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| **CAS EXTENSION REQUEST FORM (T1) - TO SUPPORT FURTHER TIER 4 LEAVE TO CONTINUE CURRENT TAUGHT STUDIES**  **This form is for all further Tier 4 taught study other than:**  Work Placement/Study Abroad Year – in this case use [Work Placement or Study Abroad Year CAS Request Form](https://students.leeds.ac.uk/info/21506/your_visa/1009/work_placements_and_extending_your_tier_4_visa)  **Please complete ALL sections of this form and return it with all requested documents to** [**CAS@leeds.ac.uk**](mailto:CAS@leeds.ac.uk) **(Tier 4 Compliance Team)**  **Stage 1.** Check to verify the academic basis of your CAS request. If your study circumstances cannot be verified then your request could be refused for this reason. If verified further Immigration and Financial Checks take place which must also be met before your CAS can be issued.  You will be notified the outcome of stage 1 within 3 working days of sending your request. | | | |
| **STUDENT INFORMATION** | | | |
| Family Name | | First Name | |
| Student ID Number | | Date of Birth | |
| Nationality / Nationalities | | Passport Number / Numbers | |
| E-mail address | |  | |
| Telephone Number | |  | |
|  | | | |
| PROGRAMME INFORMATION | | | |
| Name of Programme for which further CAS is needed: | | | |
| Initial Course Start date | | New Course End Date | |
| Current Visa Expiry Date | | | |
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| WHAT IS THE REASON FOR YOU APPLYING FOR FURTHER TIER 4 LEAVE? (✓) | | | |
| To re-sit exams |  | Taught postgraduate extension to studies to be completed in the UK |  |
| Already re-sat exams (further time now required) |  | Study Abroad semester extension |  |
| To repeat modules |  | Intercalation |  |
| Repeating a whole year |  | Returning from temporary leave |  |
| Already repeated modules (further time now required) |  |  |  |
| Other – please give details: | | | |

**Stage 2.** Review of the documents you provided to evidence your immigration history and finances to ensure your continued study will not take you over the permitted Tier 4 time limits, and that your financial evidence meets Tier 4 requirements at the time of your request. If so then your CAS will be issued and if not your CAS could be refused for this reason.

You will be notified the outcome of stage 2 within 6 days of sending in your request.

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| **FINANCIAL INFORMATION** | |
| **Fees payable for the coming year** |  |
| **Outstanding fees/other debts to the University** |  |
| **Financial sponsorship/scholarship (any current and any ending in last 12 months)** |  |
| **Monthly income from sponsorship/scholarship** |  |
| **Number of Dependants applying with you** |  |

**Self-funding students**

You will need to show £9,135 (or £1015 per month if the remainder of your course is less than 9 months) in addition to any outstanding tuition fees

**If you are applying with Dependants**

You will need to show £6,120 for each dependant or £680 per month per dependant for the course extension period, plus the additional 4 months that is added to the end of the Tier 4 visa leave period by UKVI, up to a maximum of 9 months.

These amounts need to be held in your personal bank account for 28 days continuously at the time you make your CAS request, using bank statements dated within the last 31 days.

**It is your responsibility to maintain the funds at the required level once these checks have been made. Your visa will be refused if you do not meet the financial requirements at the time of application.**

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| IMMIGRATION HISTORY | | | | | | |
| PREVIOUS STUDY IN THE UK | | | | | | |
| Start date | End date | Subject | Level (eg: A Level, undergraduate) | Institution | | |
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| Have you ever had a Tier 4 visa refusal? (if yes, please attach details) | | | | | Yes | No |
| Any other information you wish to add: | | | | | | |

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| **PLEASE ATTACH THESE VISA / FINANCIAL DOCUMENTS** |
| **Copy of your current visa** |
| **Copies of previous BRPs/CAS if available** |
| **Evidence of your financial sponsorship, or scholarship award** |
| **If you have previously been financially sponsored, and this has come to an end within the last 12 months, you must provide a letter of consent to continue your studies from your sponsor** |
| **Self-Funding Students (personal bank statements)** |
| **ATAS Certificate if required and available** |

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| **DECLARATION** | |
| I confirm that the information provided is true and accurate.  I confirm I have read and understood the **Disclaimer** on this form below.  I agree to abide by the Home Office and University requirements.  I have attached all relevant documentation as requested. | |
| Student Signature: | Date: |

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| **DISCLAIMER:** |
| We will approve the issuing of a CAS to you on the basis that there is an academic requirement for you to be in the UK for your next study period and your continued studies will not take you over the specific study limits.  Your financial evidence must meet the Tier 4 policy requirements at the time of your request.  You should ensure that all the documents you submit with your application meet the Tier 4 policy requirements on the date your application is submitted online.  Please note that the issuing of a CAS to you does not guarantee that your Tier 4 visa application will be successful.  It is your responsibility to abide by the conditions of your Tier 4 leave – please see  <http://students.leeds.ac.uk/info/21506/your_visa/851/tier_4_responsibilities> |
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| After you receive your CAS, we recommend that you visit the [International Student Office](https://students.leeds.ac.uk/contacts#10500-contact) enquiry desk to book an appointment for an Adviser to check your application and documents, before your visa application is submitted.  **Useful Information**  Please read the [Tier 4 Policy Guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/752873/T4_Migrant_Guidance_NOV_2018_FINAL_VERSION.pdf) for full information on applying for your student visa.  <http://students.leeds.ac.uk/info/21506/your_visa/701/extending_your_visa_in_the_uk>  **PLEASE NOTE:** Due to rules regarding **‘Academic Progression’** you may need to make your immigration application overseas before returning to the University to resume your studies. You will be advised if this is the case. |