

Visa Extension Letter Request Form

To request a visa extension letter and Certificate of Acceptance of Studies (CAS) number, you should provide us with the following information. Please note that your CAS number will be issued based on the information you supply, so you should make sure that all information is written clearly and correctly.

Full name:

Date of Birth:

Nationality:

Country of Birth:

Passport number:

Current visa expiry date:

Student number:

Address:

Phone number:

Date by which I plan to submit my thesis:

***Note** – The standard extension to your course end date will be three months after your submission deadline. If you do not plan to submit by your submission deadline it is important that you tell us when you do plan to submit. Additionally, the University will not be able to sponsor any additional visa extensions so it is important that you provide an accurate expected submission date.*

By submitting this form I acknowledge that I must provide the University (Doctoral College) with the following:

- a copy of the confirmation of receipt letter from the Home Office as proof of submission of my application to extend my visa as soon as it is received;
- the original passport and biometric ID card within 7 days of receipt or our sponsorship of your visa may be withdrawn.

I understand that failure to do the above may result in my studies at Ulster University being suspended/discontinued.

Please also submit the following:

- **A copy of your passport ID page**
- **A Copy of your visa/Biometric ID card**
- **A detailed Gantt chart/timeline showing anticipated progress to completion**
- **A recent bank statement showing that you have had sufficient funds in your account for 28 days – please refer to Financial Requirements document. OR evidence that you will receive sponsorship for this period.**