**CAS EXTENSION REQUEST FORM (T2)**

**Use this form to request a CAS if you need to apply for more time in the UK on a Student visa before or after a Work Placement or Study Abroad year**

**If you are a taught student extending your visa for another reason please use:**

**Taught Study** [**CAS Request Form**](https://students.leeds.ac.uk/info/21506/your_visa/701/extending_your_visa_in_the_uk) **(T1)**

**Please complete ALL sections of this form and return it with all requested documents to** [**CAS@leeds.ac.uk**](mailto:CAS@leeds.ac.uk) **(Student Immigration Compliance Team)**

**Stage 1.** We will check your student record and with your parent School to confirm that you qualify for another CAS.

We aim to notify you of the outcome of stage 1 within 3 working days of sending your request.

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| **STUDENT INFORMATION** | |
| Family Name: | First Name: |
| Student ID Number: | Date of Birth: |
| Nationality / Nationalities: | Passport Number / Numbers: |
| E-mail address |  |
| Telephone Number |  |

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| **PROGRAMME AND VISA INFORMATION** | | | | |
| Name of Programme for which further CAS is needed: | | | | |
| Initial Course Start date | | New course end date | | |
| Current Visa Expiry Date | | | | |
| What is the reason for you applying for an extension to your Student visa? (✓) | | | | |
| Work Placement |  | Study Abroad Year | |  |
| Start date of Work Placement/Study Abroad Year | | |  | |
| End date of Work Placement/Study Abroad Year | | |  | |
| Name & Address of the Placement company or Study Abroad institution: | | | | |
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| Please answer all of the following questions: | | |
| Are you currently inside the UK? | *Yes* | *No* |
| Where do you intend to submit your new Student visa application? | *In my home country outside the UK* | *In the UK* |
| Have you lived in the UK with a valid Student visa for the previous 12 months (not including short holidays?) | *Yes* | *No* |
| **ATAS**: Does your course require [ATAS clearance](https://www.gov.uk/guidance/academic-technology-approval-scheme)? (If yes, you should apply for and obtain an ATAS certificate before making your visa application) | *Yes* | *No* |

**Stage 2.** Checking your immigration history and finances to ensure that you meet the UKVI rules for an extension of a student visa.

We aim to notify you of the outcome of stage 2 within 6 days of sending in your request.  
Please answer all of the below questions:

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| **FINANCIAL INFORMATION** | |
| **What are your tuition fees for the period of study covered by the CAS request? (next academic year)** | £ |
| **Have you already paid any of your fees for the next year of your course? If so, please confirm how much.** |  |
| **Do you have any outstanding fees/other debts to the University?** | £ |
| **Are your studies being funded, or were they funded within the last 12 months, by an official financial sponsor or scholarship? (this includes a government sponsor, the University, an international organisation or an international company).  If the answer is yes, please provide the name of the financial sponsor. Please also provide this information if you have received any financial sponsorship/scholarship that ended within the last 12 months.  If your studies are being funded by your parents or family, this does is not considered to be official financial sponsorship.** |  |
| **If you are receiving funding from an official financial sponsor, or if you have had an official financial sponsor in the past 12 months, have you received their consent to extend your time in the UK?** |  |
| **If you are receiving official financial sponsorship, please confirm how much money you are receiving.** | £ |
| **How many Dependants will be applying with you? (Partner/children that will also be applying for a visa to join you in the UK)** |  |

**Financial Evidence**

**Have you lived in the UK with valid immigration permission for** **at least the   
last 12 months, and are you making the visa application in the UK?**

If **yes**, tick the box and please note the UKVI will not ask you to send any financial evidence with your visa application.  In order to obtain a CAS from the University of Leeds, we will check that you have sufficient funds to pay any tuition fees due during the period the CAS covers.  By requesting a CAS you are confirming that you have sufficient funds to support yourself (and any dependants in the UK with you), and that you will continue to abide by the terms of the [student contract](https://students.leeds.ac.uk/info/21519/official_documentation_and_regulations/1263/student_contract_2020-21). Any dependants applying with you must also have lived in the UK for at least the last 12 months.

If **no**, you will need to show £1023 per month that the CAS covers, up to a maximum of 9 months (£9207), in addition to any outstanding tuition fees due.

You must send copies of your financial evidence with this CAS request form.

**If you are applying with Dependants:**

You will also need to show £680 per month *per dependant* to cover both the period that the CAS covers, plus the additional period of time that is added to the end of the Student visa by UKVI, up to a maximum of 9 months (£6,120)

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.

**More information about the financial requirement is on this page:** [**https://www.leeds.ac.uk/international-visas-immigration/doc/student-visa-financial-document-checklist**](https://www.leeds.ac.uk/international-visas-immigration/doc/student-visa-financial-document-checklist)

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

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| **IMMIGRATION HISTORY** | | | | | | |
| PLEASE LIST YOUR 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 Student visa refusal? (if yes, please attach details) | | | | | Yes | No |
| Any other information you wish to add: | | | | | | |

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| **PLEASE ATTACH COPIES OF THE BELOW DOCUMENTS:** | |
| **Your current Passport** | |
| **Your current/previous visa** | |
| **Previous BRPs/CAS if available** | |
| **Your financial documents that show you meet UKVI’s financial requirements (e.g. bank statement, bank letter)** | |
| **If you are using a bank account belonging to your parent(s) or legal guardian, please provide a copy of a signed letter from your parent(s) confirming they have given you permission to use their money for your visa application and study in the UK.** | |
| **If you are using a bank account belonging to your parent(s) or legal guardian, please provide a copy of your Proof of Relationship (e.g. birth certificate)** | |
| **Evidence of your official financial sponsorship, or scholarship award, if applicable** | |
| **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** | |
| **If your previous Student visa was cancelled by the Home Office, please send us a copy of the Notice of Cancellation or Notice of Curtailment that they sent you** | |
| **ATAS Certificate if required and available** | |
| **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 UKVI and University requirements.  I have attached all relevant documentation as requested.  I agree to email an image of the front and back of my new BRP to [BRP@leeds.ac.uk](mailto:BRP@leeds.ac.uk) | |
| 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 Student visa policy requirements at the time of your request.  You should ensure that all the documents you submit with your application meet the Student visa 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 Student visa application will be successful.  It is your responsibility to abide by the conditions of your Student visa 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 contact the [Student Visa Advice team](https://students.leeds.ac.uk/info/10500/international-students/877/international-student-advice-and-support) for an Adviser to check your application and documents, before your visa application is submitted.  **Useful Information**  Please read the [Student visa applicant guidance](https://www.gov.uk/student-visa) for full information on applying for your Student visa.  Please also read the information on the following pages:  **If you are applying outside the UK:**  <https://students.leeds.ac.uk/info/21506/your_visa/855/applying_for_your_visa_outside_the_uk>  **If you are applying inside the UK:**  <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  For example, you **cannot** apply inside the UK if any of the following statements are true:   * The University of Leeds has told you that it has withdrawn sponsorship from your Student visa, or * You are returning to the University after a period of temporary leave or suspension, or * You are returning to the University after completing resits as an external student, or * Your previous Student visa has been cancelled * You have changed to a different course and are restarting from level 1   Please read this [**link**](https://students.leeds.ac.uk/info/21506/your_visa/1009/work_placements_and_extending_your_tier_4_visa) for further information. |