



**Northumbria  
University**  
NEWCASTLE

# Extension of Tier 4 (General) Student Visa

## Applying for an Extension of a Tier 4 Visa

In order to renew your Tier 4 (General) visa through the University Visa Extension Scheme, you will need to attend a visa workshop followed by a visa appointment. This is a free service.

Workshops are generally on alternate Wednesdays at 2.00pm. Places are limited and you must book online at:

**[northumbria.ac.uk/visa](http://northumbria.ac.uk/visa)**

## What is a Visa Workshop?

The visa workshop is a two hour group session led by a Welfare, Immigration and Funding Adviser. The workshop starts with a presentation which will provide information on:

- How the University Visa Extension Scheme works
- How much money you will need to show in your bank account
- How to provide evidence of your money in the correct format
- What other documents you need to prepare
- What to expect after you submit your application

After the presentation, you can log into your Home Office account and fill in your visa application form. A Welfare, Immigration and Funding Adviser will be available to answer any questions you may have.

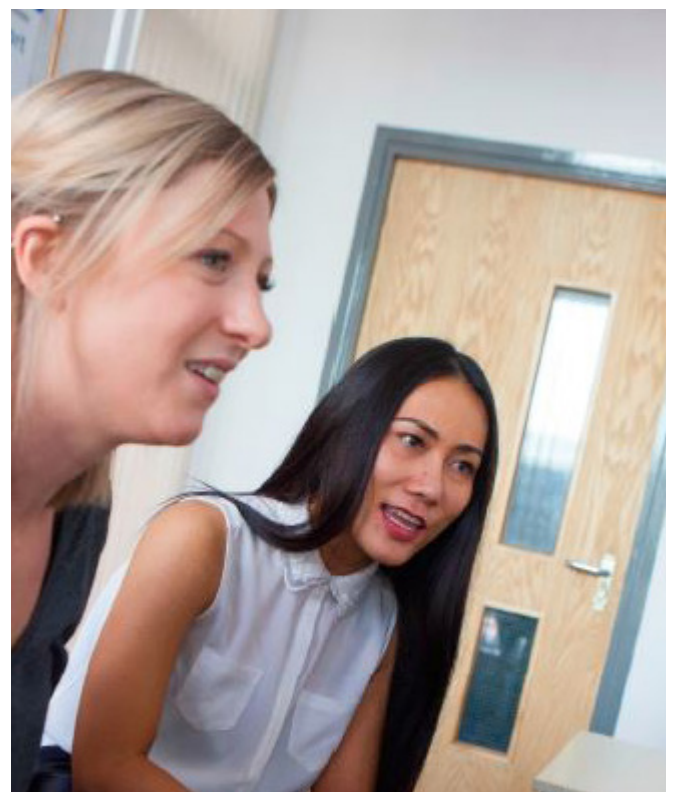
At the end of the workshop you will save your application as it is not ready to submit yet. You can log back into your account to add further information to your form after the workshop if necessary.

## What is a Visa Appointment?

After your attendance at the visa workshop, you can book a visa appointment. This is a one-to-one appointment with an Adviser who will check your application and supporting documents.

At this point, you will need to ensure your application is complete and all your documents are ready. If you have any issues with your form and/or documents, please let us know before your visa appointment if possible.

Once your application is complete, it will be submitted to the Home Office and you will pay for the application using your debit/credit card at the end of the appointment. You will receive a receipt for your application and we will advise you on the next steps.



## Terms and Conditions

If you would like the University to send your application on your behalf you must agree to the terms and conditions of this service. You will be asked to agree to these when you sign up for a visa workshop and when you attend your visa appointment.

## Step by Step

1. Attend a visa workshop
2. Make an appointment with an Adviser
3. Prepare our documents and application ready for your appointment
4. Attend your appointment. Once your application is complete and your payment is accepted, we will submit it to the Home Office
5. Have your Biometrics taken, (you will have received a printed copy of your Biometrics letter at your visa appointment)
6. The Home Office will return your completed application to us
7. We will return your visa and documents to you.

## More Information

For general information on Tier 4 student visas, please go to: [www.gov.uk/tier-4-general-visa/extend-your-visa](http://www.gov.uk/tier-4-general-visa/extend-your-visa)

For information on applying for a student visa, to book a place on a workshop and to see the Terms and Conditions of using our service, go to: [northumbria.ac.uk/visa](http://northumbria.ac.uk/visa)

## Contact the Welfare, Immigration and Funding Team

Visit us at an Ask4Help point

### At City Campus

Drop in to speak to an Adviser:  
Monday, Tuesday, Thursday, Friday  
(10am – 4pm), Wednesday (1 – 4pm)  
Student Central, City Campus Library

### At Coach Lane Campus

Bookable Appointments:  
Friday 10am – 12.30pm  
Drop in: Friday 2 – 4pm  
Student Central, Coach Lane Library

### At London Campus

Ground Floor

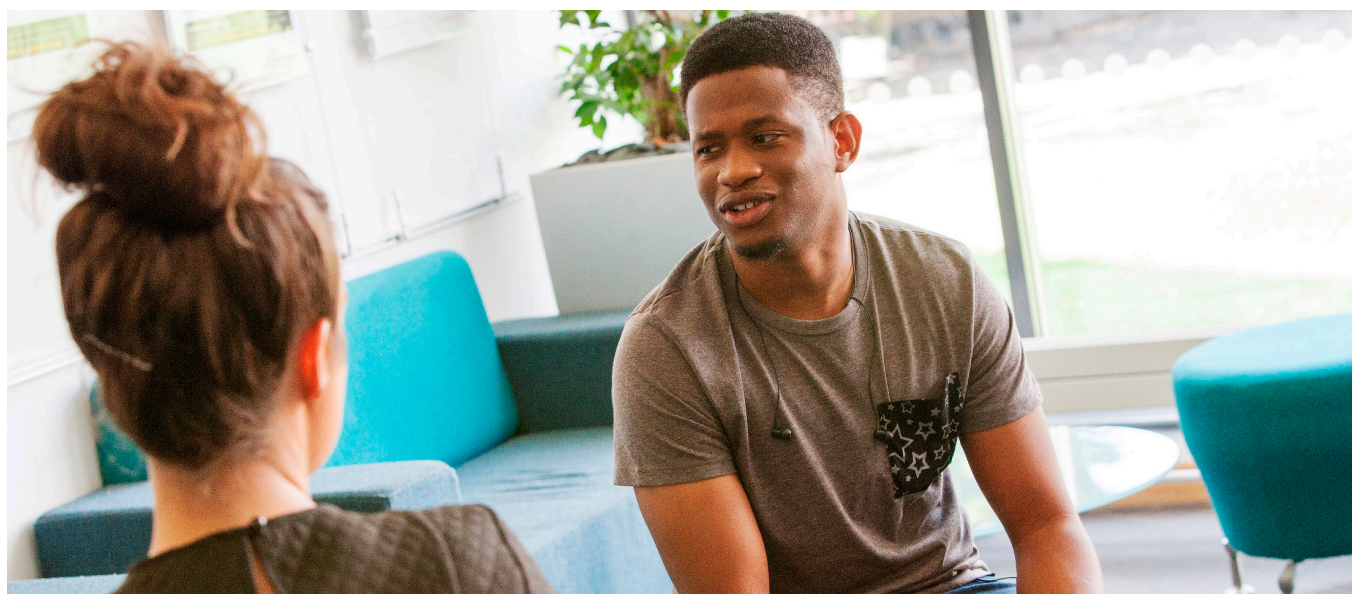
### At Amsterdam Campus

First Floor, Fraijlemaborg Building

Tel: 0191 227 4127

[sv.welfareandinternational@northumbria.ac.uk](mailto:sv.welfareandinternational@northumbria.ac.uk)

Current Northumbria students should make enquiries via the Student Portal:  
[myportal.northumbria.ac.uk](http://myportal.northumbria.ac.uk)



INTERNATIONAL STUDENT SUPPORT

Visit an Ask4Help point  
[northumbria.ac.uk/internationalsupport](http://northumbria.ac.uk/internationalsupport)

