

Course Changes for Integrated Masters Students: Process Guide

This process is to aid Schools in recording course changes for Tier 4 students who are moving up or down a level as part of an integrated masters course. Any queries should be directed to the Student Immigration Team; visa@manchester.ac.uk or 69903.

It is good practice to refer any Tier 4 students on an integrated masters course to this [guidance document](#) specifically for them and this [webpage](#) about the visa implications for changing course.

1) Student is to change their level of study



2) Check student's current visa issue date is either pre or post-6th April 2016.

You can do this by looking at the course start date of their most recent CAS in the CAS Maintenance screen in Campus Solutions or by contacting the Student Immigration Team.



3A) Student's current visa was issued before 6th April 2016:

You can add the course change to their record in Program/Plan. The student does not require a new visa before the course change can be applied.

Student Immigration Team will report the course change to UKVI as standard and email the student more information.



3B) Student's current visa was issued after 6th April 2016:

Do not add the course change to their record in Program/Plan. The student requires a new visa before the course change can be applied.

Inform the student that a new visa is required and refer them to the Student Immigration Team (see links above). Students moving down a level will need to return home to apply.



4) Create a continuer CAS for the student within 6 months of when their course change would need to be applied to their record or sooner if the student plans to apply for their visa earlier and can change course earlier as a result.

Follow the [Continuer CAS guide](#), ensuring that 'previous UK study' states 'yes' and providing the required progression justification sentence or offer documents wording, depending on whether the student is moving up or down a level.



5) Wait for Student Immigration Team to confirm that the student has applied for and obtained their new visa to allow them to study at the new level of course. You must not apply the change until this confirmation.



6) Apply the course change to the student's record on Program/Plan. The Student Immigration Team will report the course change to UKVI as standard and email the student more information.