

FAQ's

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I need more time to complete my course. How can I extend my current visa?

If your visa will expire before your current course has been completed or if you decide to further your studies at the University after your course has finished, you will have to apply for an extension of your immigration permission to remain in the UK.

Preparing your Tier 4 visa extension application form

The International Support Team will help you prepare your application and check the documents required to extend your student visa while in the UK and post it to the Home Office.

We would advise Edinburgh Napier University students wishing to apply in the UK, to apply through the University International Support Team. We operate the 'Check & Send' scheme. This is a scheme whereby our International Support Officers can check and submit Tier 4 applications on behalf of students to the Home Office. If you use this service, we will be able to answer any queries the Home Office may have about your application and can check on the progress of your application if necessary. To make use of this service please email internationalsupport@napier.ac.uk.

Students are required to read the [Policy Guidance](#), complete the [Tier 4 Online Application Form](#) and then attend an appointment with International Support so that we can check your form and supporting documents to issue the CAS letter you require for your visa application. For further information or to book an appointment please email internationalsupport@napier.ac.uk.

Once you have attended an appointment and have gathered all the required supporting documents and completed your online application form, it should be submitted to the International Support Team and your completed application will be checked and sent to the Home Office.

You can find the current cost of Tier 4 Visa extensions at the [Home Office website](#). There is a higher charge for students who wish to make their application in person at a Public Enquiry Office.

Making your application to the Home Office

Remember: It is your responsibility to make your application to extend your leave to remain as a student in plenty time. The Home Office must receive your online visa application **before** the date your current visa expires.

If you make your application after the visa expiry date, you will be 'overstaying' and this is a criminal offence. You will not have any immigration status in the UK as an overstayer and this will affect your right to study and work while you are waiting on a decision about your application. It could also cause you problems for any future immigration applications you make.

Terms and Conditions of the Check & Send Scheme

- ***University staff will post your application by Special Delivery to Home Office caseworkers who specialise in student immigration. The advantages of this is that it is normally***

faster and if the caseworkers have queries about your application they will contact International Support instead of writing to you, which saves time.

•Your immigration status is between you and the Home Office.

•It is your responsibility to ensure that you apply for your new visa before the expiry date of your existing visa.

•It is illegal for you to remain in the UK without valid leave to remain.

•It is your responsibility to complete your Tier 4 (General) student online application form and provide the correct documentation.

Submitting your own application by post

You will need to complete the [online application form](#) and attend an appointment with the International Support Team who will check your application form and supporting documents. If all your documents are in order, you will be issued with your Confirmation of Acceptance for Studies (CAS) letter. You will be required to provide International Support with a copy of your new BRP card once you have received this. Once your new visa has been granted, please provide International Support with a copy of the front and back of this by emailing internationalsupport@napier.ac.uk to ensure the University has an up to date copy of your immigration permission

It is advisable that you take photocopies of the documents you will be submitting to the Home Office for your records. We advise you post your application to the Home Office using Special or Recorded Delivery. Please ensure you post your application to the correct address which is listed on the application form.

Applying in person at a Public Enquiry Office (PEO)

If you wish to apply for your visa quickly, you can make an appointment as part of your online visa application or in exceptional circumstances by telephone on 0870 606 7766.

You will need to complete the [online application form](#) and attend an appointment with the International Support Team who will check your application and supporting documents. If all your documents are in order, you will be issued with your Confirmation of Acceptance to Study (CAS) letter.

You will normally have a decision on the day of your appointment and your Biometric Residence Permit (BRP) will be posted to you within 7-10 working days.

Once your new visa has been granted, please provide International Support with a copy of the front and back of this by emailing internationalsupport@napier.ac.uk to ensure the University has an up to date copy of your immigration permission

The closest Public Enquiry Office to Edinburgh Napier University is located in Glasgow, however, you are able to attend an appointment at any PEO in the UK

It is advisable that you take photocopies of the documents you will be submitting to the Home Office for your records.

For further information on submitting an application at a PEO please refer to the [Home Office website](#).

Visa Refusals

In order to avoid visa refusals, it is important that you ensure all of the information provided in your visa application is correct.

If your application for permission to stay under Tier 4 was made on or after 20th October 2014, you cannot appeal against the Home Office decision. However, you may ask them to check their decision under [Administrative Review](#) if you think the Home Office has made an error in considering your application.

What is Immigration Health Surcharge?

New regulations introduced by the Home Office mean that from 6th April 2015, most people applying for a UK visa will be charged a compulsory additional fee to allow them access to UK Healthcare. The [Immigration Health Surcharge](#) has been introduced to help fund the NHS, and will give students the same access to the NHS as UK citizens. If you require further information regarding this [contact us](#) directly.

How do I make an appointment with International Support?

Appointments

Appointments are available for students who would like to speak to a trained immigration advisor regarding any immigration or visa queries they may have. We also provide appointments for students who require a student visa extension. To arrange an appointment please [contact us](#) directly.

Drop-in sessions

Drop-in sessions are available to any student who would like a quick chat with an International Support Officer. There is no need to make an appointment prior to attending the drop-in session. We would ask that you bring your passport and visa when you come to the drop-in session.

Drop-in sessions are currently available at the following times and locations:

- **Tuesdays 10am-12pm** – *iPoint, Merchiston Campus*
- **Wednesdays 2pm-4pm** – *iPoint, Craiglockhart Campus*

I have a Tier 4 Visa, what are MY responsibilities?

As a Tier 4 visa holder, you will have certain responsibilities which you will be required to comply with. You must:

- Supply us with a copy of your passport and visa;
- Update your student record with any change in your address, telephone number, email address etc;
- Pay your fees on time;
- Maintain attendance on your course and submit coursework on time;
- Attend up to 4 face to face additional registration points with our Tier 4 staff during the academic year;
- Check your student email account regularly as this is how the university will contact you regarding your studies and immigration matters;
- Be punctual so as to avoid disturbing other students and missing crucial information;
- Stay within the working restrictions as shown on your visa;
- Register with the police and update change of address, visa updates etc (if required)

I have a Tier 4 Visa, what are Edinburgh Napier University's responsibilities?

We must notify the Home Office:

- If you fail to enrol before the latest enrolment date (as specified on your CAS);
- Of poor or erratic attendance;
- Of [suspension](#)/withdrawal of your studies;
- If you transfer course: if you hold a Tier 4 Visa and you change course, the university will inform the Home Office if your new course is shorter and your visa may be curtailed (cut short). If your new course is longer, you will be required to make a visa extension application;
- If you complete your course early: if you complete your course early, the university will inform the Home Office and if you have more than six months remaining on your current visa, the Home Office will curtail (cut short) your visa.

Any of the reasons above may lead to your visa/sponsorship being withdrawn and your leave to remain in the UK being curtailed (cut short).

Failure to comply with Home Office regulations is likely to have an effect on your present or future studies in the UK.

What happens if I don't attend classes?

All students are expected to attend all their classes, lectures, seminars and tutorials. Edinburgh Napier University is required by the Home Office to monitor academic participation for all Tier 4 students enrolled at the university. We are required to report non-attendance to the Home Office. It is therefore extremely important that if you cannot attend class for any reason, for example due to illness, you must inform your school office as soon as possible. If you need to be [absent](#) for any reason other than sickness, you must get permission from your school office **before** taking an absence.

If you are absent from your studies without having been granted permission, you will have taken unauthorised absence and this will be reported to the Home Office.

Can I defer/take a break from my studies?

If you are enrolled on a course at Edinburgh Napier University on a Tier 4 Student Visa and wish to [defer or suspend](#) your studies for a short period, you will not be able to remain in the UK on your student visa. Please note that deferring or suspending your studies is only acceptable in exceptional circumstances and you are required to get permission from your school office if you wish to do this. Please also ensure that you contact International Support for advice regarding visa implications. Please be aware that suspending your studies may have tuition fee implications.

What happens if I decide to withdraw from my course?

If you are enrolled on a course at Edinburgh Napier University on a Tier 4 Student Visa and wish to withdraw from your course, the university is required to report this to the Home Office who will then contact you to curtail your current immigration permission in the UK. Please contact your school office directly if you wish to discuss withdrawing from your course.

I want to get a part time job while I'm studying. Am I allowed?

Students from EU/EEA and Switzerland

All EU/EEA and Swiss national students can work in the UK. You can work during or after your studies. However, if you are a national of Croatia, you may be subject to the "Worker Authorisation Scheme" and will need to obtain the appropriate registration certificate before you can start work, unless you are exempt.

The UK currently remains a member of the European Union, therefore if you meet the relevant criteria, you still have the right to reside.

Non-EU/EEA/Swiss Nationals

If you are a national from outside the EU/EEA and Switzerland, you should be able to work in the UK during your studies on a Tier 4 General Student Visa. You should be granted permission to work 20 hours per week during term-time and full time hours during official university holidays. If you are unsure as to whether or not you are allowed to work, check your visa, this will show your permissions or email internationalsupport@napier.ac.uk for further advice.

Short-term Study Visa

Short-term Study Visa holders are not permitted to work, whether it be paid or unpaid. You are also not permitted to complete any work placements as part of your course if you have a Short-term Study Visa.

How can I get a National Insurance number?

You will need a National Insurance number in order to gain employment in the UK. In order to apply for a National Insurance number, you should refer to the [Gov.UK website](#) for details how to do so.

Do I have to register with the police?

If you are required to [register with the police](#), it will be indicated on the visa you have been issued by the Home Office.

When do I register?

If you are required to register, you must register with the police within seven days of arriving in the UK. When you register, you will receive a Police Registration Certificate.

If I change any of the details that are on my registration certificate, do I have to report these changes to the police?

Yes. After registering with the police and collecting your registration certificate, it is a condition that you report any of the following changes to the police:

- New address
- Extensions to your visa granted by the Home Office
- New passport
- New study information or change to university/college

- New employment

Any changes should be reported within **7 days**.

If you fail to comply with a condition to register with the police or to notify them of changes, the Home Office can refuse a future immigration application or remove you from the UK if you do not comply with visa regulations and requirements. You might be prevented from returning to the UK for a certain period.

Where do I register?

Further information can be found on the [Police Scotland website](#) or you can contact them by calling 0131 311 3171.

What documents will I need?

When you go to register you will need the following:

- Your passport;
- Your residence permit (BRP) – your 30 day short validity vignette in your passport will have allowed your entry to the UK. You must collect your BRP from your designated Post Office before registering with the police;
- Two passport sized photos;
- Your CAS letter provided by Edinburgh Napier University or a letter confirming your enrolment on your course (available from any of our [iPoints](#));
- £34.00 fee for your police registration certificate (cash only);
- You must keep your certificate safe. When you change your address you must take your certificate to the police station to be updated within 7 days of moving. You will also need your certificate when you are applying to extend your visa.

How can I open a bank account?

If you are in the UK for less than six months it is not necessary to open a bank account. It is our experience that students who are in the UK for less than six months find it difficult to open any type of bank account in the UK.

If you are in the UK for longer than six months, we would recommend that you open a bank account. Soon after you arrive in Edinburgh, you will need to access money to pay for rent, living expenses and tuition fees. Most international students are only able to open a basic bank account, which does not provide a cheque book or an overdraft facility.

When you open a bank account you will be asked to provide certain documents. These documents vary with each bank so you should check with them, but generally you will require:

- A letter from Edinburgh Napier University showing your address and confirmation that you are studying. You can get this letter from any of our [iPoints](#);
- Your original offer letter sent to you by Edinburgh Napier University to your overseas address;
- Your passport

There are many different types of bank accounts and you should check with more than one bank before you open an account. Further information can be found on the [UK Council for International Student Affairs \(UKCISA\) website](#).

Remember to keep your bank statements in a safe place, they will be required if you have to extend your visa in the UK.

How can I register with a doctor or dentist?

Doctors

There is no National Health Service General Practitioner service available in the University.

To find your nearest Doctor:

1. Go to [NHS 24](#)
2. Enter your postcode (either your term-time address or the University's postcode under service you're looking for, select GP surgeries)
3. Click search
4. Contact the nearest GP surgery to register

You will probably require a letter from Edinburgh Napier University showing your address and confirmation that you are studying which you can get from any of our [iPoints](#). It is best to contact the surgery to see what documents you will need to provide.

For information on dentists, hospitals and general health matters please see the [NHS 24 website](#).

Emergencies

In an emergency phone 999 for an ambulance.

I want to travel outside of the UK. What are the requirements?

During your time at Edinburgh Napier University we hope you will take the opportunity to travel to other countries. Travelling will widen your knowledge and understanding of other cultures and enhance your experience in the UK. You should not travel during term time unless it is part of your studies.

[This section](#) gives you advice about travelling in Europe.

The first thing you need to check is if you need a visa to travel or not. A number of European countries are part of an agreement called 'Schengen'. This means that you can obtain a single visa to travel in those countries. If you are travelling to countries outside of the Schengen space, you should contact the country's embassy in the UK for information about immigration procedures there. A list of foreign embassies in the UK can be found [here](#).

Important Visa information

Providing false information in a Schengen visa application will be taken very seriously by the Embassy and the applicant themselves will be held responsible for the fraudulent claims; even if someone else completed the form, the applicant who signs the form is responsible for all information provided in that form. Please do not be tempted to be involved with this type of deception. If you do then your Schengen visa application will be refused and you are putting yourself at risk of being prosecuted.

You should also remember that, when applying for a Schengen visa, you must apply either to the embassy of the country where you will be visiting first, or the country where you will be spending the most time.

Please email [international support](#) to request a letter of student confirmation that you will need as part of your Schengen visa application.

I want to invite my family/friends to visit me in the UK. What should I do?

We hope that your friends and family will come to visit you in Edinburgh. If your friend or family member is coming to visit you for a holiday they should apply for a [Standard Visitor Visa](#). Visa processing times can be found [here](#).

If you need a visitor support letter you can request a letter of confirmation (proof that you are a current student) from any of our [iPoints](#) which you can provide to your family/friend along with a letter from you inviting them to come and see you.

Information you should provide in your invitation letter:

- Your family name
- Your first name(s)
- Your student number
- Your gender
- Your date of birth
- Your address in Edinburgh
- Your email address
- Purpose of the visit (e.g. to attend your graduation)

Information required about each person you are inviting on a visitor visa (i.e. for a visa to remain in the UK for up to six months):

- Person's relationship to you (e.g. father, mother, brother, sister, friend)
- Their family name
- Their first name
- Their gender
- Their date of birth
- Their address

Inviting your friend or family member to stay for more than six months

If you are a postgraduate student who is studying a course of 12 months or longer, or you are a government sponsored student on a course of six months or longer, your partner and children can apply to come to the UK as student dependants. Your family member(s) can find full information about applying as a student dependant on the [Home Office website](#).

I have lost my passport. What should I do?

Inside the UK

Passport:

If you have lost your passport or it has been stolen (in the UK), you must in the first instance report this to the Police and obtain a report or crime reference number. You must then contact your country's Embassy or High Commission in the UK for information on how to obtain a replacement passport. You may need to wait some time before you receive your new passport.

If you had an entry clearance or residence permit sticker (vignette) in your passport, you can apply for a replacement. If you are in the UK, you will need to apply to the Home Office to [transfer your visa to a new passport](#).

This currently costs £223 by postal application or £723 for a premium (in person) application. You must read the Transfer of Conditions [Guidance Notes](#) and complete the [application form](#). Your new visa will be issued on a Biometrics Residence Permit (BRP). You will

therefore be required to provide the Home Office with your Biometric Enrolment and they will send you a letter advising you how to provide this once you have submitted your application if doing this by post. If you have a premium appointment you will provide your Biometric Enrolment at your appointment.

As with all applications to the Home Office, you must ensure that you meet all the requirements, provide the necessary documents, provide photographs in line with the Home Office [Photo Guidance](#) , provide payment, send by special delivery if making a postal application and keep a photocopy of your completed application and all documents.

International Support can send your application and supporting documents to the Home Office on your behalf, so please contact [us](#) for further advice.

Outside the UK

If you are outside the UK and your passport has been lost or stolen, you will not be able to re-enter the UK and will have to apply for new permission to enter the UK. This can take several weeks. Please [email](#) us to advise us of this happens to you so that we are aware of your situation.

I have lost my BRP (Biometric Residence Permit). What should I do?

Inside the UK

If your biometric residence permit is lost or stolen while you are in the UK, you must report the loss to the Police and obtain a crime reference number and also email the Home Office to inform them of this by emailing BRPlost@homeoffice.gsi.gov.uk. You must provide the following details:

- full name;
- date of birth;
- nationality;
- passport number;
- contact details;
- BRP reference number;
- case reference number; and
- when, where and how the loss or theft occurred.

If your biometric residence permit is lost or stolen **while you are in the UK**, you must apply for another permit within 3 months of reporting the loss or theft of your original permit.

Further information can be found on the Home Office [website](#).

If your permit is lost or stolen while you are **outside the UK**, you can't apply for a new BRP until you're back in the UK. Instead you must apply for a 'replacement BRP visa' which you can use once to re-enter the UK. A replacement BRP visa costs £189.00. Further information can be found on the Home Office [website](#). You must apply for a replacement BRP within 1 month of your return to the UK.

If you do not apply for a replacement permit, you may have to pay a financial penalty of up to £1,000, or the Home Office may shorten your permission to stay.

I would like to return to the UK to attend my graduation ceremony. What should I do?

If your visa has expired and you have left the UK, you may wish to return for your graduation ceremony. If you only wish to return to the UK to attend the graduation ceremony (you do not intend to study or work), you should return to the UK as a [Standard Visitor](#). If you are a Visa National you must apply for entry clearance (visa) as a visitor before returning to the UK.

I have finished my course and I want to return home for a while. I still have time remaining on my visa. Can I come back to the UK on that visa?

Your student visa is issued to you for studies in the UK. You are normally granted sufficient time on your visa to complete your course along with some additional time usually to either attend a graduation ceremony, wait for results to be published or organise applying for further leave to remain in the UK or return home.

Therefore, if, after having completed your studies, you wish to leave the UK for a period in order to return again, an Entry Clearance Officer (ECO) may not be convinced that you are entering the UK for studies. If the ECO is not convinced that you are entering the UK for studies whilst holding a student visa, in some cases he or she might refuse entry into the UK. We therefore do not advise that you travel outside of the UK at the end of your studies if you wish to return to the UK on that same student visa.

Useful Links:

[UK Visas & Immigration](#) (Home Office)

[UKCISA](#) (UK Council for International Student Affairs)

[Tier 4 Policy Guidance](#)