

Student Visa Support Team

*Tîm Cymorth Fisa Myfyrrwyr*

# A guide to extending your student visa inside the UK

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Please note: this guide is for **student route** applications submitted in the UK only. If you intend to submit your application overseas then a different process applies. Please refer to our '**Guide to applying for a student route visa from overseas.**'

## Contents

- 1 [Can I extend my student visa in the UK?](#)  
.....
- 2 [Is there a maximum time limit \(“cap”\) on studying with a student visa?](#)  
.....
- 3 [When should I apply to extend my student visa?](#)  
.....
- 4 [How do I apply?](#)  
.....
- 5 [How much does it cost?](#)  
.....
- 6 [What is the Immigration Health Surcharge and how do I pay this?](#)  
.....
- 7 [Am I qualify for the differentiation arrangement and, if so, what does this mean?](#)  
.....
- 8 [What documents do I need?](#)  
.....
- 9 [What are the financial requirements for students that have been in the UK for less than 12 months?](#)  
.....
- 10 [How can I prove I can meet the financial requirements if I have been in the UK for less than 12 months?](#)  
.....
- 11 [How can the University help me make an application?](#)  
.....
- 12 [What about my dependants?](#)  
.....
- 13 [What are the visa rules and responsibilities?](#)  
.....
- 14 [Where can I get further information?](#)  
.....
- 15 [Document checklist](#)  
.....

# 1. Can I extend my student visa in the UK?

You can apply to extend your student visa from the UK if you are extending for one of the following reasons:

- Starting a new course having **successfully** completed a previous course of study in the UK and where the new course represents academic progression (see below);
- Re-sitting an exam or repeating a course module or modules, or have already done so
- You are applying to complete a PhD or other doctoral qualification for which you were last granted Tier 4 or student leave,
- You are applying to undertake a role as a Student Union Sabbatical Officer, or to complete the qualification for which you were last granted permission as a Student (including Tier 4) after a period as a Student Union Sabbatical Officer;
- You are applying to extend your leave to remain in order to undertake a study abroad programme or a work placement or you have previously completed a study abroad programme or work placement and require leave to remain to complete your course;
- you are undertaking an integrated masters or PhD programme and are continuing to study your course but at the level of the lower level qualification (for example, an integrated masters student continuing on the bachelors programme)

If you have a visa other than a student route visa or Tier 4 visa, please check the Home Office's [website](#) to make sure you are eligible to switch to the student route visa inside the UK.

If you are applying for an extension to start a NEW course (e.g. BSc to MSc) and this new course starts more than **28 days** after your current leave to remain (visa) expires, you must return home to apply for fresh student route entry clearance. If you are doing this then you should check our information on [making a visa application from your home country](#).

## Academic Progression

The Immigration Rules specify that a student route sponsor can normally only issue a Confirmation of Acceptance for Studies (CAS) for a course that represents "*academic progress from previous study undertaken in the UK*".

Students who wish to extend their student route visa from the UK to start a **new** course must be moving up a level on the Regulated Qualifications Framework (RQF) e.g. pre-sessional to degree or undergraduate to postgraduate.

The exception to this is if the new course is at **degree** level and is related to previous study (meaning that it is either connected to the previous course, part of the same subject group or involves deeper specialisation), or the previous course and the new course in combination support genuine career aspirations. In this case you may study a new course at the same level as your previous course. Your CAS will need to include details of this. Therefore you should contact the Student Visa Compliance team on the StudentConnect portal to check if these details can be included on your new CAS.

If your new course is below degree level e.g. English for University Studies or Pre-sessional English language, then the exception above will not apply to you. You must leave the UK and make your visa application from overseas.

If your new course is at a lower level than your previous course, it will not represent academic progression. If this applies to you and you want to make a visa application to study a new course at a lower level, then you must leave the UK and make your visa application from overseas.

## 2. Is there a maximum time limit (“cap”) on studying with a student visa?

Yes. Before you are issued with a CAS, Cardiff University Registry will need to check that your application will not take you over the maximum allowed time, or “cap”:

**Below degree level: 2-year cap**

**Degree level: 5- year cap**

**There is no time limit for those studying at postgraduate level.**

There are some exceptions to the above. More information about the cap and details of the exceptions can be found on the [UKCISA web page on time limits](#).

## 3. When should I apply to extend my student visa?

Your application must be submitted online before your current visa expires or **before** you start a new course at Cardiff University whichever is sooner.

It is a good idea to start preparing 8 weeks before your visa expires, in order to make sure you have enough time to obtain all the required documentation and maintain any required funds in your bank account.

You should aim to submit your application to the Home Office at least 4 weeks before your visa expires. Overstaying your visa will have an extremely detrimental impact on your immigration history and will jeopardise any future immigration applications you make.

## 4. How do I apply?

The Home Office have introduced their ID Check app for uploading biometrics for eligible applicants. If you are eligible for this your previous biometrics will be reused. If you are not eligible, you will need to book a biometric appointment after you pay for your visa application to submit your biometrics and supporting documents. Your supporting documents will be returned on the same day. You will receive information about this following the submission of your application. Currently, the UKVI are issuing new leave either on a Biometric Residence Permit (BRP card) or via digital status.

You will need to [apply on-line](#) for any of the routes outlined below. We have prepared a [QuickGuide](#) to help you complete the application. In all cases, applications must be submitted before current permission expires.

### **Standard applications**

You will need to complete, pay for and submit the student route application form before your current visa expires. The Home Office takes approximately 8 weeks to process standard applications. You should allow a further 5-10 working days to receive a BRP if applicable. You must not depart the UK while your application is in process. This is important as doing so would cancel the application.

### **Priority applications**

You will need to complete, pay for and submit the student route application form before your current visa expires. The Home Office takes approximately 5 working days to make a decision. You should allow a further 5-10 working

days to receive a BRP if applicable. You must not depart the UK while your application is in process. This is important as doing so would cancel the application.

### **Super priority applications**

You will need to complete, pay for and submit the student route online application form before your current visa expires. Home Office takes approximately 1 working day to make a decision. You should allow a further 5-10 working days to receive your BRP if applicable. You must not depart the UK while your application is in process. This is important as doing so would cancel the application.

### **How can Student Visa Support help me?**

SVS is able to check your visa application form and your supporting documents before you submit your visa application. If you wish to use this service, then you must upload a copy of your draft application form and supporting documents via an enquiry on the [StudentConnect Portal](#).

We do not offer appointments for checking visa applications.

## **5. How much does it cost?**

<b>Type of application</b>	<b>Main applicant</b>	<b>Dependant</b>
Standard	£490	£490
Priority	£990	£990
Super priority	£1290	£1290

Please note: fee increases usually occur in April.

You will also need to pay the Immigration Health Surcharge (IHS). Please see below for more information.

### **Are there any additional costs?**

There are limited free appointments available to submit your biometrics and supporting documents (if applicable). However, there is often a waiting period for these free slots. You can often book an earlier or premium time slot for a fee. The cost of these slots varies. Please note: there is a deadline for submission of biometrics which will be stated when you submit your form. You MUST attend an appointment before this date.

## **6. What is the Immigration Health Surcharge and how do I pay this?**

Paying this as part of your application will mean that you are entitled to access free health services from the National Health Service (NHS) while you are in the UK. It is a compulsory charge and is integrated into the online visa application form. Therefore you (and any dependants) will be required to pay for both the IHS and your visa application fee when submitting your application. Please ensure you have sufficient money in your bank account to cover both payments.

The surcharge is currently calculated as £470 per year for each year of permission that you are applying for. If this includes part of a year that is six months or less, you will be charged an additional £235 for this period. If it includes part of a year that is more than six months, you will have to pay £470 for this period.

**Example 1:** An undergraduate student is likely to have to pay £1,645 IHS at the point they apply for their visa because they will be issued with a visa for three years and four months:  $(470 \times 3) + 235 = \text{£}1,645$

**Example 2:** A postgraduate student is likely to have to pay £705 IHS at the point they apply for their visa because they will be issued with a visa for a year and four/ six months:  $470 + 235 = \text{£}705$

More information about the IHS can be found on the [UKCISA IHS website](#).

## 7. Do I qualify for the differentiation arrangement and, if so, what does this mean?

If you have a passport issued by one of the countries or territories listed in [Paragraph ST 22.1 of Appendix Student of the Immigration Rules](#), then you will qualify for the differentiation arrangement (you may have heard this referred to as being a 'low risk national'). This only applies if you are applying from the country or territory where you are living or from within the UK.

Nationals from the EU, EEA and Switzerland	
Australia	Macau SAR**
Bahrain	Malaysia
Barbados	Mauritius
Botswana	Mexico
Brazil	New Zealand
Brunei	Oman
Cambodia	Peru
Canada	Qatar
Chile	Serbia
China	Singapore
The Dominican Republic	South Korea
Hong Kong SAR or BNO passport holders *	Taiwan (ROC) passport***
Indonesia	Thailand
Japan	Tunisia
Kazakhstan	United Arab Emirates
Kuwait	USA

\* Hong Kong SAR or British National Overseas (BNO) passport holders who apply in the UK or Hong Kong

\*\*Macau SAR passport holders who apply in the UK or in Macau

\*\*\* Taiwan (ROC) passport holders with a residence number in their passport who apply in the UK or Taiwan

This [list](#) is updated periodically.

Applying under the differentiation arrangement means that you do not have to provide documents in relation to finances or qualifications. However, the Home Office reserves the right to request the full range of documents in all cases. Therefore, we recommend that all students wishing to use the Student Visa Support Team checking service, should provide all documentation listed in the next chapter on their [StudentConnect portal enquiry](#), in order for SVS to ensure the documents are accurate if requested by the Home Office.

## 8. What documents do I need?

Most applicants will need to send some or all of the following documents. Some applicants may need to provide additional documents depending on their individual circumstances.

- Current **passport** and any passport containing your current entry clearance visa (if applicable);
  
- **Biometric Residence Permit** (if you have one);
  
- **Cardiff University CAS Statement.** CAS stands for Confirmation of Acceptance for Study. It is a virtual document similar to a database record. Each CAS has a unique reference number and contains information about the course and student personal details. You can request a CAS statement through [SIMS Online](#). You will need to log in using your username and password and select the 'request CAS statement' option. If you need further assistance please contact the Student Visa Compliance team via the [StudentConnect portal](#). Allow 5 working days to receive the CAS statement email. This email is generated by Registry from SIMS and will go to your Cardiff University email address.
  
- **Any document regarding academic progress that is listed on the CAS statement (if applicable).** This would normally be a certificate from a previous school, college or university or alternatively a transcript of results achieved to date from Cardiff University. If any of your documents are in another language you must get them [translated](#). If you are re-sitting or repeating modules or have done in the past and now need extra time to complete your course you will need to provide your full academic transcript history.
  
- **If you are starting a new course having completed a previous course of study in the UK you must provide evidence that you have completed your previous course.** This can be in the form of a certificate or transcript of award or formal written confirmation from your previous Educational sponsor.
  
- **Academic Technology Approval Scheme (ATAS) Certificate (if applicable)** ATAS clearance is only required for a limited number of maths, science and engineering courses and only certain nationalities. To find out if you need an ATAS certificate and how to apply for one please check our [ATAS intranet page](#).

You must apply for an ATAS clearance certificate, or for a new ATAS clearance certificate if you:

- Change your course
- Change your institution
- Your course end date is extended by more than 3 months
- please note the guidance states: the student must apply for a new ATAS clearance certificate within 28 calendar days of being notified of the change in course, regardless of when their permission expires
- Apply to extend your visa in order to complete your course (even if you already have an ATAS certificate)

**Please note: It takes approximately 30 working days to receive an ATAS Certificate so prepare early!**

- ➤ **Consent letter from sponsor** A student who has, in the last 12 months before the date of application, **completed** a course of studies in the UK for which they have been awarded a scholarship or sponsorship by a Government or international scholarship agency covering both fees and living costs for study in the UK, must provide written consent in relation to the application from that Government or agency.

If you have **not** been in the UK holding a valid visa for longer than 12 months, you must also provide the following documents:

- If you are sponsored to study in the UK by an official financial sponsor, you must provide [documentary evidence of this financial support](#).
- [Evidence that you have enough money to meet the maintenance requirements](#) in the form of personal bank or building society statements, letter from a bank or building society, loan agreement or other financial documents as specified in the student route guidance.
- **Tuition fee and accommodation receipts (if applicable).** You will need to provide receipts for any tuition fee payments that you have made if these are not shown on your CAS statement.

If you have already paid some of your accommodation fees to the **University** before making your application, then a limited amount of this may be deducted from the total amount of money you will need to show for your living costs. **Please note** that the amount taken away **cannot exceed a maximum of £1,334** even if you have paid more than this. Money paid to private halls of residence, private landlords or letting agencies cannot be deducted from your living costs.

**If you have been in the UK with a valid visa for longer than 12 months, without an extended absence from the UK within this 12 month period, (extended absence defined as more than 3 months) you will not require the financial documents above.**

## Translations

If any of your documents are not in English, the original must be accompanied by a fully certified translation by a professional translator. This translation must include all of the following information:

- The full name of the translator;
- Details of the translator’s credentials (qualifications);
- Confirmation that it is an accurate translation of the original document;
- The translator’s contact details.
- It must also be dated and include the original signature of the translator.

***You can arrange for documents to be translated according to the strict requirements of the Home Office here in Wales. Please see below for some translation services in the local area:***

Translation Company	Cost	Timescale
Penguin Culture Co. Ltd (Contact: Bin Li), 45 Park Place, Swansea, SA2 0DJ Tel: 01792 425817 or 07828 245968 Email: <a href="mailto:penguinculture@googlemail.com">penguinculture@googlemail.com</a> (Chinese translations only)	Approx. £25 for a certificate	1-2 days plus postage time
Languages Direct, Regus House, Falcon Drive, Cardiff Bay, Cardiff, CF10 4RU, UK Tel: 029 2076 3868	Approx. £48 for a certificate	2-3 days depending on source language



Email: <a href="mailto:tmd@talkingheads.co.uk">tmd@talkingheads.co.uk</a> Web: <a href="http://www.languagesdirect.co.uk">www.languagesdirect.co.uk</a>		
Translatemydoc – online/phone only Tel: 0114 470 1075 Email: <a href="mailto:info@translatemydoc.co.uk">info@translatemydoc.co.uk</a> Web: <a href="http://www.translatemydoc.co.uk">www.translatemydoc.co.uk</a>	£58 for a certificate	5-6 days for standard delivery, less if urgent
001 Translation UK, 45 Salisbury Rd, Cardiff CF24 4AB Tel: 029 2154 0001 Web: <a href="https://www.001-translation.co.uk/">https://www.001-translation.co.uk/</a>	Enquire online for fees. Competitive.	3 days standard, 1 day expedited service available

Please note, you may be exempt from providing certain documents at the point of application if you qualify for the [differentiation arrangement](#).

## 9. What are the financial (maintenance) requirements for students that have been in the UK for less than 12 months?

You must prove that you have the following amount of money available to you to pay for your tuition fees (as stated on your CAS) and living expenses in order to get a student visa:

Course length as per your CAS	Amount to be shown
Less than 9 months	Full course fee + £1,023 for each month of course length
More than 9 months	1 <sup>st</sup> year course fee + £9,207 (£1,023 x 9 months)

Course lengths that include part of a month will be rounded up so a course duration of 5 months and 1 day means that you will have to show 6 months of maintenance. Any money you have paid towards your tuition fees can be deducted from the required total amount of money you have to show. To prove the amounts you have paid you will need to provide an original paper receipt from the University or the amount paid must be shown on the CAS statement.

*It is advisable that your funds remain available to you unless spent on tuition fees until your new visa has been granted.*

### Money already paid to the university for accommodation

If you have already paid some of your accommodation fees to the **University** before making your application, then a limited amount of this may be deducted from the amount of money you will need to show for your living costs.

**Please note** that the amount taken away **cannot exceed a maximum of £1,334** even if you have paid more than this. Money paid to private halls of residence, private landlords or letting agencies cannot be deducted from your living costs.

### Examples

1) A student holding a current student visa needs extra time to complete a course and she has 9 months of studying left. Her tuition fees are £18,250 and she has already paid £10,000 of this to Cardiff University.

• **This student will need to show £9,207 for living expenses + £8,250 for outstanding fees = £17,457.**

2) A student holding a current student visa has just finished a short course of 8 weeks and will be starting a new course that is 12 months in duration. His tuition fees for the new course are £17,000 and he has paid all of this.

- **This student will need to show £9,207 for living expenses + £0 for tuition fees = £9,207.**

3) A student holding a current student visa and is starting a new course at Cardiff University. His tuition fees are £20,500 and he has paid this in full. He has already paid £2,000 to Cardiff University towards his accommodation fees.

- **This student will need to show £7,873 for living expenses (£9,207 minus £1,334 maximum already paid for accommodation) + £0 (tuition fees) = £7,873**

## **10. How can I prove that I can meet the financial (maintenance) requirements if I have been in the UK for less than 12 months?**

In all cases you must have this money available to you in a suitable format, but you may be exempt from providing documentary evidence if you qualify for the [differentiation arrangement](#).

### **Cash in a bank/ building society account**

Your money must be held in cash and you must show that you have held the money in your account for at least 28 days prior to the date of application. Shares, bonds, overdrafts, credit cards, pension funds and similar savings accounts will not be accepted.

Funds must not be held in a bank or a financial institution about which the Home Office is unable to make satisfactory verification checks. More information available [here](#).

### **You must provide one of the following specified types of documents:**

- Personal bank statements covering a 28-day period. The end of that 28 day period and the closing balance must be no more than 31 days before the date of your application.

#### **Statements must show:**

- Your name
  - Account number
  - Date of statement
  - Name and logo of bank / building society
  - That your balance has not fallen below the required amount for the full 28 day period
  - That the required funds remain in your account up until the closing balance of the statement;
- 
- **Electronic bank statements.** These must contain all the details highlighted above.
  - **A letter from your bank or building society** including all the information highlighted above.
  - **Joint account statements** if you are named as one of the account holders and they include all the information highlighted above.
  - **Parental or legal guardian bank statements** that include all the details highlighted above. If you intend to use this evidence to prove your ability to meet the maintenance requirements, then you will also have to provide the following:
    - Legal documentation (or notarised copy) establishing the relationship (this would be either your birth certificate or certificate of adoption or court document stating the name of the legal guardian)

- Signed and dated letter from the parent(s) or legal guardian which confirms your relationship and that they have given their consent to the funds being available to you to study in the UK. We have produced a template letter that your parents can use. This can be accessed on our intranet pages by using the search term 'parental financial support template letter'.

**If you are using bank statements from overseas, the Home Office will expect you to write on the document the closing balance in pounds sterling. You should use the official exchange rate on the [OANDA website](#). (Use the exchange rate on the date of your submitted application.)**

## **Official financial or government sponsorship**

The Home Office define an official sponsor as:

- The UK Government or your country's Government
- The British Council
- Any international organisation
- Any international company
- Any university

If your studies are wholly funded by an 'official financial sponsor' you do not have to provide separate evidence of your savings. However, you must provide a letter confirming that the sponsor will pay all your tuition fees and living expenses.

The letter must be:

- Printed on official letter-head paper
- Not more than 6 months old

The letter must show:

- Your name
- The date
- Name and contact details of your official financial sponsor
- Length of sponsorship (including start and end date)
- The amount of money they will give you OR confirmation that they will cover all tuition fees and living expenses
- Your dependant(s) names (if applicable)

If your sponsor only pays some of your costs, you will need a letter from them (as above) and proof that you have enough money yourself to meet the rest of the maintenance requirement e.g. personal bank statements.

**If your total tuition fees and living expenses are covered by your official financial sponsor and they limit the time you may study in the UK, your visa extension will be limited to the same length of time (which is stated on the sponsor letter) plus the usual post-course period allowed.**

If you have previously received official financial sponsorship from a government or international sponsorship agency, covering both course fees and living costs, it is a UKVI validation requirement that you must **obtain consent** from your financial sponsor for any further application for permission to study in the UK as a Student being made within 12 months of **completing** your course. If the financial sponsor does not give consent, the Home Office could invalidate your application which can have serious implications for your immigration status.

## A loan in your name

Loan letters must state that the loan is provided by the national government, the state or regional government, or a government sponsored student loan company, or is part of an academic or educational loans scheme. The letter must be dated and not more than 6 months old. It must be on headed paper and state the money available to you as a loan.

# 11. How can the University help me make an application?

The Student Visa Support Team operates a checking service for student visa extension applications via the [StudentConnect portal](#). We can check your draft application form and supporting documents and provide you with written advice before you submit your application.

**Do not travel out of the UK until your visa is issued as this withdraws your application. Standard applications take approximately 8 weeks to process.**

### Step 1 – Complete the online application

We have prepared a [QuickGuide](#) to help you complete the application form. Complete the form UP to the declaration section (DO NOT complete the declaration section). At this point please **STOP** and save your application.

### Step 2 - Prepare the supporting documents

Gather together all the required supporting documents. See our [document checklist](#) for more information.

### Step 3 – Open an enquiry on the StudentConnect Portal with Student Visa Support.

Please send us all your supporting documents and your draft application form via an enquiry in the [StudentConnect portal](#).

You must include the following information:

- Your full name
- Your contact telephone number
- Student ID number
- The date your current visa will expire
- How many dependants you have (if applicable)

### Step 4 – SVS checking service

We aim to respond to your enquiry within 5-10 working days. We will provide you with written advice regarding any necessary amendments to your application form and supporting documents. If all is complete you will then need to pay the IHS and application fee and submit the application online.

SVS will issue you with a receipt as proof that you have submitted your application to the Home Office

### What is expected of you:

- To complete the application form to the best of your ability and gather together all your supporting documents.
- To give us your correct contact details
- To follow our instructions and attend your appointment with the Home Office as scheduled or upload your information through the relevant app. During your appointment you will supply your documents and biometrics to the Home Office within the required deadline

- To inform us immediately if you change your address or contact details
- To be aware of the expiry date of your visa - it is **YOUR** responsibility to prepare the application ready for submission before this date.

**SVS is here to help you extend your student visa. However the responsibility lies with you.**

**In order to assist you we will need your full co-operation as detailed above.**

### **What happens next?**

You should keep the receipt that is issued to you by SVS. This can be used to extend your student card.

If applicable, you will attend your scheduled appointment with the Home Office at the selected location. You must take the QR code for your appointment booking, the document checklist, and your supporting documents to this appointment. During the session your biometrics will be taken.

Normally you should receive your new visa, which is usually in the form of a Biometric Residence Permit (BRP), within 8 weeks of submission.

More information about the BRP can be found on our [BRP intranet pages](#).

On receipt of your BRP, please send us scanned copies of the front and back so that we can update your SIMS record.

You may be issued with digital status. If so, you will be provided further information regarding how to view your status with your grant email/letter.

## **12. What about my dependants?**

### **Your dependants can stay with you in the UK if:**

- You are studying a postgraduate course that lasts 9 months or longer at a Higher Education Institution; or
- You are a Government-sponsored student on a course that lasts 6 months or longer

For further help finding out whether your family members can come to or stay in the UK with you please use the following UKCISA website about [dependant visas](#).

### **If your dependants are able to stay with you in the UK then:**

You will be able to apply to extend their visas at the same time as your own. They will need to provide the following documents:

- Passports and current visas
- If they have been in the UK for less than 12 months, proof that you have £6,120 for each dependant for courses of 9 months or over. If the course is less than 9 months you will need proof that you have £680 for each month of **immigration permission** for each dependant.
- If they have not been in the UK for more than 12 months and you are sponsored by an official financial sponsor and are providing a sponsor letter to confirm that you meet the maintenance requirements for yourself and your dependants, this letter must state all names of dependants.
- If you have had a child since your last immigration application, their birth certificate (full version that includes parents' details).
- Proof of cohabitation for dependant spouse/partner - this is an official document showing residence at a shared address.
- Proof of relationship for dependant partners. This is only a requirement for dependants who wish to switch from the student route or another eligible category to become a PBS dependant from the UK:

- Married and civil partners: proof of relationship to the student including marriage certificates/certificate of civil partnership.
- Unmarried partners: If your dependant is switching from another visa category, you must submit evidence that you have lived with your partner for the last 2-years. This can be in the form of joint bank statements, medical registration letter, council tax or utility bills.

In both cases, you will also have to prove that your relationship is both *genuine and subsisting*. We would suggest submitting as much evidence as possible. This could include: evidence of correspondence during times apart, evidence of living together if applicable, a timeline/history of your relationship and letters of support. The Home Office may also require both you and your dependant partner to attend interviews.

It is advisable to read the [Caseworking Guidance](#) carefully before submitting your application.

### **Children over the age of 16**

Child dependants over the age of 16 should submit two items from the list below confirming their residential address (the Home Office caseworker must be satisfied that the child is not living an independent life):

- Bank statements; and/or
- Credit card bills; and/ or
- Driving licence; and/or
- NHS registration document; and/or
- Letter from their school, college or university confirming their address. This must be on official headed paper and bearing the official stamp of that organisation. It must have been issued by an authorised official of that organisation.

**The documents submitted should be from two separate sources and dated no more than 1 month prior to the date of application.**

### **Additional information for children over the age of 18**

To apply for a visa as the child of a student, you must be under the age of 18 on the date of application. If you are aged 18 or over, you must have, or have last been granted, permission as the family member of a student or someone applying at the same time for permission as a student and must not be living an independent life.

## **13. What are the visa rules and responsibilities?**

Whilst you are in the UK on a student visa you are responsible for complying with the immigration rules that allow you to enter or remain in the UK. The University also has legal duties as a licensed sponsor.

We have more information on our intranet pages about the [visa rules and regulations](#). UKCISA have also produced a useful section on their webpage called '[Protecting your student status](#)'.

## **14. Where can I get further information?**

If you have any questions that are not answered by this guide or you are not clear about any of the information provided, you can get further assistance from the following:

### **[Student Visa Support Team](#)**

You can contact our team via the [StudentConnect](#) portal or by calling the Student Connect team: **Telephone: 02922 518888**

## UKCISA

Student advice line: +44(0) 20 7788 9214 (Monday – Friday 1pm-4pm UK time). UKCISA have useful information on [making a student visa application](#).

[Student Route Caseworking Guidance](#).

## 15. Document Checklist

- Current passport and any passport containing your current entry clearance visa;
- Biometric Residence Permit (if you have one);
- Cardiff University CAS statement.
- Any document regarding academic progress that is listed on your CAS statement.
- Tuition fee and accommodation receipts (if applicable).
- Academic Technology Approval Scheme (ATAS) Certificate (if applicable);
- Evidence that you have enough money to meet the maintenance requirements if you have been in the UK for less than 12 months. Please check [Sections 9](#) and [10](#) of this guide to find out how much money you will need and which documents are required as proof that you have access to this money.
- Financial sponsor permission to remain (if applicable)
- Signed UKVI consent form- this will be generated during the visa application process.

**IF ANY OF YOUR DOCUMENTS ARE NOT IN ENGLISH, YOU MUST GET THEM  
[PROFESSIONALLY TRANSLATED.](#)**



Immigration advice and services regulated by the Immigration Services Commissioner

**Disclaimer:** Whilst every effort has been made to ensure the accuracy of the information herein, Cardiff University can accept no responsibility for errors or omissions. Cardiff University is not responsible for the content or reliability of the linked websites and does not necessarily endorse the views expressed within. The government makes changes to the immigration rules and procedures on a regular basis, so it is important that you check the current guidance and rules when applying for a visa. For further information visit [UKCISA](#) and the [Home Office](#) websites as provided on page 14 of this guide.