



QAHE Limited CAS Extension (In and Out of Country)

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1. Introduction

Students whose Student Visa is due to expire but who still have academic progression requirements will need a CAS Extension. This allows them to extend their visa and complete their course before their student visa expires.

Identifying Eligible Students

Before starting the CAS Extension process, we must identify students who require it. These typically include:

- Students with **resits or retakes** scheduled after their visa expiry date.
- Students whose **submission deadlines or exam boards** fall after their visa expires.
- Students returning from a **Leave of Absence**, who will require an **Out-of-Country CAS Extension**.

These students are identified through lists provided by the **Registry Team** and **CIC Team**, as well as our **Student Profiling Process**.

Once eligible students are confirmed, they will receive communications via CAS Shield with details about their eligibility and instructions for completing the CAS Extension process.

2. Eligibility Criteria

Criteria for CAS Extension Issuance

CAS Extensions will only be issued if the following criteria are met:

- Teaching requirements are satisfied.
- All tuition, retake, and resit fees are cleared.
- All required documents are up-to-date and uploaded to CAS Shield.
- The student demonstrates good engagement and attendance throughout the course.
- Approval is obtained from Ulster University and the Course Director.

Verification Process

Before issuing a CAS Extension, we must:

- Confirm the course end date from the Course Directors.
- Verify with the Finance Team that all tuition, resit, and/or retake fees have been cleared.



Out-of-Country CAS Extensions

The same criteria apply for Out-of-Country CAS Extensions. However, in cases of poor engagement, additional evidence supporting the student's attendance record must be reviewed before approval.

3. Documentation

Pre-CAS Request Requirements

Before we can request a CAS from Ulster University, students must complete the Information Check in their new CAS Shield profile. This profile will be used for the CAS Extension request.

Information Check for In-Country Applications

When completing the Information Check, students must confirm:

- They are applying from within the United Kingdom.
- Their UK term address and UK contact number.
- They have been a resident in the UK for more than 12 months.
- They hold a previous UK Student Visa.

Required Document Uploads

Once the Information Check is complete, students must upload **scanned copies** of the following documents to their CAS Shield profile:

- Up-to-date passport.
- Previous BRPs and eVisas.
- Evidence of UK entry, such as:
 - Stamped visa vignettes.
 - Copy of UK entry stamp.
 - Boarding passes or baggage tags (if the passport does not have an entry stamp).
- Previous CAS statements.

Out-of-Country CAS Extension Requirements

Students returning from a Leave of Absence will require an Out-of-Country CAS Extension to apply for a new visa and resume their studies.

Before processing the request, the Compliance Team must receive evidence that the student has returned to their home country. Once this evidence is verified, students will receive an email confirming their eligibility for the CAS Extension.



Information Check

Students must complete all details in their new CAS Shield profile, including:

- Confirmation that they are applying for the CAS Extension from their home country.
- Confirmation that they have previously studied in the UK.

Required Documents for Out-of-Country Applications

Students must upload the following documents to their CAS Shield profile:

- Bank statement showing evidence of funds for maintenance costs:
 - **£13,761** for London Campus
 - **£10,539** for Birmingham or Manchester Campus**Funds must be held for at least 28 consecutive days.**
- TB certificate, if applicable (required for students from certain countries who have been outside the UK for more than 6 months). Check requirements here. [Tuberculosis tests for visa applicants: Countries where you need a TB test for your UK visa application - GOV.UK](#)
- Curtailment letter, if applicable.
- Up-to-date passport.
- Previous BRPs and eVisas.
- Evidence of UK entry, such as:
 - Stamped visa vignettes.
 - Copy of UK entry stamp.
 - Boarding passes or baggage tags (if the passport does not have an entry stamp).
- Previous CAS statements.

Non-Authorisation of CAS Extension

If a CAS Extension request is not authorised, please note that the Compliance Team is not responsible for any subsequent issues related to the student's visa status.

In such cases, students must seek independent immigration advice as appropriate.

4. Visa Application & Visa Decision Follow Up

Post-CAS Issuance Requirements

Once the CAS Extension request is complete and Ulster University has issued the CAS, students who applied **in the UK** must:

- Submit their **visa application before their current visa expiry date.**
- Upload a **PDF copy of the fully submitted visa application form** to their CAS Shield profile **before the visa expiry date.**

For **Out-of-Country applicants**, evidence of the visa application must be provided.



Failure to Comply

Failure to respond to communications or upload the required evidence by the deadlines set by the **Compliance Team** may result in **suspension of studies**.

If a student fails to provide evidence of an **in-time visa application**, the Compliance Team will:

- Process a **CAS Withdrawal Form** and send it to Ulster University.
- Notify the **Registry Team** to suspend the student's studies.

Visa Decision and Right to Study

Students will receive an email from the **Home Office** confirming the visa decision. Once received, students must:

- Upload evidence of the **visa decision** and the **new eVisa** to CAS Shield.

This evidence is required to complete **Right to Study checks**. Failure to provide these documents by the given deadlines will:

- Lead to suspension of studies.
- Cause delays in approving Right to Study checks for students applying via **Out-of-Country CAS Extension**.

