made through this service including:

- Tier 4 General Student - for extending a Student Visa
- PBS dependant visa - for spouse and dependent children under 18
- Doctorate Extension Scheme (DES)

Note: You are only able to bring dependants to the UK if you are studying at post-graduate level for at least twelve months, or are studying for at least six months and being sponsored by your government.

What do I need to include with my application?

You will need to include the following:

- A Confirmation of Acceptance for Studies (CAS) - This is a reference number which confirms you are enrolled, attending and making satisfactory progress on a full time programme of study and that you have paid your tuition fees. This can be obtained by filling in a CAS request form. Please state your, student number, passport number, nationality and term time address. Note: You will not receive a CAS, if you have any financial holds.
- All applicants must be able to show **£1,265 per month for living costs** if you are studying in London. So for 9 months of study an applicant must be able to show **£11,385** to cover their maintenance. **This money must be in your own bank account, or your parent's, for a period of 28 consecutive days prior to you making your application for your Tier 4 Visa.**
- Evidence of Progress (Please submit a copy of your assessment grade sheet which can be printed from MISIS)
- Evidence of any qualifications gained from previous study in the UK and overseas (if applicable)
- Your current passport
- Two passport photographs. (Please write your name on the back, must be less than one month old)
- Police Registration Document (if applicable)
- Letter from any official financial sponsor (if applicable) i.e. British Council or other such Government Agency or Employer
- ATAS Certificate (if applicable)
- Biometric Identity Card (if applicable)
- Documents must be originals, not copies and officially translated into English

Remember the onus is on the student (you) and it is your responsibility not the University to produce evidence that satisfies the UKVI to qualify for a Student Visa Extension.

Do I have to pay a fee for the application?

Yes, a postal application through the Check and Send Scheme costs £475 which you can pay by credit or debit card. Please remember to bring your bank card to the visa workshop. Before you can finish your Tier 4 visa application you will also need to pay the IHS (Immigration Health Surcharge) which is currently £150 per year (please check our IHS- Immigration Health Surcharge flyer for more information)

Note: if your travel is urgent and are travelling overseas, you can make an application in person at the Home Office Public Enquiry Office, which should considerably reduce the waiting time (around 1 to 2 weeks). However it will cost £1085 – plus the compulsory Immigration health surcharge of £150 per year.

Is there a charge for using the Check and Send Scheme?

No, this is a free advice service and free postage.

What about Student Dependant Visas?

Your spouse and child may be eligible to stay in the UK using the PBS application form if they are applying at the same time as you. Their applications can be submitted through the Check & Send Service but must include documents to confirm you have sufficient funds for their living costs in addition to your living cost requirements i.e. £845 per month for each dependant up to a maximum of 9 months, £7605. You should also include the following documents with the application:

- Passport or travel document of dependant(s)
- Two UK passport photographs of dependant(s)
- Original Marriage Certificate/Civil Partnership (if applicable)
- Tenancy Agreement if you are living together in private rented accommodation.
- Birth Certificate if child born in UK

Note: additional documents may be needed please speak with one of our advisors if you are unsure.

The cost of the visa per dependant will be of £475 if you are sending your application by post and £1085 if applying in person at Public Enquiry Office. You will also need to pay for the IHS (Immigration Health Insurance) for all your dependants at the time of the application.

What happens if I defer my studies?

There is a five year restriction on the length of time you could be given to study (this is known as the 5 year cap) therefore, deferring your studies could have very serious implications. This will also affect continuing students who are renewing their visas. If you experience very exceptional circumstances beyond your control and are forced to defer your studies, when making a visa application you should include the following documents:

- A full explanation of the reasons you are deferring for a period
- A statement (signed and dated) from you, explaining what you did during the period you deferred (e.g. you were sick or you returned to your home country)
- Any formal documentation that is available giving evidence for the reason for deferral, for example a letter from your doctor

These documents are required in addition to the documents listed in the Tier 4 student visa form. The Tier 4 Team at the Home Office will take all this information into account when deciding if an extension should be granted. Remember it is important that if you decide to defer or interrupt your studies, it is recommended you seek advice from the International Student Advice Team as this will affect your Immigration status.

Be aware, the University Check & Send Service is extremely busy in the period from September to February. If you are submitting your application during this period then it will be useful to include evidence of any travel plans you may have. If you are travelling and have a tight deadline it may be advisable to apply in person by making an appointment at the Croydon Public Enquiry Office.

For more information call: **020 8411 4507** or email the International Student Advice Team at: intadvice@mdx.ac.uk. You can also book an appointment via myUniHub or via the UniHelp advisors (based in the ground floor of the Sheppard Library). To request a CAS go to: unihub.mdx.ac.uk/your-support-services/visas-international/while-you-are-studying/request-a-cas-number

Middlesex University International Student Advice Team have made every effort to ensure that the information contained in this leaflet is accurate. Middlesex University however, cannot be held responsible for any omissions or errors. This publication can only be a guide and is not intended to replace the complex and diverse legislation covered. Statutes and regulations may change during the year without notice. If in doubt seek independent advice.

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