How to extend your student visa

1. DOES YOUR COURSE REQUIRE ATAS?
Apply online for ATAS at least 8 weeks prior to visa expiry date. Check if ATAS is required by visiting: www.imperial.ac.uk/study/international-students/visas-and-immigration/atas

2. PREPARE FUNDS
At least one month in advance of your visa expiry date make sure you have the relevant sum of money in a bank account in your or your parent’s name.

3. CREATE AN ONLINE ACCOUNT ON THE UKVI WEBSITE
Go to https://visas-immigration.service.gov.uk/product/tier-4-student and click on the ‘Apply Now’ button to begin the application.

For guidance on completing the application please refer to our website http://www.imperial.ac.uk/study/international-students/visas-and-immigration/apply-for-a-student-visa-in-the-uk/application-forms-inside-the-uk/

DO NOT click and confirm on the Declaration page or pay until you have had your application and documents checked by an adviser.

4. ATTEND A VISA WORKSHOP OR APPOINTMENT
Attend an International Student Support visa extension appointment or workshop and bring your passport, photos and supporting documents* (see below). The adviser will check your online form and documents* (see below).

5. SUPPORTING DOCUMENTS & PHOTOCOPIES
Collect any outstanding documents (eg. original Bank Statement and/or Scholarship Letter). PHOTOCOPY all your supporting documents, including your passport (main page + visa pages).

6. FOLLOW the instruction email from the adviser on completing and printing your application and paying the Immigration Health Surcharge and application fee after it has been double-checked.

Alternatively, COME BACK during our Quick Query morning drop-in sessions for a final application check.

7. Return Application + photocopies to International Student Support OR
Post Application to the Home Office yourself OR
Attend in-person appointment at Premium Service Centre

8. BIOMETRICS APPOINTMENT
Have your biometrics (fingerprints and photograph) taken at a designated Post Office as advised by letter from Home Office.

9. We will contact you to collect your passport, ID card and documents from the International Student Support Office once they have been returned to us.

International Student Support
Level 3, Sherfield Building
South Kensington Campus
www.imperial.ac.uk/study/international-students
international@imperial.ac.uk
Sponsor Licence Number: 1E82R2BR6

*Document Checklist
- Passport (s)
- 2 recent passport size photos (cream/light grey background NOT white!!!)
- Biometric Residence Permit (if available)
- Police Registration Certificate (if applicable)
- ATAS Certificate (if required)
- Tuition Fee Receipt
- Scholarship Letter (If applicable)
- Original evidence (final transcript / degree certificate) of previous qualifications, as listed on CAS (if applicable)
- Bank Statement as proof of funds held in a UK or overseas bank account for at least 28 days.
- If you are using parents bank statements you will need additional documents: birth certificate, letter from your parent(s)