***To Course Co-ordinator:*** Please confirm that this student requires a further period of study in order to complete their degree due to resits or transfer to a higher level course (e.g. transfer from PG Dip to Masters, transfer from BEng to Meng (please also see note re ATAS), transfer from 1yr to 2yr Masters). If the student has been unable to complete before their original end date please explain why; if the student is required to complete resit exams or repeat a period of study please explain this (with dates) in the space provided below. If the student has been accepted onto a higher level within the same programme please explain this and provide the new end date.

***To student:*** Please enter your details in the form below. If you have studied a course in the UK before you began your current course, you must provide details in the form below. Please return this form, by email, to the **Visa** **Compliance** **Team** along with a good quality copy of your **passport** and current **visa/BRP** and new **ATAS** if applicable.

|  |
| --- |
| ***Student Personal Details - To be completed by student (all details must match passport)*** |
| **Registration Number:** | **First Name:** | **Family Name:** |
| **Visa Expiry Date:** | **Passport Number:** | **Passport Expiry Date:** |
| **Original Course Start Date:** |
| ***Details of previous study in UK - To be completed by student*** |
| **Name of previous course** | **Length of previous course** | **Qualification received e.g. Bachelor’s degree** |
|  |  |  |
| ***I confirm the details above are correct and that I have given you details of all my previous studies in the UK******Signed (student):*** |
| ***Course details- To be completed by academic department*** |
| **Course Co-ordinator Name:** | **Programme Title:** |
| **Department:** | **\*\*Date course will end:** |
| **Date course will resume (if applicable - this may be “Immediately”):** |  |
| **Please confirm the academic grounds for the extended period of study and any other relevant information:****Please tick to confirm that the student is required to be in attendance until the course end date entered above: Yes □ No □.** **If No please enter the range of dates the student will be in attendance for \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_** **\*\* Awaiting exam results or graduation and is not regarded by UKVI as being part of study and must not be included when calculating the course end date.** |
| **Signed (Course Co-Ordinator):** **Date: Departmental Stamp:**  |

***ATAS*** - if you currently require an ATAS certificate you should apply for a new ATAS certificate **as soon as you have agreed a new end date with your Supervisor.** You do not need a new CAS to apply for ATAS and you should not wait until you have your new CAS before you submit your ATAS application. The ATAS certificate can take over 2 months to be issued, so it is important to apply for ATAS as soon as possible. In addition – if you are moving from BEng to MEng your course may now require [**ATAS**](https://www.strath.ac.uk/studywithus/academictechnologyapprovalscheme/).

|  |  |  |
| --- | --- | --- |
| ***Office Use Only*** | *UKBA Evidence:* | *Previous Level:* |
| *Start Date:* | *End Date:* | *Sponsor note::* |
| *Fees Due and Paid:* | ATAS Required?: | CAP?: |