

## Request for a Confirmation of Acceptance for Studies (CAS) for **Continuing Birkbeck Students**

This form is for current full-time Birkbeck students who wish to extend their Tier 4 (General) visa or switch their current immigration status to a Tier 4 (General) visa in the UK. It is your responsibility to complete this form with the correct information.

If you submit incorrect information to Birkbeck, this could result in your Tier 4 visa application being refused by the Home Office.

When returning this form, please include

- ♦ current passport
- ♦ current Tier 4 (General) visa
- ♦ financial evidence that you will be submitting with your Tier 4 (General) visa application.

Financial documents should be in the correct format and show that you have sufficient funds to pay your tuition fees and living costs. Further information on Tier 4 funds requirements can be found at <http://www.bbk.ac.uk/mybirkbeck/guides/international/student-visa/tuition-fees>

Once you have completed Section A of the form, please return it to the International Student Administration team at [isa@bbk.ac.uk](mailto:isa@bbk.ac.uk)

Please note, it will take **at least 5 working days** to process your request for CAS form upon receipt of all required information. You are therefore advised to submit your request at least 4 weeks before you intend to make your visa application.

**For MPhil/PhD students only:** you should be aware that 3 months will be added to your 'Date of first thesis submission' to allow you to complete your viva and corrections.

If your total course length is more than 12 months, the Home Office will normally add an additional 4 months to the length of your visa.

If the completed form is returned via email, it will be deemed that you have read and understood the [guidelines for issuing CAS](#) and [Tier 4 responsibilities](#), and you will abide by these terms and conditions.

Please contact us with any queries you have regarding completing this form.

**International Student Administration  
Registry Services**

T. +44 (0)20 7380 3029/ 3041/ 3095/ 3183

E. [isa@bbk.ac.uk](mailto:isa@bbk.ac.uk)

## CAS Request Form for Continuing Students

### Section A - to be completed by student

<b><i>Are you requesting a further CAS because your Tier 4 visa application was refused?</i></b>	<input type="checkbox"/> No <input type="checkbox"/> Yes
If <b>Yes</b> , you must provide the refusal letter from the Home Office.	
<b><i>Are any of your dependant(s) applying for an extension with you?</i></b>	<input type="checkbox"/> No <input type="checkbox"/> Yes
If <b>Yes</b> , please indicate how many dependants are applying for their visa extension with you.	

<b><i>You and Your studies</i></b>	
Student Reference number (SRN)	
Full name	
Current Passport Number	
Contact email address	
Contact address	
Contact telephone number	
Programme title	
Start date of programme	
Original end date of programme	
New proposed end date of programme, if changed	
Dates of any interruption of study with brief explanation	
Name of your Supervisor(s)/ Course tutor/ Personal tutor	
<b>Research student only:</b> Date of first thesis submission (anticipated date if not known)	
Brief explanation of reason(s) for extending the duration of your programme, if applicable	

## CAS Request Form for Continuing Students

Did you study in the UK prior to joining your current programme at Birkbeck?

☐ No → Go to Tier 4 application section below

☐ Yes → Provide details of ALL your previous studies in the UK (Continue on a separate page if necessary):

University/College /School	Course Title (e.g. BA English)	Course Start – End Date	Course Level (e.g. NQF 6)	Type of Visa (e.g. Tier 4)	Visa Start – End Date

### Study Limit

*Students are only permitted to study for a certain number of years at each level: normally 5 years for Bachelor's and Master's level programmes and 8 years for research degrees. Therefore, it is very important for you to provide accurate information on your previous studies and immigration history in the UK. For further details on this requirement, check the Home Office website <https://www.gov.uk/tier-4-general-visa>*

### **Tier 4 application**

Did you require an ATAS certificate for your current study? ☐ No ☐ Yes

If Yes, you may need to [obtain a new ATAS certificate](#) before a new CAS can be arranged.

What date are you intending to make your visa application? (DD/MM/YYYY)

How are you intending to make your application?

- ☐ [From the UK \(through Birkbeck\)](#)  
☐ From the UK (through an immigration specialist)  
☐ From home country (overseas)

Please detail any other information that you feel may be relevant to your request

### **Declaration**

I confirm the above details are correct and if any changes to the CAS information are required I should contact the International Student Administration team immediately at [isa@bbk.ac.uk](mailto:isa@bbk.ac.uk). I understand all the information I have provided will be verified with the relevant parties prior to a CAS being issued. I have read and understood the guidelines, [Tier 4 responsibilities](#) and [Terms & Conditions for Issue of CAS](#), and will abide by these terms and conditions.

I confirm that I shall have sufficient funds available to me to pay for the tuition fees for which I am liable for, and [Tier 4 maintenance requirement](#) for the period of my programme at Birkbeck, University of London.

I confirm that I may have to pay [Immigration Health Surcharge](#) as part of my Tier 4 visa application.

Information supplied will be used by the College in accordance with the Data Protection Act 1998 and other applicable legislation.

**Signature:**

**Date (DD/MM/YYYY):**

*If the completed form is returned via email, it will be deemed that you have read and understood the guidelines for issuing CAS and Tier 4 responsibilities, and you will abide by these terms and conditions.*

## CAS Request Form for Continuing Students

### **Section B – to be completed by Supervisor / Course tutor / Personal tutor**

*This form cannot be processed if it's been approved by a member of administrative staff.*

#### **Confirmation of student's ability to continue and complete course:**

Please enter a brief explanation of why you consider this student to be making sufficient academic progress on his/her current programme at Birkbeck. This decision should be your professional and academic assessment of the applicant's continuing study.

As this information will be used to support the visa application of the student, it is important that if you have any concerns regarding the student's ability to complete their studies, or have any issues in relation to their English language skills, that you provide this information here.

The text provided in the following box may be forwarded to the Home Office.

Print name:

Email Address

Signature:

Job Title:

Date:

Approved by: ☐ Supervisor ☐ Course Tutor ☐ Personal Tutor

*No signature is required if you are returning this form using your Birkbeck email account. Please complete Section B and return it to [isa@bbk.ac.uk](mailto:isa@bbk.ac.uk)*