VISA APPLICATION GUIDE
Guide to completing the online Tier 4 Leave to Remain visa application form to extend your Tier 4 student visa in the UK

This guide is for students who are completing their visa application from inside the UK for studying at the University of Sheffield.

It is very important to answer all the questions honestly and accurately according to your situation and personal circumstances. If you need extra to explain a situation, you can create and upload a supporting letter to accompany your application form and other supporting documents.

There is some guidance and further information within the form to help you understand the questions.

You can select ▶ Show and edit answers to check back on and amend questions you have already answered.

Disclaimer: This document was created in September 2019. It is important to note that the application format and how questions are phrased can be altered or changed by the UKVI at any time. This document should be used as a guide for understanding the application process, and it addresses any questions, which are frequently asked by our students applying for their Tier 4 (General) student visa. Please be aware that the order of questions on the application form can change or new questions may be added by the UKVI in the future.
Where to apply?

- Go to https://www.gov.uk/tier-4-general-visa/extend-your-visa.
- Once you have read the information on that page under ‘Apply’ section, you will need to click the ‘apply online’ link (as shown below)

- On the next page, read the information and scroll down.
- Click ‘Apply now’ at the bottom of the page.
1. Start

- Are you currently in the UK? Select YES

- Do you currently have an application with the Home Office for leave to remain for which you have not yet received a decision? If you currently have an application for leave to remain pending with the Home Office, contact International Student Support Team, otherwise select NO.
• **Register your email** - You should use an email address that you use and check regularly. Please create a secure and memorable password that you will be able to remember because you will need this to log back in to your application.

You will be requested to verify your email address in order to continue your application. You will receive an email from noreply@visas-immigration.service.gov.uk, click on Verify Email and enter your password to continue your application.
After verifying your email, you will see the following confirmation on your screen.

Confirm that the email is yours by selecting ‘The applicant’ and clicking ‘Save and continue’.
Do you have an immigration adviser based in the UK?
Select **NO** unless a solicitor or agent is helping you to complete the application form.

Check your answers on the next page and click ‘**Continue**’.

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2. Application

- Select ‘Answer questions about this applicant’ to add information for your application.

2.1 Your Name

- Enter your name as shown in your passport. If your CAS does not reflect the same information as on your passport, you must get it updated.

- **Given names** must be the same as recorded in your passport. They are normally all the names you were given at birth, but not your family name/surname. Please do not use titles such as Mr, Snr or Esq.

- **Family names** is the name by which your family is known (also known as surname/last name) and must be as recorded in your passport. Please do not use titles such as Snr.

- If you only have one name (you do not have both a given name and a family name, choose ‘I do not have a given name and a family name’. You will be able to provide your name(s) there.

- If you are officially known by another name, or if you have been known by another name in the past you can declare that on the next page. You may need to provide evidence of both names as part of your application.
2.2 Any other names

- If you are known by any other names, please select YES and provide the details.

2.3 Contact Email – confirm that your email address can be used to contact you

2.4 Telephone Number – please provide your contact number on which you can be contacted, preferably a UK contact number.
2.4 **Postal Address** – Please provide the address you are living at. Your BRP card will be sent to the address, which you write here.

If you are planning to change address before you get a decision on your application, please contact us.

If you would prefer it to be sent to a different address (e.g. *a friend’s address*) then add the postcode and address where you would prefer your BRP to be sent.

If you wish to use the address for the *International Student Support Team* – this is only an option for students applying through Visa Extension Scheme (VES) service.

Select **NO** to the question ‘**Is this where you live?**’ and then add your address details.
2.6 Your Gender and relationship Status – please enter the details as shown in your passport

2.7 Your nationality, country and date of birth
2.8 **Your Passport** – provide details of your current passport and confirm that you can provide your passport.

2.9 **Your identity card** – provide the details if you have an identity card from your home country.
2.10 **Your other nationalities** – select **YES** if you hold any other nationality and provide information, as required.

2.11 **Your current UK immigration status**

- **Do you currently have a visa or leave to remain?** Select **YES** if have Tier 4 immigration permission, or another type of valid immigration permission which allows you to **apply in the UK**.
- Most students will have Tier 4 (General) leave to remain.
2.12 **Your current visa or leave to remain** – write the start and end date from your BRP card, or vignette (sticker) in your passport if you do not have a BRP card because your permission is shorter than 6 months.

2.13 **Revocation, cancellation or curtailment** – select NO if you never had any of your visa(s) cancelled, revoked or curtailed by the Home Office.
2.14 Your most recent leave

- **Was your most recent leave as a Tier 4 student, as a Student or as a Postgraduate Doctor or Dentist?** Select **YES** if your current visa is a Tier 4 student visa, or as a Postgraduate Doctor or Dentist.

2.15 Police Registration

- **Certain nationalities** with a visa for longer than 6 months would be required to register with the Police.
- If you were required to register with the Police, you should upload your up-to-date Police Registration certificate with your supporting documents:
2.16 Biometric residence permit (BRP)

- If you have a BRP card then you should include your BRP number. You can locate your permit number on the top right corner of your BRP card (see the example below).

2.17 Your National Insurance number

- You will have a national insurance number if you have been working in the UK. Please enter the number here if you have one, otherwise select ‘I do not have a National Insurance number, or I have a temporary one’
2.18 Study as a Tier 4 (Child) student
- Only select **YES** if your current visa / immigration permission says **Tier 4 (Child)**. If your current visa says **Tier 4 (General)** then select **NO**.

2.19 English language assessment
- **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'?**
- Check method of assessment of English language ability on your CAS. Select **YES** if your CAS says, **“Higher Education Institution (HEI) sponsor has made assessment”** under the ‘**English language qualification**’ section.
- **If your CAS says that your English language has been assessed in another way, for example because you are a national of a majority English speaking country, select **NO** and answer the following questions according to your situation.**
2.20 **Problems with immigration to the UK** – please answer this section accurately and provide details as required. **Please note that it is important to declare any previous refusals.** Failure to declare any previous refusals could potentially lead to refusal on deception, which would carry a 10 year entry clearance ban.

2.21 **Problems with immigration to countries other than the UK** – please answer this section accurately and provide details as required.
2.22 Public funds

- **Have you ever received any public funds (money) in the UK?** Select **NO** if you never accessed any public funds in the UK.

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2.23 Convictions and other penalties – Please read this question carefully and answer accurately.

- You must give details of all criminal convictions, including spent convictions. This includes convictions for road traffic offences, including drink-driving offences. Please give details of the date and place (country) of the offence and what you were convicted of. Please state what sentence you received. To assist your application, you may want to supply documentary evidence of the conviction (e.g. the official record) detailing the crime you were convicted of and the sentence you received.

- If you have been subject to, or received, any other penalty by a court or the police (for example caution, discharge, fine or community sentence in the UK or any other country) please provide full details of the date and place (country) of the offence, the type of penalty you received (e.g. caution, reprimand, warning or other – please specify) and what the offence was.

- If you have any UK court judgment against you for non-payment of a debt, or received a civil penalty under the UK Immigration Acts, please provide full details of the date of the offence and whether you received a court judgment or civil penalty.

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If you are unsure whether your issue is defined as a ‘conviction’ or ‘penalty’ it is safer to declare it here, so is clear that you are not trying to hide anything from UKVI.

2.24 War crimes
2.25 Terrorist activities
2.26 Terrorist organisations
2.27 Terrorist views
2.28 Sponsor licence number and address

- **What is your sponsor licence number?** Write: EGTNN8XR7
- **Sponsor’s address** Write: The University of Sheffield, Western Bank, Sheffield S10 2TN

2.29 Place of Study

- **Will you be studying at a School or higher education institution?**
  Select **Higher education institution**
2.30 Primary site of study

- Check the address is correct and select YES.

2.31 UCAS details

- **What is UCAS?**
  The Universities and Colleges Admissions Service (UCAS) is an organisation whose main role is to operate the application process for British universities. Most undergraduate and some postgraduate students apply to university through the ucas.com website.

- **Did you apply for your course through UCAS?** Only answer YES if you applied for your course through UCAS. If you applied to the University of Sheffield directly, or through an agent, select NO.
- If you applied through UCAS then your UCAS number will be stated on your CAS.

  *Please note that this question is not asking about or referring to your CAS number.*
2.32 Academic Technology Approval Scheme (ATAS)

- **Do you need to obtain permission from the ATAS?** If your course requires ATAS clearance, include the details here, and upload the ATAS certificate with your supporting documents.

2.33 Current or past official financial sponsor

- **Are you receiving money from an official financial sponsor or have you received money from an official sponsor in the past 12 months?**
  
  If you have an official financial sponsor, which is a government or international scholarship agency for your current course, or have received money from such an organisation in the last 12 months, you will need to provide their consent for you to stay in the UK.
  
  If you have received scholarship from the University of Sheffield then you should select **NO**.
2.34 Future official financial sponsor

- **Will you be receiving money from an official financial sponsor for your continuing studies?** If you will be receiving money from an official financial sponsor for continuing your students then select **YES**

2.35 Course information

Course name / title and course level would be available on your CAS. Please copy this information from your CAS statement.

- **Are they going to be a student union sabbatical officer?** Select **NO** unless you are a student union sabbatical officer.
2.36 Course dates

- Please copy this information from your CAS statement

2.37 Doctorate Extension Scheme

- Are you applying for the Doctorate Extension Scheme? Select NO if you are applying for a Tier 4 student visa. Only select YES if you are applying for the Tier 4 Doctorate Extension visa.
- If you are a continuing PhD student then you should answer NO here unless you have made a specific application to the International Student Support Team for a DES CAS and been issued with one.
2.38 Accommodation payments

- **Have you or your parent(s)/legal guardian(s) already paid any money to your sponsor for accommodation?** Only say **YES** here if you are staying at the University accommodation and have paid money to the University of Sheffield halls of residence. Your CAS will also confirm if you have paid any fees for accommodation.

- If you are staying in private accommodation, or halls of residence from a different provider, or with family or in any other accommodation, select **NO**
2.39 Course fees

- Copy this information from your CAS.

- Please be aware that on many CASs, there will be a sponsor note confirming a reduced tuition fee due to scholarships or discounts. If you have a note like this on your CAS, you should enter the reduced fee.

- **Have you or your parent(s) or legal guardian(s) already paid any of your course fees?**
  - Select **‘YES’** if your CAS is showing any amount of tuition fee here as having been paid. You will then need to answer the following supplementary questions:

  - **How much has been paid?** - This is listed in the ‘Course fees paid’ field in your CAS statement. If you have paid tuition fees since your CAS was issued, contact Income Office at studentcustomers@sheffield.ac.uk for an update or to request them to update your CAS.
  
  - **How can you prove this amount has been paid?** - You should select ‘Shown in the CAS’.

![Image of a screenshot from the GOV.UK webpage related to course fees.](image)
2.40 Student Loan

- Are any of the maintenance funds required for this application in the form of a student loan? If you are showing any maintenance funds in the form of a student loan then select YES, otherwise select NO.

2.41 Maintenance funds

- Are all of the maintenance funds required for this application in a bank account with your name on it? If the money for the maintenance funds is held in your personal bank account then select YES. If you are relying on your parent(s)’ bank statement then select NO, and complete the following questions. If using your parent(s)’ bank statement then you will also need to provide a consent letter from your parent(s) and proof of relationship as evidence with your application. Please carefully read our guidance to check how you can meet the Tier 4 maintenance requirements and the documents you will need to submit as evidence of this.
2.42 Your Confirmation of Acceptance for Studies

- **Do you have a Confirmation of Acceptance for Studies (CAS) number?** Select **YES** and enter your CAS number here.

![Image of a form titled 'Your Confirmation of Acceptance for Studies']

- **Check all the answers on the next page and click ‘Continue’**.

- **Additional applicant**
  If you have any dependants (e.g. spouse, partner or child) already in the UK with you as your PBS dependant then you can include them on your application, and complete their details.

![Image of a form titled 'Applicant(s)']
Please note that you can sign out and come back to your application later. You can also save or print a PDF of your application form.

When you are ready, you can log back in and continue your application.

3. Documents

Select all the documents you will include with your application. You will upload the documents in the next step, and take your original passport and BRP card to your appointment.
4. Declaration

You will then read and agree to the declaration.

5. Pay

The next step will be to pay the Immigration Health Surcharge and pay the fee for your application. Once you made the payments, you will be able to download your ‘document checklist’ and ‘application form’, which you should print.
NEXT STEPS

- Register for the UKVCAS website, upload your documents and make an appointment.
- Enrol your biometrics and take your original passport and BRP card to your appointment.
- Keep log in details.
- Keep a copy of your application, document checklist and copy of the documents you have uploaded.

Remember

Applicants under the new system keep their passport throughout the application process. If you leave the Common Travel Area (the UK, the Republic of Ireland, the Channel Islands and the Isle of Man) and travel on the passport you used in your application before the Home Office makes a decision, you are automatically treated as having withdrawn your application. Your immigration health surcharge should be refunded, but your application fee will not be refunded. You will usually have to make another immigration application before returning to the UK.

Students are therefore advised not to travel until your new visa is received.

Contact Us

In case you have any questions or need any further assistance, please feel free to contact us.

International Student Support
University of Sheffield
Level 6, Students' Union building
Western Bank
Sheffield
S10 2TG

In Person: You can visit our reception at the above address during our opening hours – Monday to Friday: 9:00am – 4:30pm
Telephone: 0114 222 9679*
Email: using our online web form available at https://www.sheffield.ac.uk/ssid/international/email