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Top tips for completing the in-UK visa extension application (v.02/25)

Go to [Student visa : Extend your visa - GOV.UK \(www.gov.uk\)](https://www.gov.uk), read the information on the page. Scroll down to the section marked 'Apply' and click on the green 'Start now' button.

The first few questions are used to determine whether you are eligible to apply using the UKVI Immigration: ID Check App.

Most applicants are eligible to use the ID Check App.

If you are not able to use the ID Check App you will automatically be directed to a different version of the Student visa application form that will allow you to book and attend a visa application centre (TLS) instead.

Creating a UKVI Account

If eligible to use the ID Check App, after answering the first few questions you will arrive at a page that asks you to create a UKVI Account. If you already have a UKVI Account (e.g. you already have an eVisa), sign into your existing account using your log in details. There is no need to create a new account.

Read and follow carefully the instructions on screen. Most students find filling in the form quick and easy to complete. You need your passport, BRP (if you have one) and your new CAS.

Below are some tips to help you with some of the more unusual questions:

- Advisers in I@CL do **not** count as 'immigration advisers' so answer 'No' to this question
- You need to include your current UK residential/contact address and any previous addresses covering the last 2 years. These can be a combination of both UK and overseas addresses. **Make sure that you provide address details for the full 2-year period with no gaps.**
- Enter information about your course exactly as it appears on your latest CAS. This includes the **course dates (do not enter your original course start date**)** and the **qualification level** (RQF or NQF level) and fees due to be paid.

it is important that you input course dates **exactly as they appear on your most recent CAS otherwise your IHS payment might be calculated incorrectly and you could pay too much.

Bachelor level = RFQ6, Masters level = RQF7, PhD level = RQF8 (ignore any reference to SCQF level)

Input fee information exactly as it appears on your CAS. If it says you have '£0' tuition fees to pay, and not made any payments, enter this on the application form.

- Unless you applied through UCAS, answer 'No' for this question.
- Always answer '**No**' to the question '*Are you going to be a postgraduate medical doctor or dentist on a recognised Foundation programme?*'
- Unless you have recently been elected to a student union sabbatical officer role and this is the basis on which your latest CAS has been issued, answer '**No**' to the question '*Are you going to be a student union sabbatical officer?*'
- For the question '*What type of sponsor will you be studying at?*' answer '**Higher Education Provider with a track record of compliance**'
- University bursaries and discounts (such as International Excellence or Thrive awards) do **not** count as official financial sponsorship. Neither does receiving money from a parent/family member to pay for your studies. You should **only** answer 'Yes' to this question if you received money from your Government, a UK scholarship agency (e.g. Chevening), a university or an international company

When you reach the digital declaration page, **STOP** and check all the information you have entered on the application form is correct. Don't sign the declaration or make any payments. Download a PDF copy of your application form and send it to international.campuslife@swansea.ac.uk, an adviser will check it and offer you feedback by email.

Once you have received feedback from an adviser and made any necessary changes to the form, you can go ahead and submit and pay for the application using a debit or credit card. The immigration health surcharge (IHS) payment needs to be completed first, then you will pay the application fee. Keep all the payment receipts for your records.

Your application is considered to have been submitted once you have successfully paid both IHS and application fees. The deadline to submit your Student Route visa extension will be **either** before your course end date **or** before your current visa expires – **whichever is sooner.**

Once submitted your visa application please send a copy of the final application form to international.campuslife@swansea.ac.uk. You can download a copy of the application form in PDF format from the landing page on your UKVI application portal.

Evidence / Document upload

Once you have submitted the visa application form and paid the IHS and application fees, you will be prompted to upload supporting evidence.

If your course requires ATAS clearance or you receive (or have in the last 12 months) official financial sponsorship from your Government, a university or international company you will need to upload and submit the relevant documents.

If, at the time of submitting the visa application you (or any Dependants) have lived in the UK for **12 months or more** you will not need to submit any financial evidence.

Any applicants (you or Dependants) who have lived in the UK **less than 12 months** will need to prepare financial documents to evidence they can cover any outstanding tuition fees and/or living costs. For full guidance see [Extending your Student route visa in the UK - Swansea University](#)

You must complete the document submission part of the process even if, based on your circumstances, there are no documents to actually upload. You must follow the instructions on screen until you reach the end of the process otherwise the visa officer won't start to process your application.

Dependants

If you have Dependants already in the UK and who also need to extend their visas, each family member will need to submit and pay for their own application form before their current visas expire.

[apply online as your partner inside the UK](#)

[apply online as your child inside the UK](#)

Full guidance about applying for Dependants is available at [Dependants- International Students - Swansea University](#)