



Student route-extend or switch-Application Guide

Inside the UK

Facebook: [Ravensbourne International Students](#)
Email: international@rave.ac.uk
Telephone: +44(0)20 3040 3667



Ravensbourne
University London



Meeting the requirements of the Student route

To qualify for the Student route an applicant must meet the following main requirements:

- You must not fall for refusal under the general grounds for refusal (criminal convictions and certain active civil penalties, you must not have an adverse immigration history and/or breached the conditions of your UK immigration permission, if applicable).
- You must have been issued with a valid Confirmation of Acceptance for Studies (CAS). When assign your CAS you will obtain 50 points.
- You must have attained 10 points for meeting the English language requirements.
- You must have attained 10 points for meeting the financial requirements .
- You must meet all validity requirements for the Student Route.
- You must be a genuine student and meet all other suitability requirements.

Read the [Immigration Rules \(Appendix ST\)](#) for more information on the Student route requirements.

Getting Your CAS

Before we assign you a CAS, you must provide us with evidence that you have sufficient funds to cover the cost of your living expenses in the UK for at least 9 months as well as any outstanding tuition fees you will owe if you have only paid the £5,000 non-refundable CAS deposit which will be deducted from your full tuition fees amount).

The current 'maintenance' amount you are required to show is £12,006 (£1,334 per month for up to 9 months). Students receiving US Federal/Education Student Loans are not normally required to submit documentation confirming that they have sufficient funds to cover fees and maintenance before obtaining a CAS unless your US Student loan will only partially cover your fees and maintenances.

If required by UKVI to attend an interview you must do so and be able to demonstrate to the Officer reviewing your application that you are able to communicate in English at the standard of proficiency confirmed by us in your CAS.

You must demonstrate that you are a genuine student.



Applying to switch into the Student route

In addition to the main eligibility requirement you may switch into the Student route if:

- You have valid immigration permission and you are in the UK;
- You are not in the UK with any of the following immigration permissions:
 - a visit visa.
 - a short-term student visa
 - a Parent of a Child Student visa
 - a seasonal worker visa
 - a domestic worker in a private household visa
 - leave outside the immigration rules
 - You are not in the UK on immigration bail
- Your new course must start within 28 days of the expiry of your current immigration permission . If the gap between the expiry of your current visa/immigration permission and the start of the new course is more than 28 days you would normally be required to leave the UK and apply overseas **unless** you were able to rely on COVID-19 concessions (whilst they are in place). Check if you are eligible to apply under the [UKVI COVID-19 concessions guidance](#).



Applying to extend your Tier 4/Student leave

- You must be in the UK with valid leave
- Your new course must start within 28 days of the expiry of your current Tier 4/Student route immigration permission. If the gap between the expiry of your current Tier 4/Student route visa/immigration permission and the start of your new course is more than 28 days you would normally be required to leave the UK and apply overseas **unless** you were able to rely on a COVID-19 concession (whilst they are in place). Check if you are eligible to apply under the [UKVI COVID-19 concessions guidance](#).
- You must be progressing academically i.e. usually need to show your studies will be at a higher academic level than your current course unless exempt (due to resitting exams or retaking modules etc.). [Read the guidance](#) for more information on the academic progression requirements. **Ravensbourne will not issue a CAS in support of a permission to stay application if the applicant will not be academically progressing unless they are exempt from this requirement.**

Note: If in the 12 months before the date of your application, you completed a course of studies in the UK for which you were awarded a scholarship or sponsorship by a Government or international sponsorship agency covering both fees and living costs, you must provide written consent in relation to the application from that Government or agency.



Applying to extend your Tier 4/Student route visa/immigration permission or switch into the Student route category

When to apply?

- You can apply up to three months before your course starts.
- You **must** apply to extend your permission to stay in the UK before your current visa expires. If you wait until your visa has already expired you will become an 'over-stayer', which in most cases is a criminal offence and you will be required to leave the UK to apply for entry clearance under the Student route.

You **may** be able to apply to extend your immigration permission even if your leave has expired under the COVID 19 concessions. Read the [COVID 19 guidance](#) from UKVI to see whether they apply to your circumstances.

When can you begin studying at Ravensbourne?

If you were issued a CAS by Ravensbourne and you applied to extend your Tier 4/Student route permission before your current visa expires you can begin your course at Ravensbourne before UKVI approves your application.

However you must be able to prove to us that you submitted your extension application in time.

Please note: if your application for permission to stay is later refused/rejected as invalid by UKVI (subject to exhausting all appeal options) Ravensbourne is required to withdraw your sponsorship and de-register you from your course until you are able to obtain the relevant immigration permission.





Student Route- permission to stay/switch-Application Step by Step Guide

What you need to know about making a permission to stay (extending your visa) or switch application under the Student route, including how and when to apply.

Click on the relevant box for more details on each stage of the process.

[Requirements for extending or switching](#)

[Prepare the evidence you need](#)

[Apply](#)

[Attend an appointment](#)



Application process-steps

You can find the online application form [here](#).

You will need to enter your personal details, nationality, date of birth, UK address details, passport details

Other relevant questions:

- 1. Do you currently have a visa or leave to remain? Please confirm** when completing the online form you should select the 'leave to remain' for the visa type of your current visa in response to the question 'What type of visa or leave to remain do you have?' even if you have never previously held leave to remain as the form currently does not provide the option for visa (entry clearance) holders.
2. Enter the start and end date of your current visa/leave to remain. Answer the other questions related to your current leave and immigration status.
- 3. Personal information:** Enter your relevant personal details and details about your parents..
- 4. Do you have a Biometric Residence Permit (BRP)?- answer as relevant and provide details.**
5. Confirm whether you have NIN and/or UK Driving licence
- 6. Provide details about your travel and visa history.**

You must also ensure that your details are entered correctly in the form, in particular enter your name exactly as it is written in your passport and your address in full (including your flat or room number). Please save your application as you go along.

- 7. Evidence of English language ability.** Select the options that are relevant to your circumstances. **Please refer to your CAS letter if you are unsure. If you select the option 'that your Higher Education Provider' has assessed you then select 'Yes'** for the question 'Does the Higher Education Provider have a track record of compliance?'
- 8. Immigration history:** answer the relevant questions according to your circumstances
- 9. Have you ever been given medical treatment in the UK?** Select 'Yes' or 'No'. If you select 'Yes' you will need to confirm whether you paid in full for your medical treatment if you were asked to do so. In most cases if you paid the Immigration Health Surcharge you would not have been required to pay. You will also need to enter the details of the date and place you receive the treatment.
- 10. Have you ever received any public funds (money) in the UK?** Select 'Yes or No'
- 11. Civil, other penalties and other questions related to your suitability for a visa:** answer the relevant questions according to your circumstances.



Application process– steps cont'd

12. Place of Study

- **Sponsor' licence number: D6JMMF0A4**
- **Sponsor address: 6 Penrose Way, Greenwich Digital Peninsula, London SE10 0EW ;**
- **Type of sponsor you will be studying with: Higher Education Provider with a track record of compliance**
- Primary site of study: confirm the address for Ravensbourne (see above). Is this the site where the majority of your study will take place? Select **'Yes'**

13. **UCAS:** Select **'Yes or No'** in response to this question and enter your number if you have one.

14. **ATAS details:** Select **'No'** in response to this question.

15. **Official financial sponsorship-confirm** whether or not you have or will be receiving official financial sponsorship. Refer to the [Student route policy guidance](#) for more information about what is considered official financial sponsorship.

16. **Course Information:** For information about your course please refer to the CAS letter we sent you.

17. **Are you going to be a student union sabbatical:** Select **'No'**

18. **Are you applying for the Doctorate Extension Scheme?** Select **'No'**

19. **Maintenance and Fees** (refer your CAS letter from Ravensbourne for details specific to your circumstances):

- money paid to your sponsor for accommodation? Select **'No'** in response to this question;
- enter the details of your course fees and how much you have already paid to Ravensbourne (if applicable). If you have paid some/all of your course fees please select **'My sponsor has confirmed this information on my CAS'** to confirm how you can prove that you have paid some/all your course fees to Ravensbourne;
- confirm whether you have a student loan (e.g. Educational Loan, US Federal Loan etc.;
- confirm whether you have sufficient funds to cover your course fees and maintenance requirement and that the funds are held in the manner required by UKVI. [Read the UKVI guidance document](#) to find out how much money you need to show and what documents you can use as evidence

If you have held valid immigration permission in the UK for at least 12 months you will not be required to submit financial documents with your permission to stay application.

20. **Do you have a Confirmation of Acceptance for Studies (CAS) number?** To find your CAS number please refer to the CAS letter we sent you. **If you submit your application without a CAS number it will be rejected as invalid.**



Application process – steps cont'd

21. **Verification consent.** Confirm your consent to the Home Office/UKVI conducting verification checks of your supporting documents (bank, utility bill). You should download and print this declaration.
22. Carefully read and confirm that you understand the conditions of your stay in the UK under the '**Student**' route.
23. Carefully check and then confirm your answers on the '**Declaration**' section of the form.
24. Pay the Immigration Health Surcharge (IHS) (opens in a new window) and enter the reference number on your application.
25. Enter your payment details to pay for your application.
26. **Book an appointment to enrol your biometrics and submit your original passport (scan other supporting documents if applicable).**

After you have paid the relevant fees (find fee details [here](#)) **and submitted your application online you should be directed to** the UKVCAS or SSC website to book an appointment. You will be told if you need to use a UKVCAS or SSC centre after you have submitted and paid the relevant application fees.

You may not have to attend a UKVCAS/SSC service centre if you meet all of the following criteria:

- You are applying under the Student route;
- You are currently in the UK; and
- You had provided your fingerprints to UKVI since July 2015.

If your biometrics can be reused you will receive instructions via email and will be not be required to book an appointment.

If you need to attend a biometric appointment and submit your passport please read the latest service guidance for [UKVCAS customers](#) and [SSC customers](#) for more information.

27. Refer to the further actions checklist provided by UKVI.



Supporting documentation required for your Permission to Stay- application

Once you have completed your online application form a document list should be generated which will indicate the mandatory and other supporting documents needed for your permission to stay application.

Below is a typical list of documents you will be required to provide to UKVI with your application. **However please refer to the specific list for your application.** Check the boxes on the application form to confirm which documents you will be submitting with your application.

- **Your current biometric residence permit (BRP)**, if available.
- **Your current original passport (confirming your identity and nationality).**
- **Police registration certificate (PRC).** **If you were required to register with the UK Police you must submit your PRC with your permission to stay application.** Check whether you are required to register with the UK Police [here](#).
- Any other document(s) we used to issue your CAS. We will tell you in the CAS letter if you need to submit any additional document(s) (e.g. any qualifications).
- You must submit translations with your documents if they are not in English/Welsh.

- Financial documents required for your permission to stay application **unless** you have lived in the UK with valid immigration leave for 12 or more months prior to the date of your application or you are eligible for [differential evidence arrangements](#). If you are using funds from your parent(s) for your studies you also need to submit evidence of your relationship (e.g. birth certificate and letter of permission from your parent(s) consenting to the use of their funds).

Applicants studying at degree level and above at a HEP with a track record of compliance and those who are eligible for [differential evidence arrangements](#) are not normally required to submit evidence of their academic progress and English language ability with their application but are advised to keep the documents to hand in the event that UKVI requests them.





Providing your documents

- After you have submitted your application online you will need to provide your supporting documents (please refer to the checklist on your application for a list of all documents you are required to provide to UKVI along with your application).
 - You may submit originals or copies of your documents but **you must take your original passport(s) to your appointment.** You will have the option of uploading copies of your documents on the [UKVCAS website](#) or taking them with you to your biometric appointment where they will be scanned, please note that there is usually a fee for the scanning service. **You do not need to send any physical documents to the Home Office or UK Visas & Immigration unless you are advised to do so**
- If **any** of your documents are **not** in English or Welsh, you must submit fully certified translations by a professional translator or translation company. This includes your financial documents. Please ensure that your translations meet UKVI requirements, go to the [Student route policy guidance](#) for more information.
- **Your passport should be returned to you before you leave the UKVCAS/SSC centre. However, please do not travel outside of the UK, Ireland, the Channel Islands or the Isle of Man until a decision is made on your application as this could lead to your application being withdrawn.**
- Your application may be rejected if you do not provide all mandatory documents. If your application is rejected due to documents not being provided, it will not be considered and an administration fee for each person included in the application will be deducted from your refund.
- We recommend keeping scanned copies of all the documents submitted with your permission to stay application.



Methods of submission and processing times

Select your method of submission when you submit your application online.

Methods of submission options usually available are:

- standard (usually processed in 8 weeks)
- priority (5 working days)
- or super priority (1 day).

Please visit the [UKVI website](#) for the application submission options and estimated processing time for each option.

UKVCAS offers several options for submitting your application, please visit their [website](#) for more details.

For more information on applying to extend your UK immigration permission from within the UK please refer to the [Student route policy guidance](#), [UKVI website](#) and the [UKCISA](#) websites for more information.



Financial documents

- If possible, please submit the same bank statement(s)/financial document you provided to Ravensbourne for your CAS. If you submit a different document which has not been assessed by Ravensbourne and there is insufficient money in your/your parent's bank account, your application could be refused. Please contact Ravensbourne if you need to submit a different financial document from the one assessed by us.
- If you are using your parent(s)/legal guardians funds as evidence you will also need to submit evidence of your relationship (eg birth certificate/family register) and a letter from them confirming that they will fund your studies in the UK.

Your/your parent's'/legal guardian's bank statement/bank letter must be dated no earlier than 31 days before the date you submitted your permission to stay application online.

- If you are being financially sponsored by a government or an international scholarship agency you must submit an official letter (original/copy) from them confirming the details of your sponsorship. Please refer to the [UKVI Student route policy guidance](#) and Ravensbourne's [Visas and Immigration website](#) for more information.



- Students receiving US Federal/Student Loans covering their **full** tuition and maintenance costs are not required to submit financial documents confirming that they have sufficient funds for their tuition and maintenance costs. Ravensbourne will issue you with an award letter detailing your loan amounts and disbursement dates.
- If you are eligible for ['differential evidence arrangements'](#) you are not required to submit your financial documents with your application.
- If you have been living in the UK for 12 or months at the date of your application you do not have to submit financial documents.

If you are exempt from submitting financial documents with your application keep them to hand in the event that UKVI requests them.



Differential evidence requirements

Eligible ‘differentiation arrangements’ nationals: nationals of certain countries are not required to submit their financial or educational documentation with their Student route permission to stay application because they qualify for ‘differentiation arrangements’. To be eligible you must be applying for UK entry clearance in the country or territory where you live or applying for permission to stay from inside the UK.

Note: UKVI has the discretion to ask for your documents at any stage of the application process. If you are unable to provide documentation when requested, your application could be refused. We strongly advise that you read the details of the financial and educational documents detailed in your CAS letter and collect all supporting documents as if you were required to submit them at the same time as your application. Check if you are eligible for ‘differentiation arrangements’ by viewing the current list in [Appendix ST](#).



Your partner and/or children

Your partner and/or child/children (dependants) may be able to apply for permission to stay in the UK with you if they meet the [eligibility requirements](#). We would advise that they submit their application(s) at the same time as you.

- You could add an application for each of your family members to the main (your) application as part of the application process.
- You will need to pay the appropriate application and Immigration Health Surcharge fees for each family member.
- Unless exempt, you/your dependent(s) must also submit evidence to show that you have held the required [maintenance funds](#), up to a maximum of nine months for each dependant. The evidence (e.g. bank statement/bank letter) must be dated no more than 31 days before your/their permission to stay application(s) is/are submitted online.
- **Applicants eligible for ‘[Differentiation arrangements](#)’:** If you **and** your dependent(s) qualify for ‘[differentiation arrangements](#)’ and they apply for permission to stay as the same time as you they will not be required to submit evidence of the maintenance funds. However they should have the documents at hand in the event that UKVI requests them.
- If your partner and/or child/children have lived in the UK with valid immigration permission for at least 12 months they will not have to submit financial documents with their application.

If your dependant(s) do not meet the above eligibility requirements they will be required to submit evidence that you/they have held the required maintenance funds for 28 consecutive days in a bank account or other financial document with their permission to stay application(s).

- You/your family must also submit evidence confirming how they are related to you (e.g. birth certificate and/or marriage certificate) with your/their visa applications.

Please refer to UKVI’s [Student route policy guidance](#) and [website](#) for more information.



Students under the age of 18

You will need to submit a letter of parental consent with your permission to stay application. The letter from your parent(s)/legal guardian(s) must confirm the following:

- the relationship between you and your parent(s)/legal guardian(s);
- that they have given their consent for you to make a Student route permission to stay application;
- that they agree to the arrangements made for your reception in the UK;
- that they agree to your living and care arrangements in the UK. If you will be living in the UK independently, that they have consented to you living independently in the UK; and
- whether they have legal custody or sole responsibility for you. If they have sole custody then they must sign the letter. If they do not, the letter must confirm that each of your parent(s) or legal guardian(s) agree to the contents of the letter and it must be signed by each parent or legal guardian.

Please refer to the [Student route Policy Guidance](#) for more details on the specific information that should be included in the letter of parental consent.





Home Office Credibility Interviews for Student route permission to stay applicants

As part of your application, you may be asked to attend a 'credibility interview'. This will usually be conducted at a UKVI centre either in-person or by video link. The purpose of the interview is to check your credibility as a genuine student.

What will they ask?

The interviewer may ask about your reasons for choosing the UK, Ravensbourne and your course/programme of study as well as questions on the content of your course and how this fits into your career aspirations (post-study plans), what other institutions you looked at (UK and non-UK) and your finances (source of funds).

They may also ask about your immigration history.



How will the interview affect your application?

The UKVI officer who dealt with your application will be given a copy of the transcript of the interview and will use that to assess your credibility along with the other documents you provide with the application.

If you are required to attend an UKVI interview please contact Ravensbourne as soon as you have been informed of the date. Please also feel free to contact us if you have any questions or concerns.



After you have applied

Student route-permission to stay application-approval

Once your permission to stay application is approved you should be informed of the decision within the standard processing time for the method of submission used. Please provide us with a copy of your BRP and UKVI decision letter by uploading them to your student account or emailing them to your admissions officer to enable us to confirm that you have been granted the correct leave.

Permission to Stay application-rejections

If your application is deemed invalid for failure to meet the validity requirements (paying the correct fee, entering a valid CAS number etc) of the route it will be rejected and not considered and you will need to re-apply. Please let us know if you are informed that your application has been rejected.

Permission to stay application- refusal

If your application to extend your leave or switch into the student route is refused you may be eligible for an administrative review. Alternatively, you could leave the UK and apply for new visa/entry clearance from overseas.

Please inform us within 48 hours of being notified of the refusal. Please also provide us with a copy of the refusal letter from UKVI.



Enrolment, Induction and International Student Orientation

- You will be sent details about Ravensbourne's online and in person enrolment, course induction programme, the date for the International Orientation programme and other welcome activities at Ravensbourne closer to the relevant time. Please refer to our [International Student webpages](#) for more information

Police Registration

- Register with the UK Police, [if required to do so](#). Students are normally required to register within 7 days of the receipt of their new BRP. However during COVID-19 restrictions, UK Police registration activities may be suspended. Visit the [OVRO website](#) for more information. There are penalties for failing to register with the UK Police, if required to do so.

Additional sources of information

- For more information on the Student route and permission to stay application process and your responsibilities under the Student route please refer to the [Student route policy guidance](#), [UKVI website](#) and the [UKCISA](#) websites.

We look forward to seeing you soon at Ravensbourne, all the best!