Guidance for Tier 4 Students wishing to extend their Tier 4 visa in order to complete a placement year

NB – this guidance is not relevant for Tier 4 Students already enrolled onto a ‘with placement year’ degree programme.

Undergraduate Tier 4 students will normally be issued with a 3 year CAS in order to apply for a Tier 4 visa for their programmes.

The length of the Tier 4 visa will be sufficient, in most cases, for you to complete your programme.

If you are offered an assessed work placement as part of the programme, a new Tier 4 visa will be required to extend your stay in the UK. In these circumstances, the Tier 4 visa application must be made in your home country or at a designated visa application centre (VAC) outside of the UK should a VAC not be available in your home country.

Further details of visa application centres can be found at:

www.gov.uk/find-a-visa-application-centre

When and how should I apply for my new visa?

You should have your work placement approval forms sent to the Careers service by the middle of May in Stage 2 of your programme. A decision will be made about approving your placement by the end of May at the very latest.

You will need to allow enough time to complete the following steps:

1) Attend a Visa Team Briefing on making a Tier 4 application overseas

2) Submit a CAS request to the Visa Team, providing copies of all relevant supporting documents. Further information can be found at:

www.ncl.ac.uk/students/progress/visa/applying_student_visa/CAS/index.htm

3) Return to your home country or travel to your designated VAC, allowing up to 8 weeks for your visa to be granted. Visa processing times vary and you should take account of the timescales involved when considering a work placement which starts during the summer. If you intend to begin your programme during the summer, you should select the priority service, if it is available in your country. You will need to make your employer aware that they should expect you to be able to start from September onwards.

4) Provide the Visa Team with evidence that you have left the UK (scans of passport stamps or flight boarding passes)

5) Apply for your new Tier 4 visa when you have all of your valid supporting documents and your new CAS

6) When your new Tier 4 visa has been granted, you must send a copy of your decision letter to: compliance@ncl.ac.uk You must ensure that you do this as soon as possible, as this will enable Student Services to transfer you on to your new
programme. At this point, you will be able to register on the Careers Service placement year module.

What should I do on my return to the UK?

You will need to collect your new Biometric Residence Permit (BRP) card from the designated local Post Office.

Further details are available at: [www.ncl.ac.uk/students/progress/visa/BRP/BRP.htm](http://www.ncl.ac.uk/students/progress/visa/BRP/BRP.htm)

As soon as you have collected your BRP card you must bring it to the University with your passport so that we can take a scanned copy for our records. For further details about where to go please see:

[www.ncl.ac.uk/students/progress/student-resources/registration/ID.htm](http://www.ncl.ac.uk/students/progress/student-resources/registration/ID.htm)

Attendance on your work placement

Whilst you are on your work placement you are expected to be in regular attendance. If you are unable to attend due to illness you should ensure that you follow the absence reporting procedures in place at your work placement provider. Your academic school or the Careers Service here in Newcastle will also maintain regular contact with your placement provider to check that you are attending.

If you do not attend regularly we may have to consider terminating your registration with the University and reporting your status to UK Visas and Immigration who will then curtail your Tier 4 visa.