

# Extending **INSIDE** the UK (Permission to Stay)

## Online Application Form Guide

This guide provides step-by-step guidance for students aged 16 or over completing the [Student visa online application form](#) to **extend your visa from within the UK.**

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You must submit your application before your current visa expires. If you are close to this date, or if this has passed, you must contact us as soon as possible for advice.

## Getting started



This form is for a Student visa application.



How long it takes you to complete the application will depend on your particular situation. You will be able to save your application and come back to it at another time if you need to (click 'Return to this application later'). If you are inactive for 25 minutes you will be automatically logged out. You can find the log-in page [here](#).



Answer each question fully and truthfully. Failure to declare something on your form will be seen by UKVI as deception, and will result in this application (and possibly future applications) being refused. Providing the correct information will not automatically lead to a refusal.



Not every question is covered in this guide. If you can't find an answer, contact us on [visaadvice@exeter.ac.uk](mailto:visaadvice@exeter.ac.uk)



The online application form is accessed here: <https://www.gov.uk/student-visa/extend-your-visa>

## Getting started continued

### Student visa

Contents

- [Overview](#)
- [Your course](#)
- [Money you need](#)
- [Knowledge of English](#)
- [Documents you'll need to apply](#)
- [Apply](#)
- [Your partner and children](#)
- [Extend your visa](#)
- [Switch to this visa](#)

Read the information on the introductory screen, and choose 'Start now' to begin your application.

If you have already set up your application, follow the instructions on page 4 to return to your application.

### Extend your visa

You may be able to extend your Student visa to stay longer and continue your course or study a new course. This includes if you currently have a Tier 4 (General) student visa.

To extend your visa you must:

- be in the UK on a Student visa or a Tier 4 (General) student visa
- have an [unconditional offer of a place on a course](#) with a licensed student sponsor - shown by your Confirmation of Acceptance for Studies (CAS)
- show that your studies are at a higher academic level than your current course (called the 'academic progress requirement') - there are some exceptions

If you've been in the UK with a valid visa for less than 12 months, you'll need to [prove you have enough money to support yourself in the UK](#).

Part of

[Study in the UK on a Student visa](#)

[Show all](#)

- 1 **Check if this visa is right for you**  
[Show](#)
  - 2 **Prepare the evidence you need**  
[Show](#)
  - 3 **Apply from outside the UK**  
[Show](#)
- or
- Apply from inside the UK**  
[Hide](#)

# 1. Start: Crown Dependencies and EU/EEA passport

## Are you intending to live in one of the Crown Dependencies of the United Kingdom?

The Crown Dependencies are Jersey, Guernsey and the Isle of Man

Yes  No

Continue

Answer 'No'

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

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

Yes  No

Continue

If you answer 'yes' you will be directed to download the 'UK Immigration: ID Check app to continue your application.

If you answer 'no' you will be directed to a question which asks whether you have a BRP, as detailed on the following page.

[▶ Should I apply to the EU Settlement Scheme instead?](#)

## BRP



**BETA** This is a new service.

< [Back](#)

### Do you have a 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](#)

#### If you have a BRP

Answer 'yes'. You will then be asked whether you are 17 years old or **younger**, whether you have any children applying with you, and whether the name on your BRP is the same as that on your passport.

Depending on your answers, you may be re-directed to a different version of the Student visa application form. You can find our guide to this [here](#).

If you are able to continue on this form, you will be directed to set up an account with UK Visas & Immigration and download an app called 'UK Immigration: ID Check' to verify your identity. Once you have completed all of the steps in the app, you can sign back into your account in your browser using [this link](#).

#### If you do not have a BRP

(for example if your visa was issued on a vignette (sticker in your passport))

Answer 'no'. You will be redirected to a different version of the Student visa application form. Again, you can find our guide to this [here](#).

# Beginning your application form

## Apply as a Student

You need to complete every section.

### 1. Identity and contact

Confirm your sign-in email address	COMPLETED
Confirm your sign-in phone number	COMPLETED
<a href="#">Confirm your identity</a>	COMPLETED
<a href="#">Immigration adviser details</a>	COMPLETED
<a href="#">Contact preferences</a>	COMPLETED
<a href="#">Other names and nationalities</a>	COMPLETED

### 2. Prepare application

<a href="#">People applying with you</a>	COMPLETED
--	-----------

#### Download application

You can download a PDF copy of your application at any stage

[Download application](#)

Once you have completed the steps on the UK Immigration: ID Check app and logged back into your account, you will be able to start completing the form.

You will need to complete the sections one at a time, and each section will be marked as 'completed' when finished.

You will need to fully complete each section before moving onto the next one.

The information you provided for the UK Immigration: ID Check app will be included in the 'Confirm your identity' section of the form.

# Part 1: Identity and Contact

## Immigration Adviser Details

Do you have an immigration adviser based in the UK?

Immigration advisers can advise you on matters relating to immigration and citizenship. For more information, click [here](#).

Yes  No

Answer 'No' to having an immigration adviser, unless you are receiving advice from a registered Immigration Adviser outside of the University.

---

## 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.

  Choose a different email

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

[Continue](#)

[Save and return later](#)

Indicate whether you are happy to be contacted on the email address you provided when you created your account, or whether there is a different email address you would prefer to be contacted on.

## Which phone number can we use to contact you?

Indicate whether you are happy to be contacted on the phone number you provided when you created your account, or whether there is a different phone number you would prefer to be contacted on.

## What is your address?

### What is your address?

Building and street

AMELIA MANSFIELD, ISSO, UNI OF

THE INNOVATION CENTRE, RENNES

Town/City

EXETER

County

Postcode

EX4 4RN

[Search for address](#)

Please enter the University's address as your postal address. You'll need to click 'enter address manually' in order to fill these out:

#### **Exeter Campuses:**

Amelia Mansfield ISSO Uni of Exeter  
The Innovation Centre, Rennes Drive  
Exeter  
EX4 4RN

#### **Penryn Campus:**

Sarah Batchelor ISSO Uni of Exeter  
Peter Lanyon Building  
Penryn Campus  
Cornwall  
TR10 9FE

## Other names

### 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](#)

Answer 'yes' if you have ever been known by another name to the one that you have already provided on your application, and provide details.

## Your identity card

If you have a valid national identity card, enter the details here, even if you are unable to present your card.

If you don't have a national identity card, click 'no'.

### 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

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

## Your other nationalities

### 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](#)

If you currently hold, or have previously held, any other nationalities or citizenships you should enter the details here.

## Part 2: Prepare application

### People applying with you

If you have anyone applying with you (for example your spouse), provide their details here. There is a separate application form for Dependant partners to complete [here](#).

---

### Your location

#### Where is

Enter the country in which

Continue

[Save and return later](#)

#### applying from?

is making their application

Enter 'United Kingdom'.

If you are **not** currently in the UK, you will need to complete a [different form](#). Please refer to our 'Applying outside the UK' application form guide instead.

---

### Personal Details: Passport details

Select the sex which is on your passport/travel document and provide your passport details.

## Personal Details: Do you live at this address?

As you entered the University's address in the 'contact preferences' section, you will need to tick 'no' here. You can then provide details of your current address.

---

## Personal Details: About your home

Select which option applies to your home:

- I own it
- I rent it
- Other

Save and continue

If you rent a house or apartment from a private landlord or landlady, select 'I rent it' and enter your landlord or landlady's details. You should be able to find these on your rental contract/tenancy agreement.

If you live in university-managed accommodation or another privately managed student accommodation block, select 'Other' and type 'student accommodation' and the address of your accommodation.

If you have not arranged permanent accommodation yet and are living in a hotel or short-term rental while you seek longer term accommodation, select 'Other' and enter your current place of accommodation. If a condition of your visa is to register with the police, remember you must update the police with your permanent address when you move. You can find more details [here](#).

---

## Personal Details: Address History

You will then be asked whether you have lived at any other addresses in the past 2 years. Provide details of ALL addresses that you have lived at in the past 2 years, both in the UK and overseas.

Be as accurate as possible with the dates, but an approximate is fine.

## Personal Details: Your relationship status

### 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](#)

Answer the question about your relationship status. If applicable, provide details of your partner.

---

## Personal Details: Previous marriage/civil partnership

If you tick 'yes' to this question you will be asked to provide details.

---

## Personal Details: Your parents' details

Answer the questions about your parents' names, dates of birth and nationalities in full. Once you have completed details of your first parent, you will then be able to add your second parent's details.

What is this person's relationship to you?

- Mother
- Father
- Stepmother
- Stepfather

## Travel History

How long have you lived in the UK?

Year(s)    Month(s)

Calculate how long you have lived in the UK.

---

## Travel History: Time spent outside 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](#)

Here, you will need to indicate any time that you have spent outside the UK for **longer than 2 weeks** since you started living here.

The information should be as accurate as possible, but approximate dates are fine.

You can only list one country here, so if you travelled to more than one country in a single trip, provide details of the main country you travelled to, and include details of the other countries you visited, including dates, in the free text box.

## Travel History: Travel to Australia, Canada, New Zealand, USA, Switzerland or the EEA

### 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

Indicate how many times you have travelled to Australia, Canada, New Zealand and the European Economic Area.

Details about which countries are members of the EEA can be found [here](#).

You will then need to provide details of your trips, including dates and your reason for travel.

---

## Travel History: Have you been to any other countries in the past 10 years?

Here, you should provide details of all travel history that has not yet been declared in the previous two questions.

## Travel History: Medical Treatment in the UK

Answer the questions about any previous medical treatment you have had in the UK.

- Choose 'no' if you registered with a doctor but never received medical treatment.
- Choose 'yes' if you've ever had an appointment with, or been treated by a doctor/nurse at a doctor's surgery or clinic, health centre, walk-in centre or hospital.
- If you answer 'yes', you should answer the question about whether you were asked to pay for your treatment.
- If you didn't have to pay for treatment, you will be asked to provide details.

You may find these details helpful:

### **Student Health Centre**

Reed Mews  
Streatham Drive  
University Campus  
Exeter  
EX4 4QP

### **NHS Walk-in Centre**

Unit 4  
31 Sidewell Street  
Exeter  
EX4 6NN

### **NHS Walk-in Centre**

Wonford Hospital  
Exeter  
EX2 5DW

### **Royal Devon & Exeter Hospital**

Barrack Road  
Exeter  
EX2 5DW

### **Penryn Surgery**

Saracen Way  
Penryn  
TR10 8HX

### **Falmouth Health Centre**

Trevaylor Road  
Falmouth  
TR11 2LH

## Travel History: National Insurance Number

If you have a national insurance number, click 'yes' and provide the number.

You can find your national insurance number listed on your payslip, if you are not sure what it is.

---

## Travel History: Driving License

Do you have a UK driving licence?

Yes  No

Answer the question about whether you hold a UK driving license. If you answer yes, you will be asked to provide your driving license number. This is the long number on the front of the card, and will look something like this: MORGA657054SM9IJ.

If you have a provisional license, you can also include details here.

---

## Travel History: Public Funds

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

If you answer 'yes' to having received public funds within the UK, you will be asked to provide further details.

## Immigration Permission

Provide details of your current visa, leave to enter or remain, or other permission to be in the UK, and select the type of visa you currently hold.

You'll notice that there is no option for 'Tier 4', so if you currently hold a Tier 4 visa you should select the option for 'Student general'.

Provide the start and end date of your current visa. The start date will be the 'issue date' on the front of your BRP, NOT the start of the entry clearance vignette in your passport.



You must submit your application before your current visa expires. If you are close to this date, or if this has passed, you must contact us as soon as possible for advice.

---

## Criminality: Previous visa refusals

Answer the questions in this section **truthfully**. Remember, this is for the UK **and any other country**

Selecting 'yes' will allow you to provide more details about what happened, including a free text box.

You can add multiple immigration problems.



Listing details of a refusal will not automatically mean your application is refused. However, failing to list a refusal will likely mean you are refused.

**Be truthful.**

## **Criminality:** Breach of UK Immigration Law

Answer the question **truthfully**. Selecting 'yes' will allow you to provide more details about what happened, including a free text box.

---

## **Criminality:** Convictions and other penalties

Answer the question **truthfully**, including information for ANY country (not just those from within the UK). Selecting an option from the list directs you to another page with a free text box where you can add further details.

Remember, this question is not solely regarding criminal convictions and includes issues such as driving offences or cautions. Read the list in full and consult an adviser if you are unsure.

---

## **Criminality:** War crimes; terrorist activities, organisations and views; extremist organisations and views

Read the definitions and answer the questions truthfully. Confirm that you have read and understand the guidance. If you answer 'yes' to any of the questions, you will be provided with an opportunity to supply more details.

## Criminality: Person of good character

### 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](#)

Answer the questions truthfully.

If you answer 'yes' to any question, you will be provided with an opportunity to give more details.

---

## Criminality: Employment History

If you have worked in any of the types of organisations listed, you can provide further details about your role, including the name of your organisation and the dates of your employment.

## Study Details: CAS number

### Your Confirmation of Acceptance for Studies

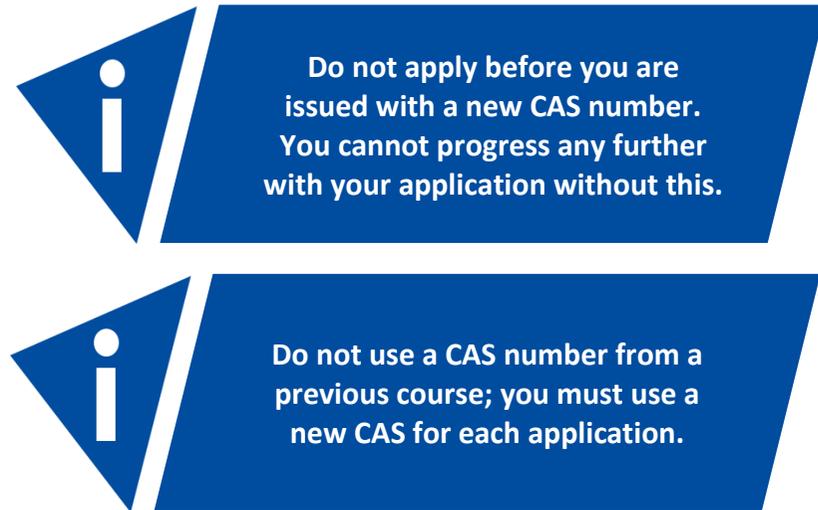
Do you have a Confirmation of Acceptance for Studies (CAS) number?

Yes  No

Confirmation of Acceptance for Studies reference number

[Continue](#)

[Save and return later](#)



**Do not apply before you are issued with a new CAS number. You cannot progress any further with your application without this.**

**Do not use a CAS number from a previous course; you must use a new CAS for each application.**

## Study Details: Type of sponsor

Select 'Higher Education Provider with a track record of compliance'

### 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

## Study Details: Sponsor licence number and address

### 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](#)

[Continue](#)

[Save and return later](#)

**Student Sponsor licence number:**  
3FMMCWWY2

**Address of sponsor (use the same address for all campuses):**

University of Exeter  
Northcote House  
Queens Drive  
Exeter  
EX4 4QJ

## Study Details: Primary site of study

**Streatham Campus:** Select 'yes'

**St Luke's, Penryn or Truro Campus:** Check the details on your CAS statement and edit if necessary.

### Primary site of study

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

NORTHCOTE HOUSE  
THE QUEENS DRIVE  
EXETER  
EX4 4QJ

Yes  No

[Continue](#)

[Save and return later](#)

## Study Details: Course information

### Course information

Name of sponsor institution (school/college/university)

University of Exeter

Course name

BSc Psychology with Professional Pla

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.

RQF6/SCQF9/10

Are you going to be a student union sabbatical officer?

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

Yes

No

Continue

[Save and return later](#)

Use your CAS to help you answer the following questions:

**Name of Sponsor institution:**

University of Exeter

**Course name:**

Enter your course name as it appears on your CAS

**Qualification you will get:**

This is the RQF level listed on your CAS

**Sabbatical officer:**

Answer 'no' unless you are an elected Guild, or Students' Union, President

## Study Details: Course Dates

Enter your course dates exactly as they appear on your CAS.

---

## Study Details: Official Financial Sponsorship

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

Yes  No

[Continue](#)

[Save and return later](#)

If you are sponsored by your government, an international company or university, you can tick 'yes' and select how this will be evidenced.

You will need to select 'Letter of official financial sponsorship' unless you are sponsored by the University of Exeter and this is detailed on your CAS.

Your parents do not count as official financial sponsors.

---

## Study Details: Official Financial Sponsorship

If you are currently sponsored by your government, an international company or university, or you have been in the past 12 months, you should tick 'yes'.

You may need to show a letter from your sponsor giving permission for you to continue your studies in the UK

### Have you received money from a financial sponsor for either this current year or the past year (from February 2021 to February 2022)?

Yes  No

[Continue](#)

[Save and return later](#)

## Study Details: Course Fees

The course fees must match the amount written on your CAS.

If you have made a tuition fee payment, choose 'yes' to the question which asks whether you or your parent(s)/legal guardian(s) have paid any of your course fees. This brings up further options to confirm how much has been paid, and whether this has been confirmed on your CAS, or by receipt.

Remember to ensure your CAS is up to date if you have recently paid money towards your tuition fees.

If you are submitting your application with International Student Support and have your payment receipt available during the appointment, the adviser will be able to update the fees on your CAS.

---

## Study Details: Student Loan

### 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  No

Continue

[Save and return later](#)

Confirm if your funds are in the form of a student loan. If you choose 'yes' you will be asked if you have already received this loan.

## Study Details: Scholarships

### Scholarships

Do you hold a Marshall, Chevening, or commonwealth scholarship?

Yes  No

Answer the question about whether you hold a Marshall, Chevening, or commonwealth scholarship.

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

If you select 'yes' to this question, you will need to provide some evidence of this.

Continue

[Save and return later](#)

## English Language ability (cont)

### 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

Only choose 'yes' if you are extending your visa for your current programme.

Everyone else should choose 'no'.

---

### English qualification from a UK school

Do you have an English language or literature qualification from a UK school?

This must be from a school you attended when you were under 18. You will need to provide your exam certificate.

You can use a GCSE, A level, National 4 or 5, Higher, or Advanced Higher qualification.

Yes  No

Only answer 'yes' if you attended secondary school in the UK.

If you answer 'no' you will be presented with a screen which asks whether the University has assessed that you meet the English Language requirement. Select 'yes' if this is stated on your CAS.

The University of Exeter is a Higher Education Provider with a track record of compliance.

## STOP and book an appointment with International Student Support



Now book an appointment to see the International Student Support team. You will need to have the following ready for your appointment:

- Your application log-in details
- A credit or debit card to pay for your application
- Scans of all your supporting documents saved to a folder on your desktop

We will check your application and documents during your appointment.