

# Swansea University Continuing Students CAS Request Application Form

*This CAS application is for use by students already enrolled at Swansea University or are returning from suspension who require a new CAS to extend their stay in the UK / return to the UK to complete their current course.*

*Please ensure you complete all relevant sections of the form and return the **completed CAS application form** to [cas.compliance@swansea.ac.uk](mailto:cas.compliance@swansea.ac.uk) along with copies of your **current passport, immigration status (BRP Card (front & back) / eVisa – share code) and copies of any previous UK study visas** (if applicable).*

*If you are required to apply for an **Academic Technology Approval Scheme (ATAS)** certificate, we will require a copy of the ATAS certificate prior to issuing your CAS or alternatively we will require a screen shot of the ATAS submission page as supporting evidence.*

*If you are applying from **overseas** as a result of previously suspending your studies or are required to apply for a new visa from overseas due to transferring to a longer programme and require additional time on your visa, you will need to provide **proof of exit** from the UK, such as **flight details / boarding pass or entry stamp** in your passport issued on arrival to your home country.*

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## STUDENT VISA CAS EXTENSION FORM

Student Name:	
Student Number:	
Nationality:	
Date of Birth:	
Current Term-Time Address (UK only):	
Contact Phone Number	

Current Passport Number: <i>(If this is a new passport, please can you attach a copy of this).</i>	
Current Passport Expiry Date:	
Current BRP/eVisa Expiry Date:	

### Reason for CAS Extension Request

Please tick

- Repeat/Re-sit/Re-submission
- To return from suspension
- To extend your current visa due to a transfer of course
- To switch from a different visa category to a Student Visa
- My last visa application was refused
- Extension to course end date (i.e. for medical/academic reasons)
- Other (please explain below)

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### Current location:

Please can you confirm whether you will be submitting your visa application from inside the UK, overseas or other?	
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Please note that if you are **returning from a period of authorised suspension**, you will be required to apply for your new student visa from outside the UK. In this case, we will not issue your CAS until you provide proof that you have left the country; e.g. exit stamp or flight confirmation.

### Course Details:

Current Programme of Study:	
Course start date:	
Original course end date:	
New course end date (if different to your original course end date):	
Level of Study (Foundation/Undergraduate/Postgraduate):	

Please note that your level of study (Foundation/Undergraduate/Postgraduate) is important, so please add the correct study level above to support us with assessing your study limits, especially if you are studying on a foundation or undergraduate programme.

### ATAS Certificate

Please can you confirm whether you require an ATAS certificate for your course?	
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Yes / No (Please delete as appropriate)
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An ATAS certificate is only required for specific postgraduate courses at RQF level 7 and above. If you are unsure whether your course is an ATAS required course, To find out if you require an ATAS certificate, please visit the Government's website via the link to check - [Find out if you need an ATAS certificate - GOV.UK \(www.gov.uk\)](http://www.gov.uk).

## Previous Study

There are limits to the length of time that a student may study whilst on a Student Visa, if you are studying on a foundation / degree programme at RQF level 6 or below.

If you are studying on a foundation / degree programme at RQF level 6 or below, to help us calculate the time you have available to study and to assess academic progress, please provide details of **ALL** previous visa applications and/or study you have undertaken in the UK by completing the questions in the 'Previous Study' section:

Have you previously studied in the UK at another institution other than Swansea or The College?	Yes / No (Please delete as appropriate)  (If <b>yes</b> please provide details below)
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### Course 1

Previous Course	
Course Level	
Name of Institution <i>e.g. Cardiff University</i>	
Enrolled from (date)	
Enrolled to (date)	
Reason for leaving (if you did not complete this course)	
Did you at any time during these dates have a break from your studies? <i>e.g. suspended your study because of ill health</i>	
Please provide any of the following documents ( <u>you must provide at least one of these documents – please request them from your previous institution if you need to</u> ).	<ul style="list-style-type: none"> <li>• Copy of CAS letter</li> <li>• Copy of the visa/s you had during this time</li> </ul>

### Course 2

Previous Course	
Course Level	
Name of Institution	
Enrolled from (date)	
Enrolled to (date)	
Reason for leaving (if you did not complete this course)	
Did you at any time during these dates have a break from your studies?	

e.g. suspended your study because of ill health	
Please provide any of the following documents ( <u>you must provide at least one of these documents – please request them from your previous institution if you need to</u> ).	<ul style="list-style-type: none"> <li>• Copy of CAS letter</li> <li>• Copy of the visa/s you had during this time</li> </ul>

## Previous Immigration History

1. Have you previously applied for a visa to study in the UK and had that visa application <b>refused</b> ?	<p>Yes / No (Please delete as appropriate)</p> <p>(If <b>Yes</b>, please provide reasons for refusal and send us a copy of your <b>Visa Refusal Notice</b> by email with this CAS application).</p> <p>(If <b>No</b>, please progress on to question 2).</p>
Reason for visa refusal:	
2. In previous ( <i>and current</i> ) UK leave, did you <b>overstay</b> ?	<input type="checkbox"/> Yes, I did overstay in the UK <input type="checkbox"/> No, I did not overstay in the UK
3. In previous ( <i>and current</i> ) UK leave, did you comply with the terms of your visa?	<input type="checkbox"/> Yes, I complied with the terms of my visa <input type="checkbox"/> No, I did not comply with the terms of my visa (please give further information below)
Further information:	

## Tuition Fees

1. Please confirm your course fees for the current academic year?	£ _____
2. Can you confirm your course fees paid to date?	£ _____
3. Have you any outstanding debt owed to the University?	<input type="checkbox"/> Yes <input type="checkbox"/> No

4. If answered 'yes' to Question 3, how much fees are you currently owing to the University?	£ _____
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**Please note that your fees can be updated after your CAS is issued and before you have submitted your visa application however it is not usually possible to update the fees after you have submitted your visa application once it has been reviewed (used) by UKVI.**

**Please also be aware that the CAS Compliance Team will be unable to issue a new CAS statement until all tuition fees have been paid and verified through the correct channels.**

### Academic Misconduct Cases:

Please can you confirm whether you have any pending academic misconduct cases?	Yes / No (Please delete as appropriate)
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**Please be aware that the CAS Compliance Team will be unable to issue a new CAS statement until any and all pending academic misconduct cases have been resolved and the appropriate student record has been updated.**

### Tuition fees and maintenance funds – Swansea finance link

<p>I have read the Swansea University website for financial information, and I confirm that i will have the relevant funds available to make a successful Student Visa application (please see the following link)</p> <p><a href="#">Finances-for-Student-visa-applications-1.pdf (swansea.ac.uk)</a></p> <p>Please note that we reserve the right to request financial details from you before issuing a CAS.</p>	<p>Yes/No</p> <p>(Please delete as appropriate)</p>
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### Declaration – please tick:

I confirm that the information provided in this application form is true, complete, and accurate and authorise the CAS team to use all the information provided for my CAS.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I give permission to Swansea University to check the authenticity of this information by contacting any of the institutions where I have studied.	<input type="checkbox"/> Yes <input type="checkbox"/> No

I give permission for UK Visas and Immigration to share any previous immigration history with Swansea University when assessing my eligibility to obtain a Student Visa and complete my chosen course at the University.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I understand and accept that Swansea University and/or The College reserve the right to cancel my application if they have convincing evidence that I (or anyone acting on my behalf) have given false or misleading information that, if known to UK Visas and Immigration, would result in the refusal of a Student Visa application.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I understand that it is my responsibility to check that the information in my CAS is correct and seek any corrections before I make my visa application.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I understand that if my visa application is refused, I must update the University immediately and provide any visa refusal evidence / correspondence.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I understand that I must bring my new visa to the Compliance team once it is granted so it can be copied and verified.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Signed .....

Print name .....

Date .....

*Please note that submitting this application form does not guarantee that a CAS will be issued. Swansea University reserves the right to refuse to issue a CAS at any stage of the application process if it is deemed that issuance of the CAS would likely result in the refusal of the visa application or if issuing the CAS could pose a risk to Swansea University's compliance duties and responsibilities as a Licenced Student Visa Sponsor.*

*You will be informed in writing if your application is not successful. Swansea University cannot guarantee that the CAS produced for you will result in a successful visa application and accepts no liability for rejected or refused visa applications. The CAS will be issued to both your personal and university email accounts if you are applying for a visa from overseas. The CAS will be issued to the International@Campuslife team if you are applying to extend your visa from inside the UK who will contact you with advice and support and we strongly advise that applications submitted from inside the UK to be submitted through International@Campuslife to avoid any delays.*