



Extending your Tier 4 visa in the UK: Pre-sessional students

Who are we?

The Student Immigration Team

We can help you with any visa queries or concerns.

We will check your visa application for your main course and make sure everything is correct.

We are based at the Student Services Centre

(number 57 on the campus map)

Email: visa@manchester.ac.uk

Phone: 0161 275 5000

Website: <http://www.studentsupport.manchester.ac.uk/immigration-and-visas/>



- You must submit your new visa application **after** your pre-session course finishes.
- You must have completed and paid for a new Tier 4 visa application **before** your visa expires.

What kind of visa do you have?

- **Tier 4**

If you have a Tier 4 visa that is valid until 8 October 2017 or later you should apply for an extension to your visa from the UK.

- **Short Term Student**

You cannot apply from the UK and you are required to return to your home country and apply for a Tier 4 visa. Contact us if this applies to you.

Visa Check and Send Service

The Student Immigration Team will check your visa application form and send your documents to UK Visas & Immigration (UKVI) for you.

You must submit your draft application form and all your supporting documents to us after your pre-sessional course finishes. **We will email you more information about this.**

It is the safest way to make sure your application is correct and that you can study your main course on time.

What documents will you need for your new visa application?

Documents required

- New CAS number (from your Academic School)
- Valid passport
- Two **new** passport photographs that meets the UKVI requirements
- Successful Completion Letter (from us)
- Financial Evidence - Original sponsor letter or original bank statements
- Original academic qualification listed in the CAS
- Translation of your academic qualification (if it is not in English)
- ATAS certificate (if required)
- Letter of consent and birth certificate from your parents (if you are under 18 years old)
- Police Registration Certificate (if you already have one)

CAS for your main course

- You will only receive your new CAS when you have **successfully completed your pre-sessional course**.
- Your Academic School for your main course will create your new CAS.
- Your CAS will be issued from **Monday 11th September** onwards.
- **You must continue to attend the pre-sessional course** even if you get an unconditional offer for your main course, otherwise you will be reported to UKVI for withdrawing from your course and your visa will be cancelled.

Successful Completion Letter

- In order to apply for your visa extension from the UK you need an official letter from the University which confirms that you have **successfully completed** your pre-sessional course.
- We will produce and add this letter to your Tier 4 application when you submit it through the Visa Check and Send Service in September.
- You must apply through the **Visa Check and Send Service** to get this letter or your application may be refused.

Financial Evidence - How much money do I need to have?

You need to show that you have the right amount of money available to you.

- You need to show:

Tuition fees + Maintenance (living expenses)

=

Total amount you need to show in your bank account for 28 days

Tuition Fees

You must show you have **tuition fees for 1 year.**

- Undergraduate course = first year's fees
- Masters course = full course fees
- If you pay any of your tuition fees you will receive an updated CAS statement to show this. You can deduct this amount from the total money you need to show.
- You can only pay your tuition fees after you have completed your pre-sessional course and have an unconditional offer.
- **EXAMPLE:** If you paid all your tuition fees you would only need to show the maintenance amount (£9135)

Maintenance

You must show £1015 per month for 1 academic year (9 months).

$$£1015 \times 9 = £9135$$

- If you pay any fees for accommodation and are staying in Halls of Residence owned by the University of Manchester you will get an updated CAS to show this.
- You can deduct this payment from the total amount you need to show – but only up to £1265, even if you pay more.
- **EXAMPLE:** If you paid £1265 or more towards University-owned accommodation the maintenance amount would be £9135 - £1265 = £7870

Financial Evidence – What document do I need to have?

You need to provide the correct type of financial evidence with your new visa application.

You have to submit either:

- **Sponsor letter** (if you are officially sponsored)

OR

- **Bank statements** (if you are self-financed)

Sponsor Letter

You can only use a sponsor letter if you are sponsored by an official financial sponsor:

- The British **government** or your country's government
- A **University** (home University or University of Manchester)
- An **international organisation**
- An **international company** (a company that has an office in more than one country and they have a website with clear contact details for all the overseas offices)

Sponsor Letter

You need to submit an **original sponsor letter** with your visa application. UKVI will not accept a copy or scan.

The letter should be on official letterhead paper and have the official stamp of the financial sponsor. It should also include:

- Your name
- The name and contact details of the financial sponsor
- The date of the letter
- The duration of the sponsorship – or start and end dates
- The amount of money you will receive
- ‘Unconditional consent for you to stay in and re-enter the UK’
- Names of dependants (if applicable)

Fully sponsored?

Where official financial sponsors pay:

- All tuition fees
 - All maintenance costs (at least £1015 per month)
-
- Fully sponsored students do not have to show the money in their bank account but need to submit their sponsor letter.
 - If your sponsorship does not cover your full tuition fees and maintenance then you need to also submit bank statements to show the required amount in your account for 28 days.
Please email us if this applies to you.

Bank Statements

You need to show you have had your fees and maintenance in your bank account or your parent's bank account for **28 days before the date you apply for the visa online.**

- If the funds in the account drops below the required amount you need to show then your visa application will be refused

Using a **UK bank account** is much easier and safer. You should open a UK account and deposit the total amount of money you need to show as soon as possible.

- You must have done this **before Friday 11th August** (10-week pre-sessional students) **or Friday 18th August** (5-week pre-sessional students) you won't have held the money for 28 days when you apply for your new visa.

Bank Statements

The bank statement must:

- Be less than one month old on the date that you pay for your visa application online;
- Be an original statement from the bank directly or printed statements that have been stamped by the bank on every page. UKVI will not accept copies or scans;
- Show you have held the total amount of money for at least 28 days without going below the right amount at anytime;
- You can use savings accounts or current accounts but try to keep the money in one account;
- Overseas bank statements can be used but are riskier;
 - If they are not in English they must be accompanied by an official English translation
- Must be a personal cash bank account.

Bank Statements

The Student Immigration Team will **email** you with more information about your financial evidence. This will include:

- Template sponsor letter
- What the bank statement needs to show
- How to use a parent's bank account and what extra documents are required
- How to use an overseas bank statement
- How to use a deposit certificate
- What documents will not be accepted



Look for our weekly emails!

Academic Qualification

- Need to submit the qualification document that is listed on your new CAS.
- This is the evidence you used to get the offer for your main course. It could be A Levels, Foundation programme or a degree
- You must submit the **original qualification document** as evidence eg. original degree certificate or original transcripts, not your graduation certificate.
- If the qualification document is not in English you need to also include an **official translation**.

Translation

If any of your supporting documents are not in English you will need to include an official translation. The translation must meet specific Tier 4 requirements.

The translation must include ALL of the following:

- The translator's name
- The translator's credentials/ qualifications
- The translator's contact details
- The translator's original signature
- The date of translation
- A sentence to confirm that it is an accurate translation of the original

Translation

You must provide the original translation.

UKVI will not accept a copy or scan.

We will **email** you with some recommended translation services you can use in Manchester.

You will not be allowed to complete your new visa application and study on time if your translation does not include all the necessary information.

ATAS Certificate

ATAS stands for Academic Technology Approval Scheme. It is a security check you need if you are going to study certain postgraduate engineering or physical science courses eg. PhD or MSc

- **Look at your offer letter** or contact your School to check if you need one
- If you do, go to: <https://www.gov.uk/academic-technology-approval-scheme> to apply for your ATAS certificate online
- Your ATAS certificate will be emailed to you so you will need to print it out

ATAS Certificate

It can take between 20-25 working days (sometimes longer) to receive your ATAS certificate after you apply online.



Apply early!

You cannot apply for your visa or start your course without your ATAS certificate

Look out for our [email](#) about applying for ATAS

Low Risk

- Students from some countries are classed as 'low risk' by UKVI
- Check on the UKVI website whether you are from a low risk country: <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-h-tier-4-documentary-requirements>
- This means you do not have to submit financial documents or qualifications documents as part of your Tier 4 application
- However, you still have to electronically sign a declaration to confirm that you have the required level of funds to meet the Tier 4 maintenance requirements

Parental Consent Letter

Only if you are **under 18 years old** at the time you will apply for your new visa in September.

- You must include your original birth certificate and a letter of consent from **both** of your parents that confirms that they support your application. The letter should also state:
 - their relationship to you
 - that they consent to your application and to your living arrangements in the UK
 - that they are happy for you to travel to the UK independently

Application process

UK Tier 4 application form

Online application form – different to the overseas form

<https://visas-immigration.service.gov.uk/product/tier-4-student>

Once you have created your application form you will be emailed a weblink so you can save it and access it at anytime

You must complete a **draft** of the Tier 4 online application form



but do not complete it or pay for your application until we give you permission

We will **email** you a guide to completing the online form

Appointment

1. You print the draft form and submit it to us (with all your supporting documents) at your **Check and Send visa appointment in September** (we will email you with a specific date and time to attend the SSC)
2. We will check the application
3. We will email you with any corrections and provide instructions about how and when you can complete the form and pay online
4. After receiving our email you log back into your form and follow our instructions

Application payment

Application Option	Cost	Time
Standard Service – by post (Visa Check & Send Service)	£457	8 weeks
Priority Service – by post	£916	10 days
Premium Service – appointment	£1047	1 day for decision 7-10 days for BRP card to be posted

Plus

Biometric charge at the Post Office

£19.20

Immigration Healthcare Surcharge

£150 per year of your visa

Immigration Healthcare Surcharge

- **Compulsory charge** which entitles applicants to free hospital treatment in the UK. Cannot submit online Tier 4 application without paying this.
- Only affects students who will be issued with visa for 6 months or more.
- Charge is £150 per year and £75 for part of year (less than 6 months)
- Calculated on length of visa, not length of course
 - Length of course + 1 month before start of course + 4 months after end of course
- Cost is:
 - £225 for a 12 month Masters course
 - £525 for a 3 year Undergraduate

Priority & Premium Service

- If you want to use the **Priority or Premium Service** **you must still use our Service and must attend your Check and Send appointment.**
- **Priority:** You must request the Priority Service online first using this link: <https://www.gov.uk/government/publications/form-for-tier-4-priority-applications>. UKVI will email you to confirm your request. You must complete your application within 24 hours and post it to UKVI yourself.
- **Premium:** You must complete the same Tier 4 application and pay for the Premium Service at the end of the form and book a face-to-face appointment at a Premium Application Centre.

Priority & Premium Service



- You must collect your **Successful Completion Letter** from the Student Services Centre after you receive your new CAS.
- You must provide evidence to us that you have completed and paid for your application.
 - You must email us the final **Document Checklist** after you have paid online.
- If we do not have evidence that you have submitted a visa application we may withdraw you from your studies.

After you complete the application

1. After you have paid and completed the application form you must email us the final Document Checklist
2. We will post your application and documents to UKVI
3. We will email you when your biometric letter arrives
4. You must collect your biometric letter from the SSC and enrol your biometrics at the Post Office
5. We will email you when your documents and visa are returned from UKVI.

Police Registration

- When you collect your new BRP card from us some of you will need to register with the police
- Check on the UKVI website if you need to register with the police:
<https://www.gov.uk/register-with-the-police>
- If so you need to make an appointment to register with the police after you have collected your BRP card
- Book an appointment with the police through the MyManchester online system or contacting Student Services Centre if you have dependants (ssc@manchester.ac.uk)
- You must update your police registration certificate every time you obtain a new passport, new visa or you change your address

WARNING!



Don't book your flight tickets home for the holidays until you have your new visa!

Your new Tier 4 visa

Your new Tier 4 visa will look like this. It is known as a 'BRP card' - Biometric Residence Permit



Dependants

Those **already in the UK** with you as your dependants can apply to extend their immigration permission (visa) at the same time as you

Dependants can only **apply to join you** from home if:

- You are on a postgraduate level course of at least 12 months duration or
- You are Government-sponsored on a course of at least 6 months duration

Dependants

Each dependant must include all required supporting documents, including:

- **Financial evidence:**
 - Bank statements showing at least £6120 per dependant
 - Official sponsor letter which includes them and covers them for at least £680 per month
- **Evidence of relationship** (e.g. marriage or birth certificate)
 - Official English translations of any documents not in English
 - If they are already your dependant then this is not required.

Email us or see our website for detailed guidance about how your dependants apply and what documents they need to include.

What to do next?

- Find out if you need an **ATAS certificate**, if so apply **immediately**
- Open a **UK bank account** and deposit the correct amount of money you need to show for your new visa application;
- Or
- Check your sponsor letter meets requirements
- **Check your emails** each week and read the information and guidance from the Student Immigration Team carefully

Key Dates

Dates	Information
11 August 2017 (PS10)	Deadline for depositing money in UK account for pre-sessional 10 week students
18 August 2018 (PS5)	Deadline for depositing money in UK account for pre-sessional 5 week students
1 September 2017	University registration online opens
8 September 2017	Pre-sessional results released
8 – 11 September 2017	CAS issued by Schools
11 -15 September 2017	Attend your Check & Send Visa appointment with all your original documents and draft form
18 -30 September 2017	Complete online registration and collect student card
18 – 22 September 2017	Welcome Week
25 September 2017	Commence studies

Frequently Asked Questions

Q: Can I return to my home country to extend my visa, it will be easier and quicker for me

A: NO. You will miss your English classes which is a requirement of your current visa. If you go home and if there are delays you might miss the start of your course and the University of Manchester must report your absence to the UKVI.

Q: Can I pay my tuition fees in advance?

A: No. If you have a conditional offer for your degree course you cannot pay your tuition fees until you have met the conditions of your offer. You therefore need to wait until you have an unconditional offer before you can pay your tuition fees.

Q: Do I still need to pay the healthcare surcharge if I have private medical insurance?

A: Yes. You must pay the healthcare surcharge otherwise your Tier 4 application will be refused.

Frequently Asked Questions

Q: Can I remain in the UK while my passport/visa is at UKVI?

A: YES. Remember to keep a photocopy of your current passport/visa for identification purposes

Q: Can I use the money in my bank account after I have applied for my extension?

A: Yes, as UKVI should only verify that you had the correct level of funds in your bank account on the dates of your bank statement. Do not use the money in your bank account until we email you to confirm that your application has been sent. Ideally it is better to keep the funds in your bank account until you receive your new visa in case there are any problems with your application.

Q: Can I use more than one bank account in my visa application?

A: YES, if it is clear that you have held the funds in each bank account for 28 consecutive days. However, if you can show the funds in one bank account it is easier for the caseworker to understand.

How to Contact Us

- Email: visa@manchester.ac.uk
- Phone: 0161 275 5000 (option 1)
- Website for pre-sessional students:
<http://www.studentsupport.manchester.ac.uk/immigration-and-visas/during-your-studies/visa-extension-after-presessional/>