



# International Student Support

## A guide to completing the online visa application form to extend your Student visa in the UK

**The International Student Support Service has created this guide to completed the online Student visa application form. This is for students who are extending their Student visa from within the UK.**

Prior to making your application, you are advised to read through our guidance about the requirements and the documents you need to prepare: [www.ntu.ac.uk/internationalsupport](http://www.ntu.ac.uk/internationalsupport).

Please be aware that not all students are eligible to make their Student visa application from the UK – please contact us by e-mail if you have any further questions on your eligibility to apply: [int.support@ntu.ac.uk](mailto:int.support@ntu.ac.uk)

In order to complete the application process, you need to take the following steps:

1. Create an account with UKVI
2. Complete the online form
3. Take note of the documents you need to upload
4. Pay the Immigration Health Surcharge
5. Pay the visa application fee
6. Book an appointment online at a UKVCAS (UK Visa and Citizenship Application Services) centre
7. Upload your documents for scanning to the UKVI
8. Attend your appointment

This leaflet is produced by:

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TRENT UNIVERSITY 

## Starting your Student visa application online:

Follow the screenshots in our guide and check through our notes on completing the application.

| Online application section / question   | International Student Support Service notes  |
|---|--|
| <p><b>Apply</b></p> <p>You must apply online.</p> <p>As part of your application you'll need to prove your identity.</p> <p>How you do this depends on where you're from and the type of passport you have.</p> <p>You'll either:</p> <ul style="list-style-type: none"><li>• give your fingerprints and a photograph (biometric information) at a <a href="#">UK Visa and Citizenship Application Services (UKVCAS)</a> service point</li><li>• use the 'UK Immigration: ID Check' app to scan your identity document - you will also create or sign in to your UK Visas and Immigration (UKVI) account</li></ul> <p>You'll be told what you need to do when you apply.</p> <p><b>Start now &gt;</b></p> | <p>Go to: <a href="https://www.gov.uk/student-visa/extend-your-visa">https://www.gov.uk/student-visa/extend-your-visa</a> and scroll to the bottom of the page.</p> <p><i>Choose "Start now"</i></p> |
| <p><b>1. Start</b> 2. Application 3. Documents 4. Declaration 5. Pay 6. Further actions</p> <p><b>Your location</b></p> <p>Are you currently in the UK?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><b>Save and continue</b></p>  | <p>At each stage of the application choose your answer, followed by "save and continue"</p>  |

**1. Start** 2. Application 3. Documents 4. Declaration 5. Pay 6. Further actions

[← Back](#)

## 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.

Yes  No

Save and continue

[▶ Show and edit answers](#)

## Other Home Office applications

*If you have already sent another UK visa application to the Home Office for which you are still awaiting a decision, please contact [int.support@ntu.ac.uk](mailto:int.support@ntu.ac.uk), otherwise, choose “no.”*

## Register an email

Enter an email address and password so you can save your answers. You will then be emailed a unique link to let you log back in to your application at a later point, if needed.

Throughout your application, you can select the option to 'Return to this application later' in order to re-send the link to your latest saved application.

Emails sent to this address may contain personal sensitive information. We will send a verification email to this email address. This email address must be verified by clicking the link in the verification email before the application can be submitted

Email address

Create a password

Your password must be 8 characters or longer and include a letter and a number or symbol.

Repeat your password

Save and continue

## Register an email

*Choose an email address you check regularly. Once you have set up your password, UKVI will email you a link to your application form. You will need to use it **each time you log back into your application**. At any stage of your online application, you can select the option, **“Return to this application later”** and then select the option, **“Email this link”** in order that you can easily return later.*

*Follow the instructions for creating a password. If you think you will have difficulty remembering your password, write it down and keep it somewhere safe.*

*You will then be asked if you have another email you may be contacted on (optional).*

|  |  |
|--|--|
| <p><b>A verification email has been sent</b></p> <p>We have sent a verification email to:</p> <p>This email address must be verified by clicking the link in the email before the application can be submitted.</p> <p><a href="#">Change email address</a></p> <p><a href="#">Resend verification email</a></p> <p><b>Save and continue</b></p>   | <p><b>A verification email has been sent</b></p> <p>To continue with your application you must verify your email address – you will receive a link from: <a href="mailto:noreply@visas-immigration.service.gov.uk">noreply@visas-immigration.service.gov.uk</a></p>                                      |
| <p>1. <b>Start</b> 2. Application 3. Documents 4. Declaration 5. Pay 6. Further actions</p> <p><a href="#">◀ Back</a></p> <p><b>Registration email address</b></p> <p>Who does this email belong to?</p> <p><input checked="" type="radio"/> The applicant</p> <p><input type="radio"/> An immigration adviser based in the UK</p> <p><input type="radio"/> Someone else</p> <p><b>Save and continue</b></p> | <p><b>Registration email address</b></p> <p>If you are making your own application use your email and select “the applicant”</p>   |
| <p>Do you have an immigration adviser based in the UK?</p> <p>Immigration advisers can advise you on matters relating to immigration and citizenship. For more information, click <a href="#">here</a>.</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><b>Save and continue</b></p>   | <p><b>Do you have an immigration adviser based in the UK?</b></p> <p>Only choose “yes” if you have a legal representative such as a solicitor making this application on your behalf in the UK.</p> <p><b>N.B. If you are using the University’s visa application checking service, select “No”.</b></p> |

1. Start 2. Application 3. Documents 4. Declaration 5. Pay 6. Further actions

## Check your answers

Check the information below before you continue to the next section.

### Personal information

Are you currently in the UK? Yes [Change](#)

Do you currently have an application with the Home Office for leave to remain for which you have not yet received a decision? No [Change](#)

Email address rory.shanahan@ntu.ac.uk [Change](#)

Who does this email belong to? The applicant [Change](#)

rory.shanahan@ntu.ac.uk

### Immigration adviser

Do you have an immigration adviser based in the UK? No [Change](#)

Continue

## Check your answers

*Check through the information you have provided and ensure it is correct.*

 GOV.UK

Visas and Immigration

Application menu

**BETA** This is a new service - your [feedback](#) will help us to improve it.

1. Start 2. Application 3. Documents 4. Declaration 5. Pay 6. Further actions

## Applicant(s)

Once the questions for the main applicant have been completed, you will be able to add additional applicants to this application, such as a family member or dependant

Student

**The applicant**

Not started

Answer questions about this applicant

## Applicant(s)

*You are now ready to answer the questions on the application form about you – the Student. If you have dependants in the UK with you, you'll be able to add their details later.*

Enter your name, as shown in your current passport or travel document.

Your given name is usually your first name. Your family name is the surname that is shared by your family. If you have middle names, include these with your given name. If your name has a suffix (e.g. Jr), include this with your given name. If you have a patronymic name include it with your given names. You must tell us all your given names.

▶ [I cannot enter my name using a current passport or travel document](#)

Title

Given name(s)

Family name

▶ [I do not have both a given name and a family name](#)

Save and continue

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

Save and continue

**Enter your name as it is written on your passport.**

*If you have only one name rather than a first name and a surname, choose “I do not have both a given name and a family name” and you will find a single box to enter your name.*

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

*If you have ever been known by another name, you must provide details of this.*

Can we use this email address to contact you?

If possible, we will use this email as your correspondence address. We will use this to contact you about your application and may use it to contact you about your immigration status after your application has been decided. If your application is successful, we may issue a [biometric residence permit \(BRP\)](#) to you. We will use this email address to make the arrangements to deliver the BRP to you. Emails may go to your spam, junk or trash folders.

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

Yes  No

Save and continue

Provide your telephone number

Only include numbers, and for international numbers include the country code. We may contact you by telephone if we have any further questions about your application, or about your immigration status after your application has been decided. This may be a home, work or mobile number.

You must notify us immediately if the contact telephone number you provide as part of this application changes. [Find out how to change your details here.](#)

I cannot be contacted by telephone

Where do you use this telephone number?

You can select more than one option

For use whilst in the UK

For use whilst out of the UK

**Can we use this email address to contact you?**

*The email address you have provided will appear here.*

*Make sure it is an email that you check regularly. UKVI will use it to contact you. If they need further information you will need to respond promptly.*

**Provide your telephone number**

*Enter a telephone number that UKVI can use to contact you in the case of any questions about your application.*

Provide your postal address

We may use this address to send sensitive personal information and important documents such as your [biometric residence permit](#). If we can't contact you by email, we will use this postal address. We may use this address for correspondence about your application and may use you to contact you about your immigration status after your application has been decided.

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

Enter a UK postcode

Find UK address

[Enter address manually](#)

Is this where you live?

Yes  No

Save and continue

**Provide your postal address**

*Enter your UK postcode and then select your address from the list.*

*This is the address UKVI will use to send your new BRP to. You must update UKVI if your address changes whilst you are waiting for the outcome of your application.*

*When your new BRP arrives, it will be delivered by courier and it will need to be signed for.*

*You can also use a correspondence address, eg if you wish for your BRP to be sent to an alternative UK address such as a family member. If you do that, indicate that you do not live at this address. You will then be asked for the address where you live.*

Is this where you live?

Yes  No

When did you start living at this address?

Enter the date format in MM/YYYY

Month Year

Save and continue

Cancel

**Is this where you live?**

*Give the month and the year that you started to live at your current UK address.*



What is your gender, as shown in your passport or travel document?

- Male
- Female
- Unspecified

What is your relationship status?

▶ [I am unsure of my current relationship status](#)

Save and continue

**What is your gender, as shown in your passport or travel document?**

*Enter your gender as shown on your passport and your legal relationship status:*

*Single: means you have never been married or in a civil partnership and you do not consider yourself to be in a relationship akin to either of these.*

*Unmarried partnership: means you consider yourself in a relationship but are not married or in a civil partnership.*

Country of nationality

If you have previous or additional nationalities, you will be able to add these later in the application.

Country of birth

Place of birth

Enter your place of birth (for example, the city or province), as shown on your passport or travel document.

Date of birth

For example, 31 3 2020

Day    Month    Year

Save and continue

**Country of nationality**

*Enter these details as shown in your passport or travel document. If you have any previous or additional nationalities, there will be an opportunity to add these later in the application process.*

Passport number

Issuing authority

On your passport this could also be referred to as 'country of issue' or 'place of issue'.

Issue date

For example, 31 3 2020

Day    Month    Year

Expiry date

For example, 31 3 2020

Day    Month    Year

Confirm you can provide this passport

***Passport number***

*Use the photo page of your passport to complete this section.*

*Make sure you check the details carefully.*

*You will be required to take your passport to an appointment as part of your visa application.*

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

National identity card number

Provide the number as shown on your identity card

Issuing authority

On your identity card, this could also be referred to as 'country of issue' or 'place of issue'.

Issue date (if applicable)

Enter date in the format DD MM YYYY

Day Month Year

Expiry date (if applicable)

Enter date in the format DD MM YYYY

Day Month Year

**Do you have a valid national identity card?**

*This refers to national identity cards issued by a government, other than the UK government. If national identity cards are a requirement in your country, copy the details from your card. NB: a driving licence is not considered to be a national identity card.*

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

Save and continue

Cancel

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

*If you currently, or previously have held any other nationalities, choose "yes" and then provide the details (see below).*

### Details of other nationality

Country of other nationality

If you have additional nationalities, you will be able to add these later.

Date held from

Enter date in the format DD MM YYYY

If you are unsure of the exact date, provide the month and year

Day Month Year

Date held to

Enter date in the format DD MM YYYY

If you are unsure of the exact date, provide the month and year

Day Month Year

Confirm if you still hold this nationality

 I still hold this nationality

Save and continue

### Details of other nationality

*You are required to provide details of all current and previous additional nationalities.*

Do you currently have a visa or leave to remain?

Yes  No

What type of visa or leave to remain do you have?

Tier 4 (General) leave to remain

[▶ I have a different visa or leave to remain](#)

Save and continue

### Do you currently have a visa or leave to remain?

*If you do not currently hold a Student or Tier 4 student visa, seek advice from the International Student Support Service before submitting your application.*

What is the start date of your current visa or leave to remain?

Enter date in the format DD MM YYYY

Day Month Year

What is the end date of your current visa or leave to remain?

Day Month Year

[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

**What is the start date of your current visa or leave to remain?**

*You will find this on your BRP*



*Date of issue = start date*

*Valid until = end date*

Has your visa or leave to remain ever been revoked, cancelled or curtailed?

This means your visa or leave was withdrawn after it had been granted. You would have been informed by the Home Office.

Yes  No

[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

**Has your visa or leave to remain ever been revoked, cancelled or curtailed?**

*If your current or previous visa has been cancelled by UKVI (eg because you left a previous course early), contact the International Student Support Service for further advice before making your application.*

How long have you lived in the UK?

Year(s) Month(s)

Save and continue

### ***How long have you lived in the UK?***

*Write the number of years and months you have lived in the UK.*

What is this person's relationship to you?

- Mother
- Father
- Stepmother
- Stepfather

Title

Given names

Family name

If they do not have both a given and family name, enter their name(s) in the Given

Date of birth

Enter date in the format DD MM YYYY

Day Month Year

Country of Nationality

Have they always had the same nationality?

- Yes
- No
- Don't know

Save and continue

### ***About your first / second parent***

*You need to provide the name, date of birth and nationality of both your parents if you can.*

Do you have a biometric residence permit?

Read guidance about [what a BRP is](#) and [see examples](#) of what they look like and where to find the BRP number.

Yes, I have a biometric residence permit

Enter your permit number

No, I had a biometric residence permit for my most recent leave, but I do not have it now

No, I did not have a biometric residence permit for my most recent leave

Save and continue

**Do you have a biometric residence permit?**

Answer "Yes" if your current visa details are printed on a card like the one below. The permit number is found in the top right hand corner.



What is your current National Insurance number?

Example QQ 12 34 56 C

I do not have a National Insurance number

Save and continue

[Return to this application later](#)

▶ [Show and edit answers](#)

**What is your current National Insurance number?**

National insurance numbers are issued to people working in the UK to ensure that any tax or national insurance payments are recorded against your name.

If you have been issued with an NI number, provide the number in the box, even if you are not currently working.

Otherwise, choose "I do not have a National Insurance number"

|   |  |
|---|--|
| <p>Do you have a UK driving licence?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><a href="#">Save and continue</a></p> <p><a href="#">Return to this application later</a></p>   | <p><b>Driving Licence</b></p> <p><i>If you have a UK driving licence, you need to provide the licence number.</i></p>  |
| <p>Have you been to any other countries in the past 10 years?</p> <p>Do not include visits to the UK, USA, Canada, Australia, New Zealand, Switzerland or the European Economic Area.</p> <p>▶ <a href="#">Which countries are part of the European Economic Area (EEA)?</a></p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><a href="#">Save and continue</a></p>   | <p><b>World travel history</b></p> <p><i>If you have visited any other countries in the past 10 years, you will need to include details of your trips, including the destination, reason for the trip, arrival and departure dates.</i></p> <p><b>Do not include visits to the UK, USA, Canada, Australia, New Zealand, Switzerland or the European Economic Area.</b></p> |
| <p>Have you provided evidence of your English language ability in a previous application?</p> <p>You must have provided evidence that you either:</p> <ul style="list-style-type: none"> <li>scored level B1, B2, C1 or C2 on an approved English language test which assessed your reading, writing, speaking and listening skills</li> <li>have a degree which was taught in English</li> <li>have an English GCSE, A level or Scottish National 4 or 5, Higher, or Advanced Higher qualification</li> </ul> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><a href="#">Save and continue</a></p> | <p><b>Previous evidence of English language ability</b></p> <p><i>If you have previously provided evidence of your English language level as part of a visa application, tick “yes”.</i></p>   |



|   |  |
|---|--|
| <p>Have you ever been:</p> <ul style="list-style-type: none"> <li>• refused a visa for the UK</li> <li>• deported from the UK</li> <li>• removed from the UK</li> <li>• required to leave the UK</li> <li>• refused entry at the UK border</li> </ul> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><a href="#">Save and continue</a></p> <p><a href="#">Return to this application later</a></p> <p>▶ <a href="#">Show and edit answers</a></p>   | <p><b>Have you ever been: refused a visa for the UK? Deported from the UK? Removed from the UK? Required to leave the UK? Refused entry at the UK border?</b></p> <p><i>This question refers to problems with UK immigration only. If you have ever experienced any of the situations listed, answer Yes to this and provide further details of the issue. Please also contact the International Student Support Service for further advice.</i></p> <p><b>It is important that you declare any of these problems on your application even if they happened a long time ago and you have been issued with a UK visa since.</b></p> |
| <p>Have you ever:</p> <ul style="list-style-type: none"> <li>• entered the UK illegally</li> <li>• remained in the UK beyond the validity of your visa or permission to stay</li> <li>• breached the conditions of your leave, for example, worked without permission or received public funds when you did not have permission</li> <li>• given false information when applying for a visa, leave to enter, or leave to remain</li> <li>• breached UK immigration law in any other way</li> </ul> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><a href="#">Save and continue</a></p> | <p><b>Breach of UK immigration law</b></p> <p><i>You must declare if you have breached the UK immigration law – for example if you have ever overstayed your visa, or worked illegally. Please note that these may affect the outcome of your application and you should get advice from the International Student Support Service before submitting your application.</i></p>   |
| <p>Have you ever been given medical treatment in the UK?</p> <p>For example, if you visited a doctor, clinic or hospital, this counts as having medical treatment</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><a href="#">Save and continue</a></p>  | <p><b>Medical treatment</b></p> <p><i>If you have ever been given medical treatment in the UK, you need to declare this.</i></p> <p><i>For example, if you visited a doctor, clinic or hospital, this counts as having medical treatment. You will then be asked if you were asked to pay for this treatment and if you have paid the full amount required.</i></p>  |

Have you ever received any public funds (money) in the UK?  
This includes benefits for people on low incomes, such as housing or child benefits.

Yes  No

Save and continue

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

*International students with Student visas are prohibited from accessing specific welfare benefits such as local authority housing and child benefits. If you claim public funds despite having a visa which states “no recourse to public funds,” you:*

*Will be breaching the conditions of your visa  
May be refused another UK visa  
May be barred from returning to the UK.*

*If you need further advice, please contact the International Student Support Service.*

At any time have you ever had any of the following, in the UK or in another country?  
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 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
- No, I have never had any of these

***Criminal convictions and other penalties***

*You must give details of any criminal convictions you have in the UK or elsewhere. This includes road traffic offences, drink driving offences, and police cautions. If you have no criminal convictions or penalties, select, “**No I have never had any of these**”.*

*A civil court judgement is where a court has ordered you to pay money to another person or party usually because of damages or monetary loss incurred by that person or party (this could affect students who are evicted from their property as a result of not paying their rent).*

*A civil penalty issued under UK immigration law includes fines issued to people who miss the deadline to apply for a BRP replacement.*

War Crimes are grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict.

The types of acts that may constitute a war crime include:

- wilful killing
- torture
- extensive destruction of property not justified by military necessity
- unlawful deportation
- the intentional targeting of civilians
- the taking of hostages
- Crimes against humanity
- Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons
- Genocide
- Acts committed with intent to destroy, in whole or in part, a national, ethnic, racial or religious group

This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal

## **War Crimes**

*Read through this section carefully and if there is anything you are unsure of, take advice from the International Student Support Service.*

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

Terrorist activities are any act committed, or the threat of action designed to influence a government or intimidate the public and made for the purposes of advancing a political, religious or ideological cause and that:

- involves serious violence against a person
- may endanger another person's life
- creates a serious risk to the health or safety of the public
- involves serious damage to property
- is designed to seriously disrupt or interfere with an electronic system

Yes

No

Save and continue

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

*You must declare whether you have been involved with or supported terrorist activities. You will also have to declare if you have you ever been a member of, or given support to, an organisation which is or has been concerned with extremism. Finally, you will have to declare if you have ever engaged in any other activities which might indicate that you may not be considered to be a person of good character.*

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)

***Your employment history***

*You must declare if you have previously worked for certain organisations, including armed forces, government, media, security services, judiciary. If you have, you'll need to include your job title or the role you were in, the organisation you worked for and the dates of employment.*

What is your sponsor licence number?

7EVPXBF3X

Sponsor's address

Nottingham Trent University

50 Shakespeare Street

Town/City

Nottingham

Postcode

NG1 4FQ

Save and continue

**What is your sponsor licence number?**

*This information is found on your CAS email. The NTU sponsor licence number is:*

*7EVPXBF3X*

*The official address for NTU is:*

*Nottingham Trent University*

*50 Shakespeare Street*

*Nottingham*

*NG1 4FQ*

|  |   |
|--|---|
| <p>What type of sponsor will you be studying with?</p> <p>The <a href="#">Register of Student sponsors</a> sets out what type of sponsor each institution on the register is. A Higher Education Provider with a track record of compliance will have the status 'General Student Sponsor – Track Record'.</p> <p> <input type="radio"/> Independent School<br/> <input type="radio"/> Higher Education Provider<br/> <input checked="" type="radio"/> Higher Education Provider with a track record of compliance<br/> <input type="radio"/> Overseas Higher Education Provider<br/> <input type="radio"/> Publicly Funded College<br/> <input type="radio"/> Private Provider </p> | <p><b>What type of sponsor will you be studying with?</b></p> <p><i>NTU is a higher education provider with a track record of compliance.</i></p>   |
| <p>Is this the site where the majority of your study will take place?</p> <p>Nottingham Trent University<br/>50 Shakespeare Street<br/>Nottingham<br/>NG1 4FQ</p> <p> <input type="radio"/> Yes    <input type="radio"/> No </p> <p><a href="#">Save and continue</a></p> <p><a href="#">Return to this application later</a></p> <p>▶ <a href="#">Show and edit answers</a></p>   | <p><b>Is this the site where the majority of your study will take place?</b></p> <p><i>Students studying courses based at the <b>City Site</b>, choose “yes”</i></p> <p><i>Students studying courses based at the <b>Clifton Campus</b>, choose “no” and insert this address:</i></p> <p><i>Nottingham Trent University, Clifton Campus, Clifton Lane, Nottingham, NG11 8NS</i></p> <p><i>Students studying courses based at <b>Brackenhurst</b>, choose “No” and insert this address:</i></p> <p><i>Nottingham Trent University, Brackenhurst Campus, Brackenhurst Lane, Southwell, NG25 0QF</i></p> |

|  |  |
|--|--|
| <p>Did you apply for your course through UCAS?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>▶ <a href="#">What is UCAS?</a></p> <p><b>Save and continue</b></p>  | <p><b>Did you apply for your course through UCAS?</b></p> <p><i>UCAS is the Universities &amp; Colleges Admissions Service. If you applied for your course at NTU through UCAS, choose “Yes”. If you applied directly to NTU (eg for a postgraduate course) or are coming to NTU via NTIC, choose “No”</i></p>   |
| <p>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 study in the UK. You can <a href="#">find out if you need an ATAS certificate here</a>.</p> <p>Do you need to obtain permission from the ATAS?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><b>Save and continue</b></p> | <p><b>ATAS:</b></p> <p><i>Students studying certain postgraduate research courses may be required to apply for ATAS clearance before they make their visa application in the UK. Your CAS email will indicate if you need to apply for an ATAS certificate.</i></p> <p><i>Further information, including the online application is available at: <a href="http://www.gov.uk/guidance/academic-technology-approval-scheme">www.gov.uk/guidance/academic-technology-approval-scheme</a> If ATAS permission is required, you will be given a reference number once it is granted.</i></p>   |
| <p>Will you be receiving money from an official financial sponsor for your continuing studies?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>▶ <a href="#">What is an official financial sponsor?</a></p> <p><b>Save and continue</b></p>   | <p><b>Are you currently receiving money from an official financial sponsor - or have you received money from an official financial sponsor in the past 12 months? Will you be receiving money from an official financial sponsor for your continuing studies?</b></p> <p><i>UKVI only considers an official financial sponsor to be: the UK Government, the applicant’s national government, the British Council or any international organisation, international company, university or Independent School</i></p> <p><i>If you are not receiving money form an official financial sponsor, choose “No”. Sponsored students will need an official sponsorship letter.</i></p> |

Name of sponsor institution (school/college/university)

Nottingham Trent University

Course name

Copy from CAS email

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 here](#) or ask your sponsor institution.

Are you going to be a student union sabbatical officer?

▶ [What is a student union sabbatical officer?](#)

Yes

No

### **Name of sponsor institution**

*This question relates to NTU – your sponsor for your Student visa.*

*Copy your course name exactly as it is written on your CAS email.*

*Qualification you will get:*

| <b>Your New Course at NTU</b>  | <b>RQF Level</b> |
|--|------------------|
| Pre-Sessional English for Academic Purposes (PEAP)                       | CEFR B2          |
| Bachelor Degree (eg BSc(Hons), BA(Hons)<br>Graduate Diploma in Law (GDL) | RQF6/SCQF9/10    |
| Bar Professional Training Course (BPTC)<br>Legal Practice Course (LPC)   | RQF7/SCQF11      |
| Master Degree (eg MSc, MBA, MA, MRes,<br>LLM)                            | RQF7/SCQF11      |
| Postgraduate Certificate (eg PGCE)                                       | RQF7/SCQF11      |
| Doctoral degrees (eg PhD and including DES<br>applicants).               | RQF8/SCQF12      |

*A student union sabbatical officer is a full-time officer elected by the members of a students' union*



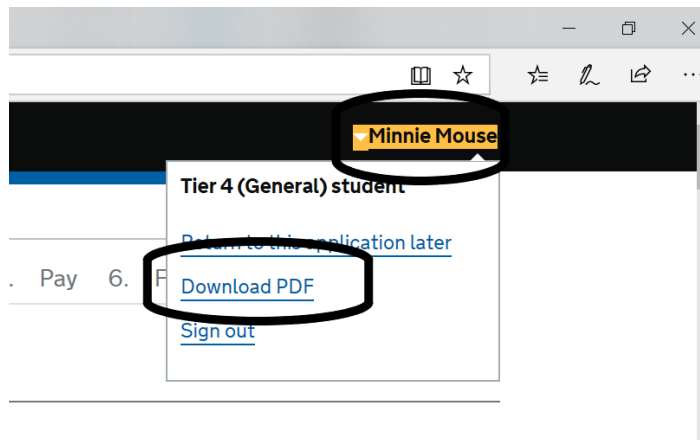
|  |   |
|--|---|
| <p><b>Course start date</b></p> <p>Provide the start date of your main course of study, but do not include any other courses you may be taking before.<br/>Enter date in the format DD MM YYYY</p> <p>Day    Month    Year</p> <p><input type="text"/> <input type="text"/> <input type="text"/></p> <p><b>Course end date</b></p> <p>Day    Month    Year</p> <p><input type="text"/> <input type="text"/> <input type="text"/></p> <p><b>Save and continue</b></p>                         | <p><b>Course start and end date:</b></p> <p><i>Copy these from your CAS. Students who are already part way through their course will need to refer to the “actual course start date” indicated in the “documents used to obtain offer” section of their CAS.</i></p>  |
| <p>Are you applying for the Doctorate Extension Scheme?</p> <p>The Doctorate Extension Scheme is for students who have almost finished their PhD or other eligible doctorate degree. It allows them to stay in the UK for 12 months after their course has ended in order to gain further experience in their chosen field, seek skilled work or develop plans to set up as an entrepreneur</p> <p><input type="radio"/> Yes    <input type="radio"/> No</p> <p><b>Save and continue</b></p> | <p><b>Are you applying for the Doctorate Extension Scheme?</b></p> <p><i>The Doctorate Extension Scheme is for PhD candidates who are nearing the end of their studies. Most students will choose “No” to this question. In order to apply for the scheme, you will need a CAS that is specifically issued for the scheme. Please note it will be phased out in 2021 due to the introduction of the new Graduate Route.</i></p> |

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| <p>Have you or your parent(s)/legal guardian(s) already paid any money to your sponsor for accommodation?</p> <p>This is only money paid to your sponsor. For example, this does not include money paid to a private landlord or housing organisation. There is a limit on how much of this will count towards your maintenance requirement, and this is set out in the guidance <a href="#">here</a></p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><b>Save and continue</b></p>  | <p><b><i>Have you or your parent(s) / legal guardian(s) already paid any money to your sponsor for accommodation?</i></b></p> <p><i>This refers to money paid to NTU for accommodation. You must check these payments are shown on your CAS.</i></p> <p><i>N.B. If this applies to you, please note that the maximum amount that can be deducted from your living costs is £1,265 even if you have paid more than this amount. You should not include details of payments made to private accommodation providers.</i></p> |
| <p>What are your course fees for your first year?</p> <p>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.</p> <p>£ <input type="text"/></p> <p>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.</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><b>Save and continue</b></p> | <p><b><i>What are your course fees for the first year?</i></b></p> <p><i>If you are a new student, enter the total course fees for your first year of study exactly as they are indicated on your CAS.</i></p> <p><i>If you are a continuing student, enter the total course fees for your current academic year of study.</i></p> <p><i>If you have already paid fees to NTU (eg a deposit or first instalment), check it is shown on your CAS.</i></p>   |
| <p>You must show that you have enough money to cover your course fees and living costs. <a href="#">Read the guidance</a> to find out how much money you need to show and what documents you can use as evidence.</p> <p>Are any of the maintenance funds required for this application in the form of a student loan?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><b>Save and continue</b></p>   | <p><b><i>Are any of the maintenance funds required for this application in the form of a student loan?</i></b></p> <p><i>If you are relying on a student loan in order to meet the maintenance requirement, you will need a loan letter. The loan must be provided by your government or by a government sponsored student loan company or be part of an academic, or educational loans scheme.</i></p>  |

|   |   |
|---|---|
| <p>You must show that you have enough money to cover your course fees and living costs. <a href="#">Read the guidance document</a> to find out how much money you need to show and what documents you can use as evidence.</p> <p>Are all of the maintenance funds required for this application in a bank account with your name on it?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><a href="#">Save and continue</a></p> | <p><b><i>You must show that you have enough money to cover your course fees and living costs.</i></b></p> <p><i>This is called the “maintenance requirement.” You will need all of your outstanding tuition fees (as shown on your CAS) plus £1023 for your living costs per month of study, up to a maximum of £9207. The funds must be saved in a bank account in your name or your parents name for at least 28 days before you pay for your visa application.</i></p> <p><i>The International Student Support Service can check your documents meet the requirements. Please email them to <a href="mailto:int.support@ntu.ac.uk">int.support@ntu.ac.uk</a> before you pay for your application.</i></p> <p><i>Please note students who are making their Student visa application from the UK and who have been living in the UK for 12 months or more when they apply do not need to meet the financial requirement.</i></p> |
| <p>Do you have a Confirmation of Acceptance for Studies (CAS) number?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><a href="#">Save and continue</a></p>  | <p><b><i>Do you have a Confirmation of Acceptance for Studies (CAS) number?</i></b></p> <p><i>Your CAS is sent to you by email. You can only use a CAS number once. Check it very carefully to ensure there are no errors or omissions.</i></p> <p><i>You must have a CAS in order to apply for a Student visa.</i></p>   |

### Check Your Answers

You have now completed the visa application form. Before you continue, check each section to ensure it is completed accurately. If there is anything you are unsure of, please email [int.support@ntu.ac.uk](mailto:int.support@ntu.ac.uk) for advice before you continue. We advise you to keep a PDF of your final answers. Do this by choosing your name at the top right hand corner of the screen and then the “Download PDF” option. Make sure you save it securely.



### Dependants

If you are including a dependant partner, spouse or child, you now have the opportunity to add in their details. If you are unsure if your dependant can be included in your application, check the UKCISA website: [www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Dependants](http://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Dependants)

### Check Your Documents

See [our website](#) for guidance on the documents you need to prepare for your visa application. Pay particular attention to your financial evidence. If you have any doubts about the suitability of your documents, or if you just want some reassurance, email them to [int.support@ntu.ac.uk](mailto:int.support@ntu.ac.uk) to be checked before you continue with your application.

| Document   | To be provided by...  |
|--|---|
| <b>Current passport</b>  | All students  |
| <b>Biometric Residence Permit (BRP)</b>                                      | All students in possession of a BRP   |
| <b>Police Registration Certificate</b>                                       | All students with the requirement to register with the Police   |
| <b>* Personal bank statements</b>  | Students who have the funds required for their maintenance saved in their personal bank accounts.       |
| <b>* Parent's bank statements, birth certificate and letter from parents</b> | Students who are using their parent's bank statements as evidence they meet the maintenance requirement |
| <b>* Official sponsorship letter</b>   | Students who have an official financial sponsor, eg their Government                                    |
| <b>* Documents used to obtain offer</b>                                      | All students, unless assessed on progress to date (see your CAS)  |

|                                    |   |
|------------------------------------|---|
| <b>*ATAS certificate</b>           | Students who are studying specific postgraduate research courses  |
| <b>* Professional translations</b> | Students who are submitting documents which are not in English must provide a professional translation. |

NB Students with dependants will require additional documentation (see: [www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Dependants](http://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Dependants))

#### **Differential evidence requirement**

If you are a national of a country listed under section ST22.1 of the [Appendix Student](#), you will not be required to provide evidence of your qualifications or finances when you submit your Student visa application. However, you must ensure that you meet all of the requirements when making your application as you may be requested to submit evidence at a later stage.

**Last updated 22/01/21**