

## UKVCAS (Biometric Enrolment) Appointment FAQs

**Important information:** When extending your Tier 4 visa, please take extra care when making the payment for the visa application. You will be offered several services, such as translation services, which you might not actually require. If you are applying by yourself without the help of the university, please ensure you check whether you really need any of these services before ticking any boxes.

If you are not sure what to do, please contact the International Student Support Team. We offer free help and support on visa and immigration concerns.

- **Visit us:** Student Support and Guidance desk, Floor 6, Students' Union, S10 2TG, open Monday-Friday, 9am-4:30pm
- **By email:** <http://www.sheffield.ac.uk/ssid/international/email>
- **By telephone:** 0114 222 9679

### 1. How to book your appointment

- **If applying through the university:** We strongly recommend that you use the service available and get your application and documents checked by one of our advisers. Your adviser will assist with booking a UKVCAS appointment during your visa extension appointment.
- **If applying independently:** You will be prompted to book an appointment following the submission of your online application. You can also book by calling the UKVCAS Support Line on 0900 165 6600 (Calls cost £2.50 per minute).

**Please note:** If for some reason you can't or don't want to use the university's visa extension service and you need to extend your visa, you might find it difficult to find a suitable and free appointment to upload your documents at one of the centres within 8 weeks of the date of your application. **Our tip:** Keep checking the availability of appointments throughout the day for cancellations - new appointment times are typically uploaded after midnight.

### 2. Where to book your UKVCAS appointment

- **Sheffield:** Offer appointments between 10am-4pm, Monday-Friday, at a charge of £60 per person. Out of hours appointments are also available for a £125 fee per person.
- **Manchester (Core Centre) - 37 miles away:** Offer free appointments between 10am-4pm, Monday-Friday. Out of hours appointments are also available for a £100 fee per person.
- **Wakefield - 31 miles away:** Appointments cost £60 per person.
- **Swinton - 15 miles away:** Appointments cost £60 per person.

**Please note:** It is possible to book appointments at other centres by entering a different postcode in the search facility. Please ask International Student Support for more details.

### 3. How to prepare for your UKVCAS appointment

Your supporting documents must be uploaded either before or during your appointment.

- **If applying through the university:** Your adviser will assist with uploading documents to the UKVCAS website during your visa extension appointment.
- **If applying independently:** Upload to the UKVCAS website via your personal account.
- **You can also:** Choose the UKVCAS [document scanning](#) service and they will do it for you during your appointment (charges may apply for using this service). Please note this service is not available at all centres.

### 4. What to bring to your UKVCAS appointment

- Your passport, or another acceptable form of identification if this isn't possible. Other acceptable forms of ID include valid photographic driving licenses, national ID cards and other government-issued photographic ID.
- The appointment confirmation document(s) you received as attachments in your confirmation email (that is, the document containing the QR barcode in the attachment for each group member). It is requested that you print off this document rather than using the version on your phone.
- All of the scanned documents that you've uploaded online.

### 5. How to get to your appointment

The Sheffield centre is located near the train station, and is approximately 26 minutes walk from the Students' Union. Once you have entered the building, you will need to report to the reception on ground floor through the black door on your right hand-side. Manchester, Swinton, and Wakefield can all be reached by train from Sheffield train station. The addresses of each service point are below:

- **Sheffield:** Spaces @ Acero, 1 Concourse Way, S1 2BJ
- **Manchester:** Manchester Central Library, St. Peter's Square, M2 5PD
- **Swinton:** Swinton Community Library, Station Street, S64 8PZ
- **Wakefield:** Wakefield Library, Wakefield One, Burton Street, WF1 2EB

### 6. What will happen at your appointment

**At your appointment, you will:**

- Have your identity confirmed, and your passport (or other document) scanned
- Have any required biometric information enrolled
- Have any required supporting documentation digitised and checked
- Confirm you are happy to send your application to UKVI.