

# APPLY TO SWITCH/EXTEND YOUR STUDENT IMMIGRATION PERMISSION THE UK

*The application form may be subject to change, please let us know if you notice any changes and we will update our guidance*

## 1. Register an account

If you want to **switch** to Student immigration permission

- Go to: [www.gov.uk/student-visa/switch-to-this-visa](https://www.gov.uk/student-visa/switch-to-this-visa)

If you want to **extend** your Student immigration permission

- Go to: [www.gov.uk/student-visa/extend-your-visa](https://www.gov.uk/student-visa/extend-your-visa)

### Apply

You must apply online.

As part of your application you'll need to prove your identity. How you do this depends on where you're from and the type of passport or resident permit you have.

You'll either:

- use the 'UK Immigration: ID Check' app to scan your identity document - you'll also create or sign in to your UK Visas and Immigration (UKVI) account
- give your fingerprints and a photograph (biometric information) at a UK Visa and Citizenship Application Services (UKVCAS) service point - this is to get a biometric residence permit

You'll be told what you need to do when you apply.

[Start now >](#)



Read carefully the information in this page and select '**start now**'

Please respond the following questions depending on your circumstances:  
Select '**England, Scotland, Wales and Northern Ireland**'

### Where are you planning to live?

England, Scotland, Wales or Northern Ireland

Jersey, Guernsey or the Isle of Man

[Continue](#)

Select your answer depending on your nationality.

If you have an EU passport and you answer **'Yes,'** then you will be led to instructions on how to complete your application using the app before completing the application form. If your passport does not have a biometric chip, you will be redirected to the application form and given instructions on how to submit your documents.

### **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 are not an EU, EEA, or Swiss. The following two questions will follow: Visa nationals (non-EU, EEA or Swiss) who have been issued a BRP should select **'Yes'** if you have the document.

### **Do you have a valid 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](#)

Please respond this question accordingly, if you select **'Yes'** you will be led to instructions on how to complete your application using the app. If you select **'No'** you will be redirected to the application form and given instructions on how to submit your documents.

### **Is your name on your biometric residence permit the same as on your current passport?**

Yes  No

[Continue](#)

The following page includes information about the application process, fees, biometric information, and health surcharge read through it before Selecting **'Apply now'**

## How we use your data

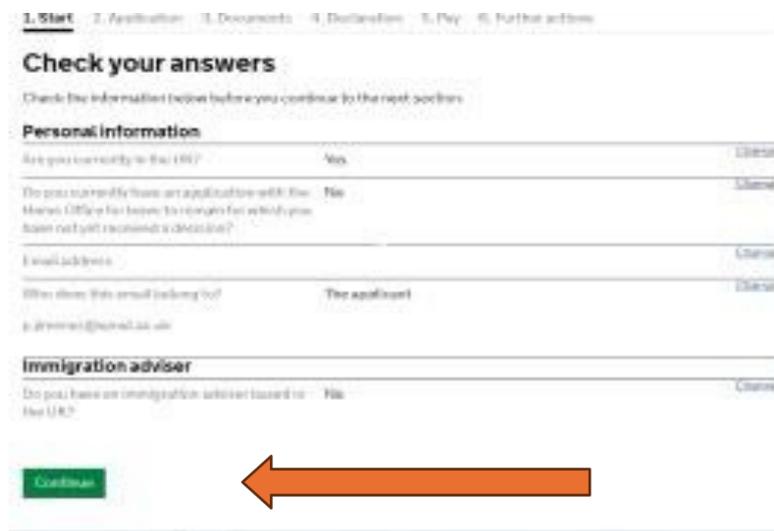
The Home Office will use the personal information you provide to consider your application. We may also share your information with other public and private sector organisations in the UK and overseas. For more detail please see the [Privacy Notice for the Borders, Immigration and Citizenship system](#). This also sets out your rights under the Data Protection Act 2018 and explains how you can access your personal information and complain if you have concerns about how we are using it.



Please note the following questions may be in a different order depending on if you are extending your Student visa or switching to a Student visa:

- Are you currently in the UK? Select **'Yes'**
- If you currently have an application for leave to remain pending with the Home Office, [contact Advice and Counselling](#), otherwise select **'No'**
- Register your email- you should use the email account which you use most frequently.
- Do you have an immigration adviser? Select **'No'** unless a solicitor or agent is helping you to complete the application form.

Answer the questions, then check your answers and continue.



**1. Start** 2. Authentication 3. Documents 4. Declaration 5. Pay 6. Further actions

### Check your answers

Check the information below before you continue to the next sections

**Personal information**

Are you currently in the UK?  Yes  No [Change](#)

Do you currently have an application with the Home Office for leave to remain for which you have not yet received a decision?  Yes  No [Change](#)

Email address  [Change](#)

Who does this email belong to?  [Change](#)

**Immigration adviser**

Do you have an immigration adviser based in the UK?  Yes  No [Change](#)

[Continue](#)

When you select continue, an email will be sent to the account used to create the application, you will need to verify the email to sign the [declaration](#) and [pay](#) the application.

If your identity can be verified through the [UK Immigration ID check app](#) you will be required to verify your identity by downloading the app in your smartphone, we recommend you [read the guidance available](#) or watch the [Home office video](#) to familiarise yourself with this process. When the visa is granted, your status will be digital and you will need to [generate a share code](#) to prove your rights

in the UK.

Please note, you will need to complete the identity verification first to be able to access the application form. If your identity cannot be verified through the app, the instructions to submit the biometrics will be outlined after making the payment of the application, in the [next steps](#).

## 2. Application Form

**Answer all questions *honestly and thoroughly* according to your situation.** We have explained some of the more difficult questions below.

Follow the instructions to answer questions about your name etc.

### **Telephone number**

Give your telephone number if you have one

### **Address**

If you are planning to change address before you get a decision on your application, please check [our guidance](#).

Your BRP card will be sent to the address which you write here. If you would prefer it to be sent to a different address (e.g., a friend's address) then choose the option: **I want to receive mail at a different address.**

### **About the property**

Respond to this question accordingly, depending on your response, you will be asked further questions – for example the details of your landlord or your living arrangements.

### **Your gender and relationship status**

Complete the details.

### **Nationality, country and date of birth**

Complete the details as they are on your passport.

### **Passport**

Confirm that you can provide your passport and complete the details as they are on your passport.

Do you currently have a visa or leave to remain?

Yes  No

What type of visa or leave to remain do you have?

[I have a different visa or leave to remain](#)

Save and continue

### **Identity card**

Please complete the details if you have another 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.

### **Other nationalities**

If you have previously or still hold another nationality, then select 'yes' and complete the following details. If you have not, please select 'No' and continue.

### **Your current UK immigration status**

**Do you currently have a visa or leave to remain?** Select **YES** if have Student immigration permission, Tier 4 immigration permission or another type of valid immigration permission which allows you to [apply in the UK](#).

### **Revocation, cancellation or curtailment**

If your immigration permission to enter or remain in the UK has ever been revoked, cancelled or [curtailed](#) please select '**yes,**' otherwise you can select '**no.**'

### **Time in the UK**

Please enter the number of years and months you have lived in the UK in total.

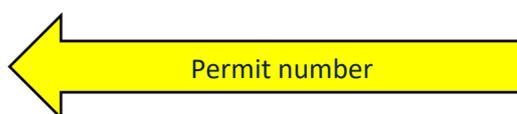
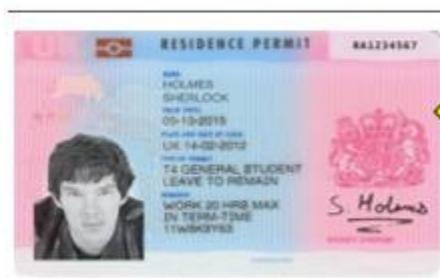
### **About your first parent**

Complete the details using one of your parent's details. It does not matter which one. If you do not know their details, then click 'What if I do not have my parent's details?' It will give a free text box where you can explain why you do not have their details.

### **About your second parent**

Complete the details using your second parent's details. If you do not know their details, then click 'What if I do not have my parent's details?' It will give a free text box where you can explain why you do not have their details.

### **Biometric residence permit (BRP)**



If you have a BRP card, you should include the details as they are printed on your BRP.

### **National Insurance number**

You will have a [national insurance number](#) if you have been working in the UK. Please enter the number here if you have one, otherwise select '**I do not have a National Insurance number.**'

### Driving License

Only complete this if you have applied for and been issued with a UK driving license.

### World travel history

Please select **'yes'** if you have been to any other countries in the past 10 years that are not: UK, Canada, USA, Australia, New Zealand, Switzerland or the European Economic Area.

If you have answered yes, then the following question will ask for details about where you have been in **'Details of your world travel history.'** Which will ask you the countries you visited, the reason and dates of entry and departure.

If you have not been in any of the countries listed, you can select **'No'**

### Previous evidence of English requirement

Have you provided evidence of your English language ability in a previous application?

You must have provided evidence that you either:

- 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

Yes  No

Save and continue

You can check your CAS to confirm how your English language level was assessed.

<b>Method of assessment of English language ability</b>	Your sponsor is a Higher Education Institution (HEI), and has made its own assessment of your English language ability / My CAS confirms I speak, listen, read and write English to B2 level.
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In most cases your Higher Education Institution has made assessment, so you would choose that option and you do not need to provide evidence of this if studying at degree level or above at QM for your visa application.

If your CAS says that your English language has been assessed in another way, select **'No'** and answer the following questions according to your situation. Most students would find that they answer **'Yes'** to the question below

### ***Immigration history***

Please complete the details. If you have not been subject to any of the actions listed select **'No'**. If

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

Save and continue

you have, then select **'Yes'** and answer the following questions.

### ***Breach of UK immigration law***

Please complete the question

### ***Medical treatment in the UK***

Please complete the details about any medical treatment you have received in the UK and answer the questions that follow.

### ***Public funds***

Usually, one of the restrictions of being on a Tier 4 or Student visa is that you are not entitled to public funds (this is referring to things like benefits) so you would normally select **'No'** If you have received public funds, please select **'Yes.'**

### ***Convictions and other penalties***

Please complete the question

### ***War crimes***

Please complete the question. There is guidance to help with your understanding of war crimes, please read the information and tick to confirm you read it.

### ***Terrorist activities, organisations and views***

Please complete the question. There is guidance to help with your understanding of terrorist activities, organisations and views, please read the information and tick to confirm you read it.

### ***Extremist organisations and views***

Please complete the question. There is guidance to help with your understanding of extremist organisations and views.

### ***Person of good character***

Complete the question. If you select **'Yes'** you will have to provide more details

### **Employment history**

Please complete the question

Please refer to your CAS to respond the course information questions.

### **Sponsor licence number and address**

**What is your sponsor licence number? Write: 11W8K9Y63**

**Sponsor's address Write: Queen Mary University of London, 327 Mile End Road, London, E1**

**4NS.**

### **Place of Study**

Select **Higher education institution with a track record of compliance** (note this is important so please pay close attention to select this choice)

### **Primary place of study**

Choose **'Yes'** if this will be your primary place of study. If not, then please select **'No'** and complete the details.

### **UCAS details**

Please complete the question.

### **Academic Technology Approval Scheme (ATAS)**

Please complete the question. For further information about ATAS please see [our guide](#).

### **Current or past official financial sponsor**

**Are you currently receiving money from an official financial sponsor - or have you received money from an official financial sponsor in the past 12 months?** If you are not sure, then please see the information in the link on the application 'What is an official financial sponsor' or in our guide about [Official financial sponsors](#).

### **Future official sponsor**

Please complete the question. If you select **'Yes'** you will be asked further questions about your official financial sponsor.

### **Course information**

Please complete the information about your course

### **Course dates**

Please copy these from your CAS

### **Accommodation**

Please answer the question. Note it is only if you have paid money for your accommodation to your sponsor, which is Queen Mary University of London

### **Course fees**

Please copy this from your CAS. If you have already paid your fees, complete the following questions and confirm **'My sponsor has confirmed this information on my CAS'**. If your CAS has not been updated to show that you have paid fees, then please contact

[casinfo@qmul.ac.uk](mailto:casinfo@qmul.ac.uk)

### **Student loan**

Please complete the question

### **Maintenance funds**

Are all of the maintenance funds required for this application in a bank account with your name on it? If you are required to show funds, then please complete the question based on your situation. Please refer to [our Funds for your Student visa application](#) page for guidance.

**NOTE:** You will automatically meet the financial requirement if you are applying for permission to stay in the UK and you have been in the UK for at least 12 months with valid immigration permission on the date of application. If you fit within this exemption, then please answer **'Yes.'**

The following questions will come up if you respond **'No'**

*Are you relying on money held in an account under your parent(s) or legal guardian(s) name?*

Please respond according to your circumstances, if you respond **'Yes'** to the above question, the following will apply, please respond according to your circumstances.

*Do you have permission from your parent(s) or legal guardian(s) to use this money?*

Please note, if the funds are not in your personal account, you would require permission from the account owner, please read our carefully our [Funds for your Student visa application](#) guide.

*How can you prove they are your parent(s) or legal guardian(s)?*

Respond to this question based on your evidence.

### **Your Confirmation of Acceptance of Studies (CAS)**

Please complete the details as shown in your CAS.

**You will then have the opportunity to check and edit answers about the applicant.**

## **3. Dependants**

At this point you can add a [dependant child/spouse/partner](#)

## Additional applicant

To add another applicant, select their relationship to you.

I would like to add a:

Add this applicant

If you don't have dependants to include in your application, choose 'continue'.

### 4. Documents

Select the all the documents you will include with your application. You will upload the documents in the next step and take your original passport and BRP card to your appointment.

#### Providing your documents

You must provide your documents after you submit your application, these can be originals or copies. **Any passports provided must be originals.**

You will be able to upload copies of your documents on our commercial partner's website, or you can take your documents to your biometrics appointment to be scanned and uploaded by our commercial partner for a fee. You'll be told how to book an appointment and upload your documents after you submit your application.

**You do not need to send any physical documents to the Home Office or UK Visas & Immigration unless you are advised to do so.**

**Your application may be rejected if you do not provide all mandatory documents.** If your application is rejected due to documents not being provided, it will not be considered and an administration fee for each person included in the application will be deducted from your refund.

Save and continue

#### Differentiation Arrangement

If you are a national of a country that qualifies under the [differential evidence agreement](#), you must still meet the Student immigration permission requirements, but only need to provide evidence of your funds and qualifications if requested to do so by UKVI.

### 5. Declaration

To complete this part of the application, please verify your email through the link sent to the account used to create the application at the start of the process. If you already verified your email, you will be asked to sign the declaration. Please note, after signing the declaration you

won't be able to amend your responses, take time to check your answers before completing this part of the process.

## 6. Pay

There are two payments embedded in the application which must be paid in full to be able to submit the application. To pay the Immigration Health Surcharge select 'Go to IHS website' please refer to our [IHS guidance](#) for further information.

### Immigration Health Surcharge (IHS)

You must pay your Immigration Health Surcharge (IHS) before you can complete your visa application. You will pay your IHS on another website, then return to this site to complete and pay for your application.

If you are exempt, you will still need to get a reference number from the IHS website.

Your IHS reference number will automatically be included on your application once you pay and return to this site.

**!** Your answers will be locked when you go to the IHS website, even if you do not pay your IHS straight away. If you need to make any changes to your answers you must do so now.  
[Check your answers](#)

Go to IHS website

Save and continue

Some of the responses to this questionnaire will automatically be retrieved from the application form, you will need to respond to the questions **highlighted in red**.

#### Your details

Applying from UK Yes

Staying in Isle of Man, Jersey or Guernsey? [Add where you are planning to stay](#)

Full name Your name

Email .@qmul.ac.uk

From

Visa route Student

Visa type Student

Course start date [Add your course start date](#)

Course end date [Add your course end date](#)

Continuing course [Add whether you are continuing a course](#)

Passport, travel document or biometric residence permit number

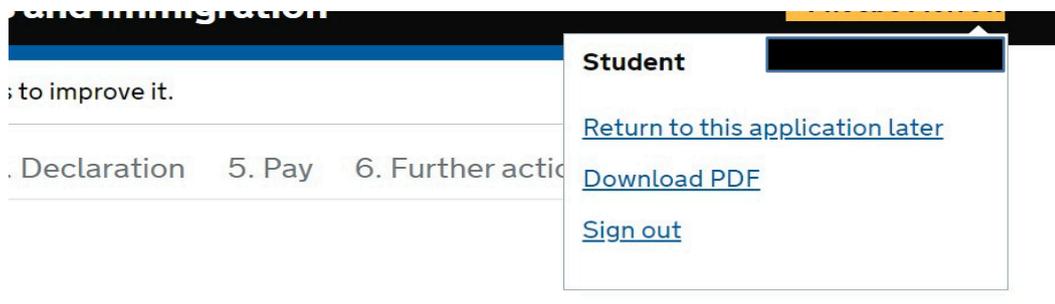
Date of birth

After paying the IHS, you will be redirected to pay the application fee, find out the [application cost on our webpages](#).

## 7. Completing your application

Once you have answered all the questions your application is completed, and you will have the chance to check your answers.

You can sign out and come back to your application later. You can also save or print a PDF of your application form.



When you are ready, you can continue.

## 8. Next steps

- [Register for the UKVCAS website, upload your documents and make an appointment.](#)
- [Enrol your biometrics and take your original passport and BRP card to your appointment.](#)
- Keep log in details.
- Keep a copy of your application, document checklist and copy of the documents used to support your application.