



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

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- Has no tuition fee debts and their NTU account has not been deactivated.
- 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 in certain circumstances:

Students who are switching from a full-time to sandwich course, will need to be ready to meet the tier 4 visa requirements (including maintenance requirement) so that they can make their visa application imminently once the CAS has been issued.

Students who have less than 28 days remaining on their visa and plan to make their visa application in the UK will need to demonstrate that they can meet the maintenance requirement prior to their CAS being issued.

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 3 months before their studies are due to resume (if making their visa application overseas), or 3 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 liaises with different University departments to gather the required information. We aim to process requests and issue a CAS within 10 working days of receiving the request and all necessary supporting documentation. This will not be possible in all 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.

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.