**CAS REQUEST FORM – Student Visa Extension (International Students)**

Current international students on a Student visa can use this form to request a new CAS for a visa extension to complete their course.

* Complete the form electronically and use “Save As” to email it as an attachment.
* For visa extension advice, attend an [online immigration drop-in](http://hud.ac/kuw) or email: immigration@hud.ac.uk

Instructions:

* **Student:** Fill in Section 1 and email it to your course admin (see page 2 for contacts).
* **Course Admin:** Complete Sections 2 and 3 - return (CC the student) to [immigration@hud.ac.uk](mailto:immigration@hud.ac.uk)

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| **Section 1: Your Details - Student to complete** | | | |
| Student name: |  | Student number |  |
| Academic School: | *Please select* | | |
| Course title: |  | | |
| Visa expiry date: | *Select date* | | |
| Any dependants (spouse/partner, or children) applying with you in the UK?  Yes  No  If yes, please specify how many: | | | |
| **Note:** If your course is subject to [ATAS Clearance](https://www.hud.ac.uk/international/immigration/before-you-arrive/atas-clearance/), you should apply for a fresh ATAS certificate now.  You must also mention in your ATAS statement that you a continuing student applying to complete your course. | | | |

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| **Section 2: Course admin to complete** | | |
| **ATTENDANCE AND ENGAGEMENT – Tick as appropriate and include required information** | | |
| UG and PGT students |  | Student is attending and engaging with the course as required.  Enter Current Engagement %:  Current Actual Attendance %: |
| PG Research students |  | Student is making the required contacts with their supervisors and the Attendance Monitoring system is updated with their swipes detail. |
| **PROGRESSION ON THE COURSE – Tick as appropriate and include required information** | | |
| UG and PGT students |  | Student has been granted an extension to repeat modules or resubmit work with on-campus attendance until the new course end date**.** ASIS and Attendance Monitoring have been updated.  **Note:** For repeats/resubmissions without attendance, add details in the "Other/Additional Comments" section (Page 2). |
| PG Research students |  | Attach a letter/email from the academic supervisor detailing the student’s progress (or use the "Other/Additional Comments" section on Page 2). If a previous course extension was granted, include reasons for this further extension. |

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| **Section 3: Course admin to complete** | | | | | |
| **REASON FOR ACAEDMIC EXTENSION – Tick as appropriate and add information as appropriate** | | | | | |
| UG students | Repeating/re-sitting modules or progressing after a repeat year.  **Required campus attendance for the extension period:**  From*: Select date*  To: *Select date*  From*: Select date*  To: *Select date*  **OR**  Applying for an extension due to adding a placement year. | | | UG/PGT: Course end date cannot be extended if the student has completed taught modules and is only awaiting results.  UG/PGT/PGR: Update attendance system with all campus swipes requirement in the extension period.  PGT: Students working on projects/dissertations must have weekly swipes, per University policy.  PGR: Must get an approved course end date extension from Registry before requesting a CAS. | |
| PGT students | Repeating modules with attendance.  **Campus attendance dates required during the extension period (e.g., include all teaching blocks if applicable):**  From*: Select date*  To: *Select date*  From*: Select date*  To: *Select date*  **OR**  Repeating without attendance (No CAS required) | | |
| PG Research students | Extension to end date – attach a copy of the approved ‘PGR End Extension Application Form’  **Enter new end/submission date:**  *Select date* | | |
| Other / Additional comments: Use this space to provide any other reason for extension or additional information. | | | | | |
| **Approval** | | | | | |
| Full name: | |  | Date: | | *Select date* |

# **Course administration emails**

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| **Academic School** | **Undergraduate and Postgraduate Taught** | | **Postgraduate Research** |
| Applied Sciences | [sapp.student.support@hud.ac.uk](mailto:sapp.student.support@hud.ac.uk) | | [SASResearchAdmin@hud.ac.uk](mailto:SASResearchAdmin@hud.ac.uk) |
| Arts & Humanities | [sah.studentsupport@hud.ac.uk](mailto:sah.studentsupport@hud.ac.uk) | | [sah.research@hud.ac.uk](mailto:sah.research@hud.ac.uk) |
| Business, Education & Law | [hbs-educationservices@hud.ac.uk](mailto:hbs-educationservices@hud.ac.uk) | | [belpgrsupport@hud.ac.uk](mailto:belpgrsupport@hud.ac.uk) |
| Computing & Engineering | [sce.student.support@hud.ac.uk](mailto:sce.student.support@hud.ac.uk) | | [sce.research.admin@hud.ac.uk](mailto:sce.research.admin@hud.ac.uk) |
| Human & Health Sciences | [hhs-nursing@hud.ac.uk](mailto:hhs-nursing@hud.ac.uk) | Nursing courses | [hhs-re@hud.ac.uk](mailto:hhs-re@hud.ac.uk) |
| [hhs-psych-socsciences-crim@hud.ac.uk](mailto:hhs-psych-socsciences-crim@hud.ac.uk) | Health & Social Care, Politics, Criminology, Sociology & Social work, Psychology |
| [hhs-ahealth-sports@hud.ac.uk](mailto:hhs-ahealth-sports@hud.ac.uk) | Occupational Therapy, Sports Sciences, Physiotherapy, Podiatry |