

Pre-sessional Students: Guidance for completing the Tier 4 Visa extension application form

The following guidance has been created for current Pre-sessional students who will be extending their Tier 4 visa for their main programme of study in 2019.

Please note that this guidance is only for applications made **inside the UK**. For applications made outside of the UK there is a different application form and separate guidance.

At the end of this guidance you will find some 'Frequently Asked Questions' (FAQs) to help you with the most common queries about the form.

We will now go through some of the questions on the online application form and explain what they mean and what information you may need to give in order to answer them correctly.

Q: Are you currently in the UK?

A: If you are in the UK and will be applying for your Tier 4 visa extension inside the UK, then answer **Yes** to this question.

Q: Do you currently have an application with the Home Office for leave to remain for which you have not yet received a decision?

A: If you have **not** applied for a new visa or other immigration permission, then you should answer **No** to this question.

Q: Register an Email

A: You should use an email address that you use regularly and that you can access easily

Q: Who does this email belong to?

A: You should select **The applicant**, as you are applying for the visa.

Q: Do you have an immigration adviser based in the UK?

A: If you do **not** have an immigration adviser (such as an agent or a lawyer) helping you with your Tier 4 visa extension application you should enter **No** to this question.

Q: Your name

A: Enter all **given names** – these should be your first name(s). Enter your **Family name** (surname). Your names should be entered exactly as they appear in your passport.

If you have any additional names that **do not** appear in your passport then you **should not** enter these names on the application form.

Q: Provide your postal address

A: We recommend you provide the following University address:

UK postcode: **SO17 1BJ**

VISAS TEAM, ROOM 2035, BUILDING 37

UNIVERSITY OF SOUTHAMPTON

UNIVERSITY ROAD, HIGHFIELD

Town/City: **SOUTHAMPTON**

If you enter the University address, your BRP will arrive at the University. This is a safe and easy way to collect your BRP.

If you do not enter the University address, you must bring your BRP to the University when it arrives so we can check your BRP for mistakes and scan your BRP to your student record before you collect it.

Q: Is this where you live?

A: If you entered the University address, you should answer **No**.

Q: Provide your living address

A: You should provide the address where you are **currently** living in the UK. Do not provide a future address if you are not living there yet. For example, if you will be moving to new accommodation **do not** enter the new address unless you have already moved in.

Q: When did you start living at this address?

A: You should enter the month and year you moved in to your current accommodation.

Q: Country of nationality

A: You should enter your nationality as it appears on your passport.

Q: Country of birth and Place of birth

A: Enter your country of birth and place of birth as they appear in your passport.

Q: Passport issuing authority

A: Enter this exactly as it appears in your passport.

Q: What type of visa or leave to remain do you have?

A: If you have a Tier 4 visa you should answer **Tier 4 (General) student**.

Q: What is the start date/end date of your current visa or leave to remain?

A: Check your **current BRP or vignette (visa sticker) in your passport** for the start date and end date and enter this information.

Q: Was your most recent leave as a Tier 4 student, as a Student or as a Postgraduate Doctor or Dentist?

A: If you have a current Tier 4 visa you should answer **Yes** to this question.

Q: During your current or last grant of leave in the UK, were you required to register with the police?

A: If you have **not** studied in the UK before your Pre-session course then you should answer **No** to this question. Or, if you have studied in the UK before on a Short-term Study visa you should also answer **No**.

If you have studied in the UK previously on a Tier 4 visa for more than six months and were required to register with the police, then you should answer **Yes**. In this case you should ensure that your Police Registration certificate has been updated with your new visa, passport and address before submitting your visa application.

Q: Do you have a biometric residence permit?

A: If your Tier 4 visa is inside your passport then you should answer **No** to this question.

If you have a Biometric Residence Permit card (BRP) you should answer **Yes**.

If you lost your previous Tier 4 visa which was inside your passport and are waiting for a replacement BRP card to be sent to you, then you should answer **No** to this question. This is because you do not have the BRP card yet.

Q: What is your current National Insurance number?

A: This is a number provided to you from the UK Government for working in the UK. If you do not have a National Insurance number, then do not worry. Just tick the box which says **I do not have a National Insurance number, or I have a temporary one**.

Q: Have you successfully completed a course of study in the UK as a Tier 4 (Child) student?

A: If you studied **when you were a child** in the UK on a Tier 4 (Child) student visa and successfully completed a course then answer **Yes** to this question.

If you have **not** studied in the UK as a child on a Tier 4 (Child) student visa, then answer **No**.

Q: If you are studying at a higher education institution, have they assessed that you meet the English language requirement, or that you are a 'gifted student'?

A: You should answer **Yes** to this question because you have successfully completed the Pre-session course and you now meet the English language requirement.

Q: Travel history (UK) and Travel history (other)

A: You should answer these questions honestly. If you have ever been refused a visa, deported, removed, required to leave or refused entry at the border you must declare this information and explained what happened.

If none of these circumstances apply to you then you should answer **No** to these questions.

Q: Have you ever received any public funds (money) in the UK?

A: Public funds means benefits payable to people on a low income. If this does not apply to you then answer **No** to this question.

Q: Convictions and other penalties

A: You must answer honestly and if any of these apply to you then you should select the appropriate answer(s). You must then give further details.

If none of these apply to you then you should select **No, I have never had any of these**.

Q: Other history

A: You must answer honestly and if any of these apply to you then you should select the appropriate answer(s). You must then give further details.

If none of these apply to you then you should select **No**.

Q: What is your sponsor licence number?

A: **M1WT5XVQ0** is the sponsor licence number for University of Southampton.

Q: Sponsor's address

A: University of Southampton, University Road, Highfield, Southampton, SO17 1BJ

Q: Will you be studying at a school or higher education institution?

A: You should answer **Higher education institution**.

Q: Primary site of study - Is this the site where the majority of your study will take place?

A: It will show the University of Southampton address at Highfield. You should answer **Yes** to this question, even if you will be studying at another campus such as Winchester School of Art, Avenue, NOCS, Southampton General Hospital or Boldrewood.

Q: Did you apply for your course through UCAS?

A: This question is only for students going on to do an Undergraduate degree (Bachelor's) in September. If you are going to do an Undergraduate course and you applied through UCAS then you should answer **Yes** to this question. You will then need to provide your UCAS personal identification number.

If you did not apply through UCAS then you should answer **No**.

Q: Do you need to obtain permission from the ATAS?

A: You should check your offer letter and your CAS to see if ATAS is a requirement for your course. You can also check this on the University's ATAS website:

<https://www.southampton.ac.uk/studentadmin/admissions/atas.page>

If ATAS is a requirement for your course, then you must have applied and received the ATAS certificate **before** you submit your visa application. If you apply for the visa and **do not** have the ATAS certificate, then your visa application will be refused.

You can apply online for ATAS and there is no charge for this. If you need ATAS you should apply as soon as possible on the UK Government ATAS website: <https://www.gov.uk/guidance/academic-technology-approval-scheme>

Q: Are you currently receiving money from an official financial sponsor – or have you received money from an official financial sponsor in the past 12 months?

A: If you are financially sponsored by your Government, your University in your home country or another organization, and they are paying for your tuition fees and/or maintenance (living expenses), or you have been financially sponsored in the previous 12 months, then you should answer **Yes** to this question.

If you are **not** financially sponsored and either you or your family are paying for your tuition fees and maintenance, then you should answer **No**.

Q: Will you be receiving money from an official financial sponsor for your continuing studies?

A: If you are going to be financially sponsored for your main course by your Government, your University in your home country or another organization, and they will be paying for your tuition fees and/or maintenance (living expenses), then you should answer **Yes** to this question.

If you will **not** be financially sponsored for your main course, then you should answer **No**.

Q: Name of sponsor institution

A: You should enter **University of Southampton**.

Q: Course name

A: Enter the name of your course exactly as it appears on your CAS.

Q: Qualification you will get

A: If you will be doing an **Undergraduate** (Bachelor's) programme, select **RQF6/SCQF9/10**.

If you will be doing a **Postgraduate Taught** (Master's) programme, select **RQF7/SCQF11**.

If you will be doing a **Postgraduate Research** (MPhil/PhD) programme, select **RQF8/SCQF12**.

Q: Are they (you) going to be a student union sabbatical officer?

A: Student Union Sabbatical Officer is a position of employment with the Student Union. If this does not apply to you then select **No** to this question.

Q: Course dates

A: Provide the course start date and course end date exactly as they appear on your CAS.

Q: Are you taking a pre-sessional course?

A: You should answer **No** to this question. You have already successfully completed your Pre-sessional course, you will not be taking another Pre-sessional course. Your next course will be your main programme of study.

Q: Are you applying for the Doctorate Extension Scheme?

A: You should answer **No** to this question. The Doctorate Extension Scheme visa can only be applied for by students who are about to graduate with their PhD.

Q: Have you or your parent(s)/legal guardian(s) already paid any money to your sponsor for accommodation?

A: This is only referring to **University Halls accommodation** and not private accommodation.

If there has been **no money** paid towards University Halls accommodation, then you should answer **No**.

If any money has been paid for University accommodation, then answer **Yes**.

If you have selected **Yes**, then you will be asked **How much has been paid?** If you have paid **£1,265.00 or more**, you will need to enter **£1,265.00** paid towards your University accommodation. You will then be asked **How can you prove this amount has been paid?** Your CAS can only be updated with the maximum amount of **£1,265.00**. If you have paid this amount or more, then **£1,265.00** should be showing on your CAS. You should select **My sponsor has confirmed this information on my CAS**.

If this payment is not showing on your CAS, then you must inform us during your Visa Submission Appointment, so that we can update your CAS before you submit your visa application. Please bring the receipt for your accommodation payment with you.

Please note that if you have £1,265.00 for accommodation on your CAS, then £1,265.00 can be deducted from the £9,135.00 you need in your bank account for maintenance (living expenses). Unfortunately, you cannot deduct any money for private accommodation, and in this case, you must have £9,135.00 in your bank account for maintenance.

Q: What are your course fees for your first year?

A: You should enter the course fees exactly as they appear on your CAS.

Q: Have you or your parent(s) or legal guardian(s) already paid any of your course fees?

A: If any of your tuition fees have been paid then you should answer **Yes**. You will then be asked **How much has been paid?** You will need to enter the amount of tuition fees you have paid. You will also be asked **How can you prove this amount has been paid?** The tuition fees that you have paid should be showing on your CAS, you should select the answer **My sponsor has confirmed this information on my CAS**.

If this payment is not showing on your CAS, then you must inform us during your Visa Submission Appointment, so that we can update your CAS before you submit your visa application. Please bring the receipt for your tuition fees payment with you.

If you have not paid any of your tuition fees you should answer **No** to this question.

Q: Are any of the maintenance funds required for this application in the form of a student loan?

A: If you are receiving a student loan for your maintenance (living expenses) you should answer **Yes** to this question.

If this does not apply to you then answer **No**.

Q: Are all of the maintenance funds required for this application in a bank account with your name on it?

A: If you are using your own bank account to show maintenance (living expenses) for your visa application then answer **Yes**.

If you are using your parent(s) or legal guardian(s) bank account to show maintenance for your visa application, then answer **No**. You will then be asked **Are you relying on money held in an account under your parent(s) or legal guardian(s) name?** You should answer **Yes**. You will then be asked **Do you have permission from your parent(s) or legal guardian(s) to use this money?** You will need to answer this question. You will also be asked **How can you prove they are your parent(s) or legal guardian(s)?** You will then need to select which document you will use as evidence of your parent(s)/legal guardian(s) relationship to you.

Q: Do you have a Confirmation of Acceptance for Studies (CAS) number?

A: You should have a CAS number so answer **Yes** to this question.

Q: Confirmation of Acceptance for Studies reference number

A: You should enter your CAS number exactly as it appears in the CAS statement you received by email.

You should then continue. If you have any Dependents who will be applying with you then you can add them on the next page under **Additional applicant**.

If you do not have any Dependents, then continue onto the **Documents** section and **save** your application here. **Do not go any further past this point.**

When you attend your Visa Submission appointment, we will check your answers on your online application, to make sure the information you have entered is correct before you submit and pay.

Please note that if you go past the Documents page and agree to the Declaration your answers will be locked. You will not be able to edit your information or make any changes.

FAQs

Please find some Frequently Asked Questions:

Q: What does Tier 4 Sponsor mean?

A: Your Tier 4 Sponsor is your Higher Education Provider, the University of Southampton.

Q: What is the Sponsor Licence Number?

A: The University of Southampton's Sponsor Licence Number is: **M1WT5XVQ0**.

Q: What is a Financial Sponsor?

A: A Financial Sponsor is an organization who has agreed to pay for your tuition fees and/or maintenance (living expenses). This could be a Government, the British Council, an international organization or company, a University or an independent school.

Q: I don't know my term-time address yet, what address should I use?

A: If you don't have your new term-time address yet you can use your current UK address for the question which asks where you are living.

Q: Should I use my full name or just enter my first and last names on the application form?

A: You should enter your full name. In the **Given names** section, you should enter all of your first and middle names, exactly as they appear in your passport. In the **Family name** section, you should enter just your family name or last name (surname).

Q: What if I have additional names that do not appear in my passport, should I enter these too?

A: No, do not enter any names that **do not** appear in your passport.

Q: Should I enter my town or province of birth?

A: You should enter your **Place of birth** exactly as it appears in your passport. If your place of birth is not in your passport then you should enter the place of birth you used for your previous Tier 4 visa application.

Q: Do I have to finish the visa application in one go (all at once)?

A: No, you can save your progress as you go (in stages). It is very important to save what you have completed. You can then email a link to yourself so that you can return to the most recent version of your application form.

Q: If I have a criminal conviction what should I do?

A: It is very important that you are honest in your application and declare criminal convictions and penalties, etc. If you are worried about this, please speak to a Visa Advisor as soon as possible.

Q: What could happen if I am not honest in my visa application?

A: UK Visas & Immigration are very strict about this and if you tried to hide some details, they would see this as deception. Your visa application could be refused and there is a possibility you could be banned from returning to the UK for 10 years. This may also affect your visa applications to other countries.

Q: What does 'Leave' mean?

A: 'Tier 4 leave' means your permission to stay in the UK as a Tier 4 student. 'Leave to remain' refers to people making an application to extend their existing leave. For example, if you are already in the UK on a Tier 4 visa and you are applying in the UK to extend your leave, then you are making a 'leave to remain application'.

Q: What does 'Entry Clearance' mean?

A: Anyone that is applying for a visa from outside of the UK must apply for 'entry clearance'.