

## Extending your Student Visa

with

## Edinburgh's Telford College (ETC)

This information on extending a student visa is for non EU/EEA nationals who are:

- Already In The UK and who wish to start a programme of study with ETC

Or

- International students already issued with a student visa who wish to continue with an existing course with ETC.

***IMPORTANT:*** *If you are already in the UK, and your existing permission to stay expires **more than one month** before the start date of your proposed course of study, you **must return to your home country** and apply for your Tier 4 (General) Student visa from **outside** of the UK.*

If you have any questions about Visa Extension, please contact the International  
Zone

**ASAP!**

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## Before You Apply - Start Early!

Make your application well before your current leave to remain/visa expires. Start to collect all the supporting evidence needed for your application at least **10 weeks before your visa expires**. Work out when you will need to order bank statements, and get **2 NEW photos** taken.

- The new Tier 4 (General) student visa 'Points Base System' requires you to reach 40 'points' to obtain a visa. This means meeting two conditions:
  - “30 points” for submitting a **Confirmation of Acceptance of Studies** (CAS) which will be issued to you by ETC International Team before you apply.
  - “10 points” for meeting the **Maintenance Requirement**; either by showing you have enough money to pay your fees and support yourself or that you have financial sponsorship.
- Decide what method of payment you wish to use - We recommend paying by Postal Order.

## 1. Filling out the form

[Download the T4 \(G\) Form](#) from the UKBA website or collect from the ETC International Zone.

**Please note that the application form changes regularly - be sure you have the latest version1**

Remember that the application form should be filled out in **black ink** and **BLOCK CAPITALS**. Crossings out are not acceptable although a small amount of Tippex is allowed. We suggest you fill out the form in pencil first, and then go over it in black ink. If you have read the notes and are still confused about something please come to the International Zone to speak with an Advisor.

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## 2. Supporting Documents

Submitting the right documents with your application is vital - **if you submit incorrect information then your application will fail**. Depending on your circumstances you will need:

- 1) A **completed Tier 4 (General) Student application form** – make sure you have used the right version.
- 2) Two Passport photos with your name and date of birth on the back. These must be taken within one month, not have been used for any previous visas, passports or travel documentation and must follow the UKBA photo guidelines (from the UKBA website or collect from the ETC International Zone)
- 3) A **Confirmation of Acceptance of Studies (CAS)** issued by ETC. This is very important and is issued by the ETC International Department. (Allow around 5 working days for this to be issued). Please note that the first CAS issued is free, however if you need us to generate a new CAS for you for any reason there will be a £10 administration fee to cover the charge made by the UKBA.
- 4) Evidence that you meet both the cost of your tuition fees AND your living expenses (known as the **maintenance requirement**). These will be either bank statements or a letter for from your official financial sponsor. To find out what maintenance requirement you need to show please see (appendix).
- 5) **Police Registration Certificate** (if you require one) - please check that you have informed the Police of any changes of address or if you have a new passport or visa – if you have not, it is essential to do this before you submit your visa application form.

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- 6) **Qualifications, certificates and transcripts from previous courses**, as detailed in your *Confirmation of Acceptance of Studies (CAS)*.
- 7) **The payment for the visa** (page 2 of the form). We recommend you **choose Postal Orders** as your payment method as they have the least chance of being rejected. Postal Orders are available from any UK Post Office.
- 8) Your **valid passport, travel documents** and/or **Residence Permit Card** (if this has been issued to you in the UK).
- 9) **Students must have valid SELT for visa extension** (The SELT result has to be valid when the CAS is assigned, for more information please see Appendix)

**All your documents should be: The originals and be on the official letter headed paper of the organisation, with a stamp and signature**

### 3. Submitting Your Application

As previously mentioned, you must include payment or payment details with your application. The current costs are as follows:

	Postal Application (including visa extension scheme)	In Person Application
<b>Student Visa Extension</b>	£386	£702
<b>Dependant Visa Extension</b>	£193 per dependant applied for at the same time as student visa extension.	£351 per dependant applied for at the same time as student visa extension.

**Dependants CANNOT apply to extend their leave if the main applicant's course of study is 6 months or less**

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You can submit your Tier 4 (General) Student Visa application to the Home Office in one of two ways:

- By submitting your application directly to the UK Border Agency by post or courier (details on the front page of the application form) **Always send your application through special delivery or via registered courier.**
- By making an appointment for the Premium in person service at any one of the UK Border Agency offices in the UK. Before using this option you should consider that: - This service is more expensive (£702).

1. The International Team can only offer a limited service to check your application form for you.
2. Your application form will not be seen by a specialist caseworker who handles student visa applications.

Once your application is submitted, you will be asked to go and register to have your biometric details taken. If your application is successful your new visa, the Identity Card for Foreign Nationals (ICFN) will contain your biometric information. The ICFN card will act as your new visa, so you will not be able to leave the country without it.

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## 4. Appendix

If you are submitting an application to extend your Student Visa on or after the 1<sup>st</sup> February 2010, Please note the following:

- Any funds shown in your bank account to support the Maintenance requirement of your visa application must have been **in your bank account for at least 28 days before the bank statement is produced.**
- You must supply at least one month's bank statements.
- The final date of the statement must be no more than 1 month old when your application is submitted.
- **If the required amount has not been in your bank for the whole 28 days, or has dropped below the required amount** at any point during that period, you will fail to meet the maintenance requirement and **your visa application will be refused.**

### 1) What is a SELT

From April 2011, UK Border Agency requires Secure English Language Testing (SELT) for adult students who wish to apply for visa Extension.

Students at Edinburgh's Telford College will have to take a SELT at a minimum of level **B1 (IELTS 5.0 or an equivalent)** for NC/IFPU courses and **B2 (IELTS 5.5 or an equivalent)** for HND level, or be a National of a Majority English Speaking Country.

**For a full list of accepted SELTs please see:**

<http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/approvedenglish/testst4.pdf>

**For a full list of Majority English Speaking Countries, please visit:**

<http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance-new.pdf>

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## 2) What is the maintenance requirement?

### How much money do I need to show in my account?

The maintenance requirement is one of the two requirements you will need to fill in order to be issued with a Tier 4 (General) Student Visa. (The other is receiving your Confirmation of Acceptance of Studies (CAS) number). Fulfilling the maintenance requirement gives you 10 out of the 40 points you need for a student visa. You cannot get a visa without it.

You must show that you have enough money to pay your tuition fees as well as a set amount per month for living expenses.

The rules below generally apply only to self funding students, although some students who only receive partial financial sponsorship will need to refer to it as well.

## 3) How much is the maintenance requirement? (How much money do I need to show in my account?)

The amount of money that you will need to show depends on the length of your course and where you will study. For courses at ETC this is as shown below:

Duration of course	Maintenance requirements for General Student Visa	Each dependant you bring with you
9 months or less	Your course fees and <b>£600</b> per calendar month	<b>£400</b> per calendar month, per dependant
More than 9 months	First year of your course fees and <b>£5,400</b> for the living costs for <b>9</b> months in the UK	<b>£400</b> per calendar month, per dependant, for up to <b>12</b> months
When renewing a student visa <b>ONLY</b> if you have been studying in the UK for 6 months or more previously.	Additional year of course fees (if any) plus <b>£600</b> per month up to a maximum of <b>2</b> months.	<b>£400</b> per calendar month, per dependant, for up to <b>2</b> months

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Note that for Tier 4 (Student) Visa applications. If the length of the course includes a part month, then you should round up the calculation to the next near month. e.g. For a six week Pre-Sessional English Course at ETC, an applicant will need to provide 2 calendar months of maintenance evidence. If renewing a visa afterwards for a main course, students will need to show proof of £5,400 for the living costs plus the first year's fees as they have not been studying on a course of at least 6 months beforehand.

#### 4) What can be used as evidence of meeting the maintenance requirement?

You can demonstrate that you have the funds for your studies – your course fees and the maintenance requirement - by showing evidence of your finances from one of the following sources:

1. **Cash in a bank account (which must be a current account) or building society in your name or joint name**
2. **A loan in your name**
3. **Written evidence from your financial sponsor**

The money must be held in cash. Shares, Bonds, Pension Funds and similar savings accounts are not acceptable as evidence.

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## 5) What do I need to supply to meet the maintenance requirement?

Applicants must show they have held the maintenance requirement (tuition fee and living expenses) in cash in a bank current account in their own name (or joint names with parents or legal guardian) for a minimum of 28 days. **The balance must not have fallen below the required amount during this period - even by 10p - otherwise your application will be refused.**

All documents provided must be original bank statements sent to you from your bank. Statements printed out from a terminal or from the internet must be **stamped and signed by the bank** to be acceptable, or be accompanied by a letter confirming authenticity. Note that some banks will not stamp printed statements, or provide such letters, so you must order a statement from them (allow at least 5 working days).

### **WARNING**

The following information describes temporary measures that are subject to change at little or no notice. Always check the UKBA website before applying in case the rules have recently changed

The UK Border Agency will allow applicants to use a bank account in their parent's name as evidence that they meet the maintenance requirement. However, their parents' bank statements must conform to the requirements as stated in the Tier 4 Policy Guidance. You will also need to **provide your original Birth Certificate**, together with a **letter from your parents** which gives their consent to you using their financial statements in support of your application.

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Documents not in English or Welsh should be accompanied by a fully certified translation into English by a professional translator, which can be independently verified by the UK Border Agency. This translation must include:

- The translator's qualifications
- Confirmation from the translator that it is an accurate translation of the original document
- The date
- The translator's signature
- The translator's contact details

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