

# Visa Extensions in Centre

1.5 – November 2021

## Contents

Information for students.....2

---

### Creation and Revision History

To be reviewed annually by Vias & Compliance Lead. Next review due November 2022.

Version	Owner	Purpose/Change	Date
1.0	Bob Parsons, Visa & Compliance Lead	Created	November 2009
1.1	Bob Parsons, Visa & Compliance Lead	Updated template	May 2018
1.2	Bob Parsons, Visa & Compliance Lead	Annual review - no changes	November 2018
1.3	Bob Parsons, Visa & Compliance Lead	Annual review - no changes	November 2019
1.4	Bob Parsons, Visa & Compliance Lead	Annual review - no changes	November 2020
1.5	Bob Parsons, Visa & Compliance Lead	Annual review - no changes	November 2021

## Information for students

- 1.1 Visa presentations take place throughout the year to advise students on what they need to do to extend their visa.
- 1.2 Reports are taken from the Salesforce system to identify which students have a visa expiry within the following two months. These students will be invited to attend a presentation.
- 1.3 Students are advised of the following:
  - They must have evidence of the required maintenance and course fees.
  - They must have a bank statement covering 28 days that is less than one month old (from the date of submission of the visa extension).
  - The required funds must be in the account at least 28 days prior to the submission of the visa extension and the funds must remain in the account until after the visa is returned.
  - A UK bank account is recommended.
  - If they change address they must inform the bank.
  - Original academic certificates for their next course at INTO as per their CAS statement will be required, not copies or computer printouts.
  - An IELTS UKVI Certificate that is less than two years old will be required.
  - Certificates that are not in English will need to be translated meeting UKVI rules.
  - Sponsored students are required to have a sponsor letter from their government, British Council or other sponsoring organisation.
  - Students who are under 18 years of age will need their original birth certificate, not a copy or computer printout, along with a letter from their parents.
  - If a student has changed their name they will need the original, not a copy or computer printout, of the name change certificate.
  - Police registration must be up to date.