



International Student Support

Information for continuing students requesting a CAS from NTU

The International Student Support Service issues Confirmation of Acceptance of Studies (CAS) to international students who need to extend their visa for a course they have already started. Before a CAS is issued, the team liaise with different departments in the University (Academic Schools, Academic Registry, Finance etc) to gather the required information.

The International Student Support Service can issue a CAS to students in the following circumstances:

- PhD students requiring extra time to complete their thesis.
- Students extending their visa to complete resits / referrals with full time attendance.
- Students extending their visa to complete their course due to previous resits / referrals
- Students switching from full-time to sandwich course (subject to conditions).
- Students returning to the UK to complete their course after a period of deferral/leave of absence/repeating without attendance.
- Students who have commenced their course on certain non-tier4 visas (e.g. PBS Dependant) but who now need to apply for a Tier 4 student visa to allow them to complete their course.

In all cases, a CAS will only be issued where the student meets all of the following requirements:

- Is in full-time attendance and meets the tier 4 attendance requirements.

This leaflet is produced by:

International Student Support Service

Nottingham Trent University
Burton Street
Nottingham NG1 4BU

Tel: 0115 848 2631

Email: int.support@ntu.ac.uk

www.ntu.ac.uk/studentsupport

- Is able to demonstrate they meet the UKVI maintenance requirements by providing the International Student Support Service with financial evidence which meets the UKVI criteria.
- Has no tuition fee debts and their NTU account is “active.”
- Will not spend more than 5 years studying courses at degree level or above as a result of them extending their visa.
- Where the student is overseas or required to make their visa application outside of the UK, there is sufficient time for them to make their visa application and return to the UK in time for their course start date.
- Where the student is moving between academic years / stages, the School has confirmed (via exam board confirmation) that the student is scheduled to progress.
- The student has provided the International Student Support Service with a copy of their current visa and passports.

Additional requirements for students requiring ATAS certificates:

- Postgraduate Research students in certain subject areas will be required to provide evidence that they have applied for ATAS before a CAS can be issued.

The International Student Support Service cannot issue a CAS to students in the following circumstances:

- Students who do not meet the requirements set out above.
- Students who have outstanding tier 4 attendance issues.
- Students who do not have sufficient time to make a visa application overseas and return to the UK in time to resume their studies.
- Students who have no further outstanding work to complete on their course and wish to stay in the UK, including:
 - To attend a graduation ceremony
 - To wait for the results of an exam board
 - To wait for the outcome of an appeal
 - In the case of PhD students, to wait for the outcome of a re-submitted thesis.
 - Other personal circumstances, including looking for work in the UK.

Visa refusals:

If your visa application is refused, contact the International Student Support Service (int.support@ntu.ac.uk) immediately. In certain circumstances, it may be possible to issue students with another CAS to make another visa application. We will provide guidance on this.

Students who overstay their visas:

In the case of a student becoming an overstayer, a CAS will only be issued if the period of overstay / the student’s situation is such that the visa application would not lead to an automatic refusal. The International Student Support Service can provide further guidance on this.

Students will also be required to demonstrate that they are able to meet the tier 4 requirements before a CAS is issued.

Timescales and processing times:

Students are advised to request their CAS three months before their studies are due to resume (if making their visa application overseas), or three months before their visa is due to expire (if making their application in the UK).

Once a CAS request is received, the International Student Support Service will liaise with both the student making the request and different University departments to gather the required information. Once the ISSS have received all of the required information and correct supporting documentation, we will issue your CAS within five working days. Please note, there may be delays between the initial CAS request and when the CAS is issued in certain circumstances e.g. when it is necessary to wait for an exam board to meet to confirm progression on the course, or where the CAS has been requested more than three months prior to the date of return to study following a period of leave of absence / repeating without attendance. We will provide you with regular updates on the progress of your CAS request and where we are waiting for information from a student (e.g. financial evidence or passport details), we will send weekly reminders by email.

CAS withdrawal

In all cases, the University reserves the right to withdraw a CAS if it is no longer possible to maintain tier 4 sponsorship of the student or where we are not satisfied that a student meets the Tier 4 visa extension requirements.

Further information

Please contact the International Student Support Service (int.support@ntu.ac.uk) for further information.