



**Northumbria  
University**  
NEWCASTLE

# University Visa Extension Scheme

## Terms and Conditions of using the University Visa Extension Scheme

International students who need to extend their time in the UK to complete their studies must submit an application to United Kingdom Visas and Immigration (UKVI) before their current visa expires. Student Life and Wellbeing are able to assist students who need to renew their visa by sending their application through the University Visa Extension Scheme.

Student Life and Wellbeing aims to offer a high level of service to all students who use the Visa Extension Scheme, and we make the following agreement with our service users.

### Student Life and Wellbeing will:

- Run regular workshops offering advice and guidance on the completion of visa renewal applications. The workshops will be run by Advisers who are working within the Office of the Immigration Services Commissioner (OISC) Code of Standards.
- Ensure that a copy of the workshop is made available.
- Provide one appointment for each student who attends one of our visa workshops and is eligible to renew their visa.



- Check the application and relevant documents for accuracy and content (based on the information provided by the student) and advise on any amendments or additions required.
- **The University cannot be held responsible for any errors in the application as a result of incorrect or inaccurate information provided by the student.**
- Refer the student to an alternative adviser or service, including external legal service, where appropriate.
- Ensure the safety of students' documents whilst on University premises.
- Liaise with UKVI over any queries/issues that may arise with the application and provide updates by email or telephone, where necessary.

### Student Life and Wellbeing cannot:

- Offer more than one appointment under normal circumstances. However, where an Adviser is unable to complete an application during an appointment, he or she will advise the student on the options available.
- Guarantee the success of a visa application. Student Life and Wellbeing staff cannot influence the decision which is made by UKVI staff.
- Accept responsibility for documents lost in transit through Royal Mail.
- Accept responsibility for checking the accuracy of the information provided by the students

### Students should:

- Be registered on a full time course of study at Northumbria University and hold a valid visa for study in the UK.
- Make an application to renew their visa before the expiry of their current leave to remain.
- Attend a visa check, as required, to assess eligibility for an extension.
- Attend a visa workshop if they require an appointment with an Adviser.
- Prepare all of the supporting documentation in preparation for the appointment with an Adviser.
- Arrive promptly for the appointment with an Adviser.
- Make copies of all documents submitted, if required, and keep them in a safe place.
- Provide Student Life and Wellbeing with accurate contact details at all times.
- Respond promptly to any request from Student Life and Wellbeing for additional information to support the application.
- Following submission of online application, attend documentation and biometric submission appointment on-time.
- Advise Student Life and Wellbeing of any changes in circumstances that may affect the application.
- Accept full responsibility for the visa application and recognise that Student Life and Wellbeing cannot guarantee its success.

### Students should not:

- Make any plans to travel outside the UK until the application has been returned to the University by UKVI.
- Students who travel whilst their application is pending will have this withdrawn.

**In submitting my application via the University Visa Extension Scheme I agree to the terms and conditions detailed in this document.**

## 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

Student Central, Coach Lane Library

#### At London Campus

Ground Floor

#### At Amsterdam Campus

First Floor, Fraijlemaborg Building

Current Northumbria students should make enquiries via the Student Portal:

**[myportal.northumbria.ac.uk](https://myportal.northumbria.ac.uk)**



INTERNATIONAL STUDENT SUPPORT

Visit an Ask4Help point

**[northumbria.ac.uk/internationalsupport](https://northumbria.ac.uk/internationalsupport)**

