

Continuing Student CAS Request

This form is for use by students already enrolled at the University of Southampton who require a new CAS to extend their stay in the UK to complete their current course. If you are a student at the University and require a CAS for a new course of study then you must complete the [CAS Questionnaire document](#).

Please do NOT use this form if you have completed a Pre-sessional English Language or English for Academic Studies course and are requesting a new CAS for your main course of study. A new CAS will automatically be raised for you.

Please complete all sections of this form and return to your Faculty Student Office.

Section 1 Personal Details

University of Southampton
ID Number: _____

Surname/Family Name: _____

First/Given Name: _____

Nationality: _____

Passport Number: _____

Passport Nation of Issue: _____

Passport Expiry Date: _____

Section 2 Your University of Southampton Course

Current course of study: _____

Start date of current
course of study (e.g. Sept
2012) _____

Current year of study (e.g.
third year) _____

Expected end date of
course: _____

Reason new CAS is required (e.g. repeated year of study, extension of candidature):

Section 3 Previous visits to the UK (including previous courses at this University)

Have you ever studied in the UK before (including English language study)?

Yes	<input type="checkbox"/>	Complete the table below.
No	<input type="checkbox"/>	Go to section 4

If you have studied in the UK, please list the details of all study undertaken (whether completed or not) in the table below including:

Secondary (e.g. A level/GCSE)

Undergraduate (e.g. Bachelors)

Postgraduate (e.g. Masters/PhD/PGDip)

English language study (e.g. pre-sessional English courses, intensive short courses)

Dates of Study		Name of course (e.g. BA Accounting)	QCF/NQF or CEFR Level of course (Please do not specify Beginner/Intermediate or Advanced, for further guidance please see below.)	University/Institution
From	To			

***QCF/NQF, CEFR Level:** If you do not know your previous course(s) level, the institution at which you undertook your course(s) will be able to provide this information to you. Please also see <http://ofqual.gov.uk/help-and-advice/comparing-qualifications/> for further information on the qualifications framework.

As a general guide: GCE A level: QCF/NQF Level 3; Undergraduate Bachelors degrees: QCF/NQF Level 6; Undergraduate Integrated Masters degrees (4 years): QCF/NQF Level 7; Postgraduate Taught Masters degrees (typically 1 year): QCF/NQF Level 7; Postgraduate Research degrees (e.g. EngD, PhD): QCF/NQF Level 8; English language courses: typically CEFR B2 or CEFR C1.

Failure to disclose information relating to previous UK study may result in the withdrawal of our sponsorship for your visa and termination of your place on the course.

Section 4 Criminal convictions, police cautions etc

Have you ever been:

- convicted of a criminal offence
- arrested and charged and awaiting trial for a conviction
- committed a driving offence eg for speeding or for having no insurance
- given a police caution
- received a fine for breaking UK immigration law
- received a county court judgement

Yes Complete the table below.

No **Go to section 5**

If you have answered yes, please give details of any criminal convictions you have. This includes spent and unspent convictions. You should include driving offences but not parking tickets.

Conviction, caution etc	Sentence	Country	Date of conviction	Is the conviction spent or unspent?

Section 5 Visa refusals

Have you ever been refused a visa for the UK?

Yes Complete the table below.

No **Go to section 6**

Date of refusal	Type of visa ie Tier 4, Short-term study visa etc	Reason for refusal

Section 6 Periods of overstay

Have you ever overstayed your visa in the UK?

Yes	<input type="checkbox"/>	Complete the table below.
No	<input type="checkbox"/>	Go to section 7

Date of overstay	Reason for overstay

Section 7 Consent for release of immigration history from UKVI

As you are applying to extend your period of leave under Tier 4 to complete your existing programme of study at the University, we may need to request your full immigration history from the UKVI.

We need your consent to be able to request this information.

I hereby give authorisation for the University of Southampton Visa & Immigration Student Advice Service to request and receive information from UK Visas & Immigration (UKVI) regarding full disclosure of my entire immigration history under Tier 4.	
Signed	
Date	

Section 8 Declaration: *I confirm that the information that I have provided is correct.*

Signature: _____

Date: _____

Once completed, please submit this form to your Faculty Student Office.

Faculty Student Office Use Only

Is the student currently in suspension? Yes [] No []

If the student is currently in suspension, please specify agreed return to study date:

Postgraduate taught/undergraduate students: In submitting this form, you are confirming that the student is required to be in **full-time attendance** and will be **enrolled attending** for the period of study requested. CAS cannot be raised for students who are repeat non-attending.

Postgraduate research students: In completing this form you are confirming that the student will be either:

in full-time attendance and enrolled attending (if candidature has been extended)

or

that **they need to be in the UK** to complete their viva/corrections

For postgraduate research students, please also confirm the following details:

Date of Submission:	
Date of Viva:	
Date corrections must be submitted:	

Is the student in Nominal Registration? Yes [] No []

Will the student be paying any tuition fees? Yes [] No []

If yes please specify amount

(If you are unsure as to the amount payable, please confirm this information with the Fees Office prior to submitting this form.)

Faculty Student Office Authorisation:

Name:	
Date:	
Tel Ext no:	
Email*:	
Comments:	

*Please enter your Faculty Student Office generic email address.

If this request is for a postgraduate research student and an official extension to their University candidature been agreed, please use the comments section above to confirm this. Please also ensure that any documentation confirming this is attached to the students' Banner record via BDMS.

**Once authorised, please send this form to:
saavisa@soton.ac.uk**