**CAS EXTENSION REQUEST FORM (T3)**

**Use this form to request a CAS if you are a Research Student and need to apply for more time in the UK on a student visa**

**Please complete ALL sections of this form and return it with all requested documents to** [**rp\_student@adm.leeds.ac.uk**](mailto:rp_student@adm.leeds.ac.uk)

**Stage 1.** We will check your student record and with your Graduate 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 | | |
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| **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.  **Please note**: PGRs should request the Student ATAS, not the Researcher ATAS**)** | | Yes |
| No |

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| **WHAT IS THE REASON FOR YOU APPLYING TO EXTEND YOUR STUDENT VISA**? (✓) | |
| Returning from Suspension of Studies |  |
| Extension to Studies |  |
| Other – please give details: | |

**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.

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| **FINANCIAL INFORMATION** | |
| **Tuition fees payable for the period of study covered by the CAS request?** | £ |
| **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?** |  |
| **If sponsored – sponsors consent to extended study given?** |  |

**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 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.

**If you are applying with Dependants**

You will 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.

**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** | | | | | | |
| PREVIOUS STUDY IN THE UK | | | | | | |
| **Start date** | **End date** | **Subject** | **Level** (e.g.: 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 THESE VISA / FINANCIAL DOCUMENTS** |
| **Copy of your current visa and passport** |
| **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 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: |
| **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 [International Student Office](https://students.leeds.ac.uk/contacts#10500-contact) for an Adviser to check your application and documents, before your visa application is submitted.  **Useful Information**  Please read the [Student visa 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  Please read this [**link**](https://www.gov.uk/government/publications/points-based-system-student-route) for further information. | |