


Student visa extension application form guide

Guide updated 15/03/2024
Version 1.00

- This guide is intended for **University of Leeds** students who have received a new CAS to apply for an extension of their Student immigration permission inside the UK.
- Please read this guide together with the guidance on gov.uk and the information on our website:
 - <https://www.gov.uk/student-visa>
 - <https://students.leeds.ac.uk/info/21506/your visa/701/extending your visa in the uk>
- This guide only covers the version of the form used by applicants who apply with the UK Immigration: ID Check App. If you do not apply using the app, you will complete a different version of the form and will be required to verify your identity in a different way.
- Please note that this guide is up-to-date as of the date above. There may have been changes to the application form or questions since this date.
- If you have questions about the information in this guide, if you need assistance with your visa extension, or if you would like someone to check your application before you submit it, please contact StudentVisaAdvice@leeds.ac.uk
(Please include your University of Leeds student ID number with your email).

Link to application form for switching to or extending Student immigration status in the UK:

https://apply-to-visit-or-stay-in-the-uk.homeoffice.gov.uk/sort/start/student_in_uk?

 **GOV.UK**

BETA This is a new service.

Where are you planning to live?

England, Scotland, Wales or Northern Ireland

Jersey, Guernsey or the Isle of Man

[Continue](#)

At the start of the form, you will need to answer several questions that will determine if you can apply using the UK Immigration ID Check App.

Do you have a current EU, EEA or Swiss passport?

The EEA includes the EU countries and Iceland, Liechtenstein and Norway

Yes No

[Continue](#)

Do you have a valid UK biometric residence permit (BRP)?

You will need your BRP to confirm your identity. If you have lost your BRP, select No.

Yes No

[Continue](#)

Is your name on your biometric residence permit the same as on your current passport?

Yes No

[Continue](#)

If your answer to either of these questions is 'No', you will be taken to a different version of the application form and you will be required to attend an appointment instead of using the UK Immigration: ID Check App

Check you can use the app

You can use the app on:

- an iPhone 7 or newer models
- an Android phone with near-field communication (NFC)

Check the phone's settings to see if it has NFC. The phone has NFC if you can use it to make contactless payments.

If you do not have a phone

Ask a friend or family member if you can use their phone. No information is stored on the app or phone after you close it.

You do not have to apply on the phone - you can do the rest of your application on your computer or another device.

We will send your decision letter by email - this can be your email or someone else's. You do not use your decision letter to prove your status.

[Continue](#)

[I do not have a phone that can use the app](#)

[I am applying in the UK and I cannot receive my decision letter by email](#)

If you don't have a compatible phone, or if you don't wish to use the app for a different reason (for example, because you are having technical problems), then click 'I do not have a phone that can use the app' on this page. This will take you a different version of the application form and you will be required to attend an appointment instead of using the app.

The rest of this guide is intended only for applicants who are applying using the app.

Create a UK Visas and Immigration account

To use this service, you need to create an account.

Once you have an account, you can use it to confirm your identity, apply and use other Home Office services.

What you need

You will need your:

- date of birth
- passport
- email address
- phone number

If you need to give someone application access so they can apply for you, you also need their email address and phone number.

Who can create an account

You can create an account for yourself or someone else in some cases - for example, your young child.

[Create an account](#)

[I need to apply to the EU Settlement Scheme](#)

Sign in

If you applied before October 2020, you do not have an account (unless you applied to the EU Settlement Scheme).

To sign in, you need your identity document number and date of birth, and access to your phone or email.

[Sign in](#)

The Home Office will use the personal information you provide to create your account. Find out [how the Home Office will process your personal information](#).

If you don't already have a UKVI account, then click 'Create an account'

If you already have an account from a previous application, click Sign in

GOV.UK Sign out

BETA This is a new service.

[Applications](#) [Sign in details](#)

Your applications

Student

Your application has not been started.

[Start application](#)

If you no longer want to apply you can [delete this application](#).

Start your new application here.

This application is just for you. If you have dependants, they will need to make separate applications using their own UKVI accounts.

Apply as a Student

Unique application number (UAN): 3434 [REDACTED]

Date started: 8 March 2024

[Download application \(PDF copy\)](#)

If you no longer want to continue, [delete this application](#).

1. Identity and contact

[Confirm your identity](#)

Immigration adviser details	CANNOT START YET
Contact preferences	CANNOT START YET
Other names and nationalities	CANNOT START YET

This is the reference number for this application

You can download a PDF copy of your unfinished application by clicking here

You will need to complete each section of the application form in order. The first section is 'Confirm your identity' – click on the name of the section to continue.

Make sure you have your phone and identity document ready before moving on to the next step.

Confirm your identity

Confirm your identity

The next questions will find out how you can confirm your identity.

Using the app

The quickest way to confirm your identity is on the 'UK Immigration: ID check' app.

To use the app, you will need:

- your identity document
- an iPhone 7 or newer, or an Android phone that can make contactless payments

You can use someone else's phone if you need to. The app can be deleted once your identity has been confirmed.

Going to a visa centre

If you cannot use the app, you may need to have your fingerprints and photo taken at a visa centre.

If you need to do this, you will be able to book your appointment later.

[Continue](#)

[I have already tried using the app and it did not work](#)

Click Continue once you have read the information on the page.

Check you have the right smartphone

To scan your document, you must use the app on either:

- an iPhone 7, or newer model
- an Android phone that can make contactless payments

► [Why is this important?](#)

Do you have access to one of these phones?

Yes No

[Continue](#)

You do not need to own one of these smartphones yourself, so you can answer 'Yes' if you have a friend or relative whose phone you can borrow.

The app can be deleted once you have confirmed your identity and no information relating to your application will be saved to the phone.

You do not need to use the phone linked to the mobile number that you use to sign in to your UKVI account.

Continue on the app

1. Download the app

On your phone, search for and download the 'UK Immigration: ID Check' app in the Google Play or App Store.



[I cannot download the app](#)

2. Connect the app to your account

Open the app and select how you want to connect.

You can either enter the connection code or scan the QR code below.

Connection code

Enter the code you are given and press connect.

Connect

QR Code

If you select QR code, hold the phone up to scan the code with the camera.



Download the UK Immigration: ID Check App in the Google Play or App Store. Click the links on this page for links to the app.

Open the app on your phone and follow the instructions to connect to the application. You can connect by either scanning the QR code that is in your application or by entering a connection code generated by the app into your application.



Once you have connected your app to the application, you will need to complete the identity verification process using the app. You will need to complete the following steps:

1. Scan your document using the phone's camera
2. Check the biometric chip in your document
3. Scan your face
4. Take a photo of yourself

Once you have confirmed your identity, you can stop using the app and you will need to go back to your application form to complete the rest of the application.

If you have problems using the app, please check the detailed guidance and look at the top tips on gov.uk:

<https://www.gov.uk/guidance/using-the-uk-immigration-id-check-app>

1. Identity and contact

Confirm your identity	
Immigration adviser details	CANNOT START YET
Contact preferences	CANNOT START YET
Other names and nationalities	CANNOT START YET

After confirming your identity with the app, you might need to select this section in the application again.

GOV.UK Sign out

BETA This is a new service.

Identity information submitted

Complete your application

You can either:

- continue and complete your application on this phone
- sign out and apply later or on a different device, using the link we sent to [redacted]@[redacted]

[Continue](#) [Sign out](#)

This page confirms you have completed the 'Confirm your identity' section and that you do not need to use the app anymore. Click Continue and then select the next section in the list: 'Immigration adviser details'

Immigration adviser details

Are you using an immigration adviser based in the UK?

Are you using an immigration adviser based in the UK?

Yes No

! You must tell us immediately if there are any changes.

[Continue](#) [Save and return later](#)

Most students will not have their own immigration adviser and can answer No, even if you receive advice from a Student Visa Adviser at the end of University of Leeds.

If you have asked an immigration advisor or lawyer to assist with the application, you should provide their details. As they will need to verify their email before you can continue with the application, you must let them know that you have added them to the form.

Contact preferences

Which email address can we use to contact you?

We will send your decision letter and all application emails to this address.

If you have entered the email of your immigration adviser, we will always contact them. If you only want to be contacted via your immigration adviser, select your immigration adviser's email below.

[Redacted]

Choose a different email

[▶ I am applying in the UK and I cannot receive my decision letter by email](#)

[Continue](#)

[Save and return later](#)

The email address you provide here is what the Home Office and UK Visas & Immigration will use to contact you with any updates about your application your immigration status.

We recommend that you use a personal email instead of your University email, as your University email will be deactivated if/when you leave the University.

You must make sure that the email you use is one that you check regularly (including spam/junk folders), so that you don't miss any important emails about your immigration status.

Which phone number can we use to contact you?

We will use it to ask you to send us more evidence if we need to

[Redacted]

Choose a different phone number

[Continue](#)

[Save and return later](#)

UKVI will usually contact applicants using email, but it is still important to also provide an up-to-date phone number.

What is your address?

Postcode

[Change postcode](#)

Select an address

[Enter address manually](#)

[Continue](#)

[Save and return later](#)

Provide your current UK address.

You can enter your Postcode and then search for the address from a list, or enter your address manually.

Other names and nationalities

Any other names

In addition to the names already provided, are you now or have you ever been known by another name?

You must provide all your names. For example, if you changed your name after marriage or have a different name that you use for professional purposes.

Yes No

[Continue](#)

[Save and return later](#)

You must provide the details of any other names that you have had, or that you used to have.

Your identity card

Do you have a valid national identity card?

This includes identity cards, issued from non-UK governments. This does not include driving licences. If you have an internal passport, provide the details here.

Yes

No

[Continue](#)

[Save and return later](#)

If you have a national identity card issued by your government, you must provide the details. Not all countries have these.

If you select 'Yes' you will be asked to provide:

- the national identity card number
- issuing authority
- issue date (if applicable)
- expiry date (if applicable)

If your card does not have an issue or expiry date you can leave these blank.

Your other nationalities

Do you currently hold, or have you ever held, any other nationality or citizenship?

You must provide all the nationalities that you currently hold or have ever held.

Yes No

[Continue](#)

[Save and return later](#)

In addition to the nationality listed on the document you used to confirm your identity, if you have any other nationality, or if you used to have a different nationality, you must provide details.

For any other nationalities you hold, the form will ask you if you have a passport for that nationality.

People applying with you

Are your partner or children applying with you?

If you are applying as part of a group or family, each person including children will need to complete an individual application form

Yes No

[Continue](#) [Save and return later](#)

Do you have a spouse or partner applying with you?

Yes No

[Continue](#) [Save and return later](#)

Do you have children applying with you?

Yes No

[Continue](#) [Save and return later](#)

If you have family members that will be applying to extend their immigration permission at the same time as you as your dependants, you must provide their details here.

However, adding their details here does not add them to your application. You dependants will all need to submit their own individual application forms.

For any partner or children applying with you, you will be asked to provide the following details:

- Date of birth
- Passport number
- Country of nationality

You can find more information about applications for your dependants at following pages:

- <https://www.gov.uk/student-visa/family-members>
- <https://students.leeds.ac.uk/info/21506/your-visa/852/dependants>

Your location

Where is [REDACTED] applying from?

Enter the country in which [REDACTED] is making their application

United Kingdom

[Continue](#) [Save and return later](#)

You must confirm your current location.

If you are applying to extend your permission to stay, you must be inside the United Kingdom on the date you submit your application.

If you are outside the United Kingdom, you will need to apply for a new Entry Clearance visa using a different application form.

Please note that once you have submitted your application for permission to stay you must stay within the Common Travel Area (the travel zone covering the UK, Ireland, Isle of Man and the Channel Islands) until you receive the decision. If you travel outside this area, any pending applications for permission to stay will be cancelled.

Personal details

Your sex

Select the sex that is on your passport or travel document

- Female
- Male
- Other

Continue [Save and return later](#)

Confirm your sex as stated on your passport

Your country of birth

Enter the name of the country as it was when you were born.

This may be on your birth certificate if you have one.

Continue [Save and return later](#)

Confirm the name of the country you were born in

Your home address

Do you live at this address?

Ziff Building
WOODHOUSE LANE
LEEDS
LS2 9JT

We may use this address to send sensitive personal information and important documents. If we cannot contact you by email, we will use this address. We may use this address for correspondence about your application and may use it to contact you about your immigration status after your application has been decided.

You must notify us immediately if your home address changes. [Find out how to update your details here](#)

- Yes
- No

Continue [Save and return later](#)

You must provide your current UK address where you are living.

The address you provide will be used if any documents need to be delivered to you as part of or following your application (e.g. a new BRP), therefore you must make sure your address is correct.

If you change your address after submitting the application, you must update your UKVI account with the new details.

About your home

Select which option applies:

- I own it
- I rent it
- Other

[Continue](#)

[Save and return later](#)

Confirm if you own or rent the property you entered as your home address in the previous question.

If you rent your home, you will need to provide the name, phone number and address of your landlord or letting agency.

Previous address history

You must provide any other addresses that you have lived at in the past 2 years

Is this a UK address?

You will be able to add details of any additional addresses when you continue.

- Yes
- No

When did you start living at this address?

Enter date in the format MM YYYY

Month Year

--	--

Do you still live at this address?

- Yes
- No

[Continue](#)

[Save and return later](#)

You must provide the details of all address that you have lived at during the past 2 years (including inside and outside the UK).

You will need to provide the dates you started and stopped living at each address.

Family and relationships

Your relationship status

Do you have a partner?

This could include a boyfriend, girlfriend, husband, wife or civil partner

- No, I am single
- Yes, I am married or in a civil partnership
- Yes, but we are not married or in a civil partnership

[Continue](#) [Save and return later](#)

Confirm your relationship status.

If you have a current partner, you will need to provide their following details for your partner:

- Name and any previous names
- Date of birth
- Nationality
- If they currently live with you
- Phone number
- Passport details, if they have one

Your previous relationships

Have you previously been in a marriage or civil partnership?

- Yes No

[Continue](#) [Save and return later](#)

If you have previously been married or in a civil partnership, you will need to provide further details including the reason why the relationship ended.

Your parents

Can you provide details about at least one of your parents?

You must provide details about all your parents, if you know them

- Yes
- No

[Continue](#) [Save and return later](#)

You must provide the details of both your parents. You will need to provide the following details for each parent:

- Title (e.g. Mr, Mrs)
- Name
- Date of birth
- Nationality
- Previous nationality, if they haven't always had the same nationality

If you do not know the details of one or both of your parents, you will be asked to explain why.

Travel history

Time in the UK

How long have you lived in the UK?

Year(s) Month(s)

[Continue](#)

[Save and return later](#)

Confirm how long you have lived in the UK.

Time spent outside the UK

Since you started living in the UK have you spent time outside the UK?

Do not include holidays of 2 weeks or less. Include any periods of time you have spent on the Isle of Man, Jersey or Guernsey.

Yes No

[Continue](#)

[Save and return later](#)

You must provide the details of **all** times you have left the UK for 2 weeks or more since you started living in the UK.

Details of your time spent outside the UK

Where did you spend time outside the UK for more than 2 weeks?

You will be able to add additional details of time spent outside the UK after you click 'Continue'.

When did you leave the UK?

Enter date in the format DD MM YYYY

Day Month Year

When did you return to the UK?

Enter date in the format DD MM YYYY

Day Month Year

What was the reason for this time spent outside the UK?

You have 1,000 characters remaining

[Continue](#)

[Save and return later](#)

If you cannot remember your travel history, try checking:

- Flight (or other transport) booking emails
- Passport stamps
- Previous visa application forms

If you cannot recall the exact date for a journey that took place a long time ago, please just provide your best estimate and explain this in the text box asking for the reason of the time you spent outside the UK.

If you spent time outside the UK in multiple countries during the same period, enter these as different visits or explain the countries you visited in the text box.

Travel to Australia, Canada, New Zealand, USA, Switzerland or the European Economic Area

How many times have you visited the following places in the past 10 years?

- Australia
- Canada
- New Zealand
- USA
- Switzerland
- European Economic Area (do not include travel to the UK)

- Zero
- Once
- 2 to 5 times
- 6 or more times

▶ [Which countries are part of the European Economic Area \(EEA\)?](#)

[Continue](#)

[Save and return later](#)

Confirm how many times you have visited these listed countries during the past 10 years.

You will be required to provide the following details for your **two most recent** visits to these countries:

- Which country did you visit?
- What was the reason for your visit?
- Date of visit
- How long was your visit?

If you cannot recall or find out the exact length of your trip you can round up to the nearest number of weeks/months.

'European Economic Area' includes all countries in the European Union (EU) plus Iceland, Liechtenstein and Norway.

World travel history

Have you been to any other countries in the past 10 years?

Do not include visits to the UK, USA, Canada, Australia, New Zealand, Switzerland or the European Economic Area.

Yes No

▶ [Which countries are part of the European Economic Area \(EEA\)?](#)

[Continue](#)

[Save and return later](#)

You must provide the details of **all** visits to other countries in the past 10 years, excluding the countries listed in the previous question.

Details of your world travel history

Which country did you visit?

Do not include visits to the UK, USA, Canada, Australia, New Zealand, Switzerland or the European Economic Area. You will be able to add additional details of your trips after you click 'Continue'.

What was the reason for your visit?

- Tourism (including visiting family and friends)
- Work
- Study
- Transit (travelling through the country)
- Other - provide details

When did you enter this country?

Day Month Year

When did you leave this country?

Day Month Year

[Continue](#)

[Save and return later](#)

If you cannot recall the exact date for a journey that took place a long time ago, please try to provide your best estimate.

You are required to provide accurate and complete information with your visa application so if you have a large travel history you will need to take your time when completing this section.

If you don't know your travel history details, try using passport travel stamps, previous visa application forms, travel booking receipts, and holiday photographs, and talking to the people you travelled with, to help you remember.

Medical treatment in the UK

Did you receive medical treatment in the UK?

For example, if you visited a doctor, clinic or hospital, this counts as having medical treatment

Yes

No

[Continue](#)

[Save and return later](#)

You must provide the details of all times you have received medical treatment in the UK.

This includes visits to a doctor, clinic, or hospital.

Yes

Were you told that you had to pay the hospital, clinic or doctor's surgery for your medical treatment?

This does not include the Immigration Health Surcharge

Yes

Have you paid the full amount?

Yes No

No

You must confirm if you were told that you had to pay the hospital, clinic or doctor's surgery for the medical treatment.

If you answer Yes, you must confirm if you have paid in full, and you will also be required to provide proof of payment (such as a receipt or invoice) when you submit this application.

Please note that paying the Immigration Health Surcharge (IHS) does not count as paying for medical treatment.

Details of previous medical treatment in the UK

Where did you go for your previous medical treatment in the UK?

You will be able to add details of any additional medical treatments after you click 'Continue'

Accident and Emergency (A&E) at a hospital

To a doctor, clinic or hospital for non-emergency treatment

Name of hospital, clinic or doctors's surgery

Postcode

[Search for address](#)

When did you start receiving this medical treatment?

Enter date in the format MM/YYYY

Month Year

When did you stop receiving this medical treatment?

Enter date in the format MM/YYYY

Month Year

I am still receiving this medical treatment

[Continue](#)

[Save and return later](#)

For each previous medical treatment, you must confirm where you went for the treatment and the dates you were receiving the treatment (or if you are still receiving treatment).

If you have received medical treatment in the UK on more than one occasion, you will need to list each one separately.

National Insurance numbers

Do you have a UK National Insurance number?

Yes No

Continue

[Save and return later](#)

Confirm if you have a UK National Insurance number (NINO). If you have one, you must enter it into the application form.

You will likely have a NINO if you have ever worked in the UK.

If you aren't sure if you have a NINO or not, you can find information about them here: <https://www.gov.uk/national-insurance/your-national-insurance-number>

Driving licence

Do you have a UK driving licence?

Yes
 No

Continue

[Save and return later](#)

If you have a UK issued driving licence, answer Yes here

Public funds

Have you received any public funds (money) in the UK?

This includes benefits for people on low incomes, housing or child benefit. If you are applying from inside the UK, you only need to tell us about the public funds you have received since you were last granted permission.

Yes No

Continue

[Save and return later](#)

Answer the question Yes or No if you have ever received public funds in the UK.

Most UK visas, including Student visas, normally have a 'no recourse to public funds' condition that prevents the holder from accessing public funds.

If you are not sure if you have ever received public funds, you can find a list of what is considered public funds here:

<https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Welfare-Benefits#layer-3690>

Immigration permission

Your UK immigration status

Do you have a visa, leave to enter or remain or other permission to be in the UK?

Yes No

[Continue](#)

[Save and return later](#)

Answer Yes if you have a valid visa or immigration permission.

If you don't have a valid visa or immigration permission to be in the UK, for example because your previous visa/permission has already expired, then you must urgently seek advice from the University of Leeds Student Visa Advice team (studentvisaadvice@leeds.ac.uk).

Your UK immigration status

What is your current visa?

Child student

Student general

Other

[Continue](#)

[Save and return later](#)

Select your current visa/immigration status type.

If you are extending a Student visa, select 'Student general'.

If you are switching from a different type of visa that is not listed, select 'Other' and you will be able to type in the name of your category in the next question.

Your UK immigration status

What permission do you have to be in the UK?

For example, you entered the UK as a visitor without applying for a visa

[Continue](#)

[Save and return later](#)

Please note that you cannot switch to a Student visa if your current immigration permission is that of a 'Visitor' or 'Short-term student'.

More information about which people on non-Student visas can switch to Student visas, and when, can be found on gov.uk:

<https://www.gov.uk/student-visa/switch-to-this-visa>

Other Home Office applications

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 have submitted any other applications to the Home Office which have not yet been decided then submitting this application varies those previous applications. This means that only this application, which you are now completing, will now be considered.

Check the [guidance on varying an immigration application](#).

Yes No

[Continue](#) [Save and return later](#)

If this is the only application that you have submitted, select 'No'.

If you have already submitted an application for permission to stay, and you haven't received a decision for that application yet, you must answer 'Yes'.

By submitting a second application, you will 'vary' the application and the Home Office will only consider the most recent application submitted.

For example, you might be submitting a new application because you made a mistake in the previous application form, or because your course details have changed and you have received a new CAS number.

More information about varying an immigration application can be found at:

<https://www.gov.uk/guidance/vary-your-immigration-application>

What is the reference number for your other application?

This will be your Unique Application Number (UAN) or Global Web Form (GWF) number

► [Where can I find this?](#)

[Continue](#) [Save and return later](#)

If you answered Yes to the previous application, enter the reference number from your previous application.

Criminality

Immigration history

For either the UK or any other country, have you ever been:

- refused a visa
- refused entry at the border
- refused permission to stay or remain
- refused asylum
- deported
- removed
- required to leave
- excluded or banned from entry

Yes No

[Continue](#)

[Save and return later](#)

You must declare any previous immigration problems for any country, not just the UK.

If you have ever received a visa refusal (for any country), if you have ever been refused entry to a country, or if you were made to leave a country, you must provide the details and be as honest as possible.

Previous immigration problems will not necessarily lead to the new application being refused, but failing to declare them can lead to your application being refused for deception. A refusal for deception can result in serious problems for future applications so please make sure you read these questions carefully and provide all the requested information.

Details of an immigration problem

Give details of what happened

You will be able to add details of any further immigration problems after you click 'Continue'

- An application for a visa was refused
- I was refused entry at the border
- I was refused permission to stay or remain
- I was refused asylum
- I was deported
- I was removed
- I was required to leave
- I was excluded or banned from entry

Country

When did this immigration problem happen?

Enter date in the format MM YYYY

Month Year

[Continue](#)

[Save and return later](#)

For any previous immigration problems you must confirm further details.

There will be a text box where you can add any further information you wish to include, such as reference numbers, the reasons why a previous application was refused, and if the problem was resolved later on.

Give more details of this immigration problem

Give more details of what happened

You have 1,000 characters remaining

[Continue](#)

[Save and return later](#)

Details of an immigration problem

Do you have an appeal against that decision which is yet to be heard or is awaiting judgement?

Yes No

[Continue](#)

[Save and return later](#)

Breach of UK immigration law

Have you ever:

- entered the UK illegally
- remained in the UK beyond the validity of your visa or permission to stay
- breached the conditions of your leave, for example, worked without permission or received public funds when you did not have permission
- given false information when applying for a visa, leave to enter, or leave to remain
- breached UK immigration law in any other way

Yes No

[Continue](#)

[Save and return later](#)

You must declare any previous breaches of immigration law. This includes if you ever stayed in the UK longer than the expiry date of your visa or immigration permission.

Failure to answer this question honestly is likely to result in your application being refused.

Details of breach of UK immigration law

Give details of what happened

You will be able to add details of any additional breaches after you select 'Continue'

- I entered the UK illegally
- I remained in the UK beyond the validity of my visa/permission to stay
- I breached the conditions of my leave
- I gave false information when applying for a visa, leave to enter or remain
- Other

When did this breach of UK immigration law happen?

Enter the date in the format MM/YYYY

Month Year

Give details of what happened

You have 1,000 characters remaining

[Continue](#)

[Save and return later](#)

For any previous breaches of immigration law, you must provide further details. You can use the text box to explain what happened.

Convictions and other penalties

At any time, have you ever had any of the following, in the UK or in another country?

- criminal convictions
- driving offences
- outstanding criminal proceedings
- cautions or fixed penalty notices
- court judgements
- civil penalties for breaking UK immigration law

Yes No

You must tell us about spent as well as unspent convictions. You must tell us about any absolute or conditional discharges you have received for an offence.

[Continue](#) [Save and return later](#)

If you have ever received a criminal conviction or any of the other penalties listed here, in the UK or any other country, you must provide details.

Please check the list of convictions and other penalties carefully, as it includes relatively minor offences such as penalties for speeding or fines for minor offences such as littering.

If you answer Yes you will be asked to provide more details about each offence.

Failure to answer this question honestly is likely to result in your application being refused.

Convictions and other penalties

What was your offence?

Only select one answer at a time. If you need to give more than one answer, you can do so on another page.

- A criminal conviction
- A penalty for a driving offence, for example disqualification for speeding or no motor insurance
- An arrest or charge for which you are currently on, or awaiting trial
- A caution, warning, reprimand or other out-of-court penalty
- A civil court judgment against you, for example for non payment of debt, bankruptcy proceedings or anti-social behaviour
- A civil penalty issued under UK immigration law

You must tell us about spent as well as unspent convictions. You must tell us about any absolute or conditional discharges you have received for an offence.

[Continue](#) [Save and return later](#)

War crimes

You must read all of the information on this page before answering.

▶ [War crimes](#)

In either peace or war time have you ever been involved in, or suspected of involvement in, war crimes, crimes against humanity, or genocide?

Yes

No

I have read all of the information about war crimes, including the guidance

[Continue](#)

[Save and return later](#)

As with the previous questions, if the answer to any of these questions is Yes, you will be asked to provide further details.

Further information about these questions is available if you click the links next to the blue arrows.

Terrorist activities, organisations and views

You must read all of the information on this page before answering.

▶ [Terrorist activities](#)

Have you ever been involved in, supported or encouraged terrorist activities in any country?

Yes

No

▶ [Terrorist organisations](#)

Have you ever been a member of, or given support to, an organisation which has been concerned in terrorism?

Yes

No

Have you, by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to commit terrorist or other serious criminal acts?

Yes

No

I have read all of the information about terrorist activities, organisations and views, including the guidance

[Continue](#)

[Save and return later](#)

Extremist organisations and views

You must read all of the information on this page before answering.

▶ [Extremist organisations](#)

Have you ever been a member of, or given support to, an organisation which or has been concerned with extremism?

Yes

No

▶ [Extremist views](#)

Have you, by any means or medium, expressed any extremist views?

Yes

No

I have read all of the information about extremist organisations and views, including the guidance

[Continue](#)

[Save and return later](#)

As with the previous questions, if the answer to any of these questions is Yes, you will be asked to provide further details.

Person of good character

Have you, as a part of your employment or otherwise, undertaken paid or unpaid activity on behalf of a non-UK government which you know to be dangerous to the interests or national security of the UK or its allies?

Yes

No

Have you ever engaged in any other activities which might indicate that you may not be considered to be a person of good character?

Yes

No

Is there any other information about your character or behaviour which you would like to make us aware of?

Yes

No

[Continue](#)

[Save and return later](#)

Employment history

Have you ever worked for any of the following types of organisation?

- Armed Forces (career)
- Armed Forces (compulsory national or military service)
- Government (including Public or Civil Administration and non-military compulsory national service)
- Intelligence services
- Security organisations (including police and private security services)
- Media organisations
- Judiciary (including work as a judge or magistrate)

Yes

No

Continue

[Save and return later](#)

If you have ever worked for any of the listed types of organisations, you must answer 'Yes' and answer any follow-up questions.

Study details

Your Confirmation of Acceptance for Studies

Do you have a Confirmation of Acceptance for Studies (CAS) number?

Yes

No

Continue [Save and return later](#)

You must answer Yes and enter your CAS number.

Each CAS number can only be used for a single application. You cannot reuse the CAS number from your current Student visa.

If you do not have a new CAS number for your extension, please see the information on our website:

https://students.leeds.ac.uk/info/21506/your_visa/701/extending_your_visa_in_the_uk

Your application will be refused if you do not have a valid CAS number.

What type of sponsor will you be studying with?

The [Register of Student sponsors](#) sets out what type of sponsor each provider on the register is. A Higher Education Provider with a track record of compliance will have the status 'Student Sponsor - Track Record'

Independent School

Higher Education Provider

Higher Education Provider with a track record of compliance

Overseas Higher Education Provider

Publicly Funded College

Private Provider

Continue [Save and return later](#)

The University of Leeds is a Higher Education Provider with a track record of compliance. Select this option.

Study as a doctor or dentist

Are you going to be a postgraduate medical doctor or dentist on a recognised Foundation Programme?

A recognised Foundation Programme is one which is sponsored by Health Education England

Yes

No

Continue [Save and return later](#)

This question is asking if you will be a medical doctor or dentist on a recognised Foundation Programme sponsored by Health Education England.

If you are a doctoral research student you must answer 'No' to this question.

UCAS details

Did you apply for your course through UCAS?

Yes

What is your UCAS personal identification number?

No

▶ [What is UCAS?](#)

Continue

[Save and return later](#)

If you are studying an undergraduate (Bachelors) degree, you will have applied through UCAS so you should select Yes and provide your UCAS identification number. For most other courses you can select No.

Academic Technology Approval Scheme (ATAS)

Students of certain sensitive subjects, knowledge of which could be used in programmes to develop weapons of mass destruction or their means of delivery, will need to apply for an ATAS certificate before they can work in the UK. [Find out if you need an ATAS certificate.](#)

Do you need to obtain permission from the ATAS?

Yes

What is your Academic Technology Approval Scheme (ATAS) reference number?

This is the reference number on the ATAS clearance certificate issued to you by the Foreign, Commonwealth and Development Office.

No

Continue

[Save and return later](#)

ATAS is required for postgraduate study in certain subject areas e.g. mathematics, engineering, technology or medicine.

Your CAS and offer letter will confirm if your course requires ATAS.

If you require ATAS, you should answer Yes and provide the reference number from your ATAS.

If your course requires ATAS, a valid ATAS certificate is a mandatory document for your application. You can find more information about the ATAS requirement here: <https://www.leeds.ac.uk/international-visas-immigration/doc/atas-academic-technology-approval-scheme>

Sponsor licence number and address

This information is on your Confirmation of Acceptance for Studies (CAS) statement, or contact your sponsor to get their licence number.

What is your sponsor licence number?

Postcode

[Change postcode](#)

Select an address

[Enter address manually](#)

[Save and return later](#)

This question is asking about your immigration sponsor, the University of Leeds.

Our sponsor licence number and address is confirmed on the CAS and so you can copy and paste this information directly from the CAS.

Primary site of study

Is this the site where the majority of your study will take place?

University of Leeds
WOODHOUSE LANE
LEEDS
LS2 9JT

Primary site of study

Yes No

[Save and return later](#)

You should select Yes to this question, unless you are not studying on the University of Leeds campus.

Course information

Name of sponsor institution (school/college/university)

Course name

Qualification you will get

This is the level of the qualification you will receive at the end of your course. If you are unsure about the level of your qualification, [find out what qualification levels mean](#) or ask your sponsor institution.

Are you going to be a student union sabbatical officer?

▼ What is a student union sabbatical officer?

A sabbatical officer is a full-time officer elected by the members of a students' union (or similar body such as students' association, students' representative council or guild of students), usually at a higher education establishment such as a university.

Yes No

The name of your sponsor institution is the University of Leeds.

Enter your course name as it is written on your CAS.

Select the qualification level that is stated on your CAS.

For example:

RQF6 = Bachelor's degree

RQF7 = Master's degree (including integrated)

RQF8 = PhD

Select No unless your CAS confirms that you will be student union sabbatical officer.

Course dates

Course start date

Provide the start date of your main course of study, but do not include any other courses you may be taking before.

Enter date in the format DD MM YYYY

Day Month Year

Course end date

Day Month Year

[Continue](#)

[Save and return later](#)

Enter your course start date and course end date exactly as they are written on your CAS.

Financial sponsors

You need to tell us about any money you have got or you will get from an official financial sponsor. This includes money for a scholarship, internship, fellowship or training programme.

Examples of official financial sponsors include:

- governments
- universities
- international companies or organisations

[Continue](#)

[Save and return later](#)

If your studies are being funded by an official financial sponsor (such as a scholarship from a government, university or international organization), you will need to provide details.

If you answer Yes to these questions, you will be required to provide a letter from your financial sponsor confirming the details of the sponsorship.

If you are entirely self-funded, you can answer No to these questions.

Have you received money from a financial sponsor for either this current year or the past year (from March 2023 to March 2024)?

Yes No

[Continue](#)

[Save and return later](#)

Confirm if you received money from a financial sponsor for your studies during the previous year. Answer Yes even if the sponsorship has now ended.

Will you get money from an official financial sponsor for your course?

Yes No

[Continue](#)

[Save and return later](#)

Confirm if you will receive money from a financial sponsor during the new period of study that you are applying for.

Will your financial sponsor pay for the whole of your course?

Yes No

[Continue](#)

[Save and return later](#)

Confirm if the financial sponsorship will cover the whole period stated on your CAS

Course fees

What are your course fees for your first year?

If your course is shorter than 12 months, state the total course fee. This information is on your Confirmation of Acceptance for Studies (CAS) statement. Alternatively, you can contact your sponsor for this information.

£

Enter your 'Course Fee for First Year' as written on your CAS

Have you or your parent(s) or legal guardian(s) already paid any of your course fees?

Please select No if your course does not have a fee.

Yes
 No

Answer Yes if you have already made payments towards the course fees for your next period of study as written on the CAS.

Select No if your fee is 0.

[Continue](#) [Save and return later](#)

Have you or your parent(s) or legal guardian(s) already paid any of your course fees?

Please select No if your course does not have a fee.

Yes

How much has been paid?

£

How can you prove this amount has been paid?

My sponsor has confirmed this information on my CAS
 Receipts

Confirm how much you have paid for your current/future year of study.

If the amount you have paid isn't confirmed on your CAS yet, you will need to provide evidence of payment such as receipts or a tuition fee statement.

Student Loan

You must have enough money to cover your course fees and living costs. [Read the guidance document](#) to find out how much money you need and what documents you can use as evidence.

Are any of the funds required for this application in the form of a student loan?

Yes

Have you already received your student loan?

Yes No

No

If are using an educational loan as evidence, you should answer 'Yes' to this question. You will then be asked to confirm whether you have already received your loan. You can only use a loan letter for your Student visa application if your loan is an educational loan and in your name.

[Continue](#) [Save and return later](#)

Scholarships

Do you hold a Fulbright, Marshall, Chevening, or Commonwealth scholarship?

Yes No

If you hold one of the three types of scholarships listed, answer Yes.

If you have any other type of scholarship, answer No.

[Continue](#) [Save and return later](#)

English language ability

Do you have a medical condition which prevents you taking the English language test?

You must provide a letter from a doctor to confirm you have a [medical condition which prevents you from doing the test](#)

Yes No

[Continue](#) [Save and return later](#)

Have you provided evidence of your English language ability in a previous application?

You must have been granted a visa or permission to stay after meeting the language requirement at level B1 or above. For example:

- scored level B1, B2, C1 or C2 on an [approved English language test](#) which assessed your reading, writing, speaking and listening skills
- have a degree which was taught in English
- have an English GCSE, A level or Scottish National 4 or 5, Higher, or Advanced Higher qualification
- if you were a student, your sponsor confirmed on your CAS that you met the required level

Yes No

[Continue](#) [Save and return later](#)

If you have previously been granted a Tier 4 or Student visa to study at degree level or above, then you will have already met the English language requirement in a previous application and can answer 'Yes' to this question.

If you are applying to extend your Student visa and this is not your first CAS for this course, answer 'Yes' to this question.

If this is your first immigration application where you have needed to prove your English language ability, answer 'No' and then you will be asked follow-up questions to determine how you are meeting the requirement.

Has your sponsor assessed your English language ability?

If you have been assessed, your CAS will say 'Higher Education Institution sponsor has made assessment' under 'English language qualification'

Yes No

[Continue](#) [Save and return later](#)

You will only be asked this question if you answered 'No' to the previous question.

Check the section of your CAS under the heading 'Documentation used to obtain the offer'. This will say what was used for your English Evidence. If it says that the HEI has made assessment, you can answer 'Yes' to this question.

Check answers

GOV.UK Sign out


BETA This is a new service.

[Go to account home](#)

Apply as a Student

Unique application number (UAN): 3434- [REDACTED]

Date started: 8 March 2024

 [Download application \(PDF copy\)](#)

If you no longer want to continue, [delete this application](#).

1. Identity and contact

[Confirm your identity](#) **COMPLETED**

You can click this link to download a PDF copy of your unfinished application. This makes it easier to check all your answers and it also useful if you want to have your application form checked by the Student Visa Advice team (studentvisaadvice@leeds.ac.uk) before you submit.

1. Identity and contact

Confirm your identity	COMPLETED
Immigration adviser details	COMPLETED
Contact preferences	COMPLETED
Other names and nationalities	COMPLETED

2. Prepare application

People applying with you	COMPLETED
Your location	COMPLETED
Personal details	COMPLETED
Family and relationships	COMPLETED
Travel history	COMPLETED
Immigration permission	COMPLETED
Criminality	COMPLETED
Study details	COMPLETED
English language ability	COMPLETED
Account security questions	COMPLETED
Declaration	CANNOT START YET

You can review and change your answers for each completed section by clicking on the name of the section. Please **check your answers carefully** before you proceed further and make any necessary changes or additions to your answers.

Once you complete the Declaration section you will not be able to change any of your answers.

Once you have checked your answers, click 'Account security questions'. You will need to set some answers to some security questions, which you will need to use if you get locked out of your UKVI account (for example, because you lose access to the email and phone number you use to sign in with)

After setting your security questions you will be able to access the 'Declaration' section. Here you will be asked to confirm who you are and that the information in the form is correct. If you are applying on behalf of someone else, you will need to explain this here.

Pay and submit application

3. Pay and submit application

Immigration health surcharge

Application payment

After completing the Declaration you will need to complete two separate payments:

1. The Immigration Health Surcharge (IHS)
2. The Visa Application Fee

Your application will not be considered submitted until after you have paid **both** fees.

Immigration Health Surcharge

You will be taken to a different page to pay the IHS. Before you can pay you will need to check your details and answer some additional questions.

Staying in Isle of Man, Jersey or Guernsey? – The answer will usually be No.

Course start date – If you are applying to study a new course enter the Course start date on your CAS. If you are applying for an extension to continue an existing course, then enter the start date of the new extension period. This will either be the start of the next academic year or the day after your current visa expires. If you are not sure which date to enter, you can check with studentvisaadvice@leeds.ac.uk.

Course end date – Enter the course end date as stated on your CAS.

Are you applying to continue on the same course? – Answer Yes if this application is for an extension to a course you have already started.

Original course start date – Enter the date originally commenced your studies (you can find this written on your CAS in the 'Qualification Evidence' section).

Save a copy of your IHS answers as you will not be able to see them again after you click submit.

Sometimes the application form will not calculate the correct amount for your IHS. If you pay too little, the Home Office will contact you during the processing of your application to request a top-up payment.

Find more information about the Immigration Health Surcharge on gov.uk:

<https://www.gov.uk/healthcare-immigration-application>

Application payment

You must pay the Visa Application Fee to submit your application.

You will be asked to choose with Service you want to pay for. This will affect the estimated processing time for the application. If you need a faster decision, you can select the Priority Service, but this is more expensive and is usually not necessary. Please note that your choice of Service cannot be changed after payment and there is no option to upgrade to the Priority Service later on.

If you submit a valid application for permission to stay before your current visa expires, your right to stay in the UK (including right to study) will be protected and automatically extended until you receive the decision. This is called Section 3C leave.

However, you will not be able to leave the Common Travel Area while the application is pending, so if you have urgent travel plans, you may need to consider the Priority Service.

Provide evidence

4. Provide evidence

Evidence upload

You will receive confirmation emails after making each of the two required payments.

Your application is considered submitted after you have paid the visa application fee but the Home Office will not start processing your application until after you have uploaded and submitted copies of your required evidence.

After completing the payments, the link to the 'Evidence upload' section will be available. Please read the descriptions of the requested documents carefully and provide copies of the requested documents.

If your CAS states that you are being "sponsored on the basis of progress to date" you do **not** need to provide qualification evidence.

If you are not sure if you have the right documents for your application, please send a copy of your application form and documents to studentvisaadvice@leeds.ac.uk and we will check them for you.

After uploading your documents, don't forget to click the Submit button.

After your documents are submitted you will receive a confirmation email confirming that your evidence has been sent. If you do not receive this email, double-check to make sure you have submitted the documents properly.

If there are any documents or information missing from your application the Home Office may contact you to ask for them. If you receive any email like this, please let studentvisaadvice@leeds.ac.uk know so that we can help you respond.

After submitting your application

After you have uploaded and submitted your evidence you will not have any other steps to complete until you receive an update from the Home Office..

Regularly check your emails as any updates regarding your application will be sent to you by email.

You must also make sure to keep checking your email's junk/spam folders, as sometimes Home Office emails can be incorrectly flagged as junk email.

Download a PDF copy of your application form after submission as this will be a useful copy for your records. You may also be asked to provide this to the University as proof that you have a pending application.

Please contact studentvisaadvice@leeds.ac.uk if you receive any requests for further documents or information that you are not sure about.

If your application is successful, please contact BRP@leeds.ac.uk with the details of your new immigration permission (copy of decision letter, Share Code, and copy of new BRP if you are issued one)

If your application is rejected or refused, please contact studentvisaadvice@leeds.ac.uk immediately.