

Course Change Leaflet for Tier 4 Students

Scenarios	Visa implication	Actions required from you	UEL actions	Notes
To change to a higher level course with a Tier 4 visa applied before 6 April 2016	<p>You will be required to submit a new visa application in order to complete the new course if you require more time to complete it.</p> <p>You can do this at any time before your current Tier 4 visa expires.</p> <p>You will be able to apply for this new visa from inside the UK.</p>	<p>Check when you applied for your Tier 4 visa.</p> <p>Ensure that you have all the necessary documents and funds to meet the Tier 4 application requirements.</p> <p>Submit a ticket via Hub.</p> <p>Complete the CAS request form. UEL CAS issuing policy can be found here.</p>	<p>Assess your eligibility for another CAS upon receipt of your CAS request form.</p>	<p>Please check if your new course requires ATAS clearance as you will be required to obtain this before you can change courses.</p> <p>For assistance with the submission of your Tier 4 visa application, please contact the ISA team.</p>
To change to a higher level course with a Tier 4 visa applied after 6 April 2016	<p>You will not be permitted to change courses without first obtaining a new Tier 4 visa.</p> <p>You will be able to apply for this new visa from inside the UK.</p>	<p>Check when you applied for your Tier 4 visa.</p> <p>Ensure that you have all the necessary documents and funds to meet the Tier 4 application requirements.</p> <p>Submit a ticket via Hub.</p> <p>Complete the CAS request form. UEL CAS issuing policy can be found here.</p>	<p>Assess your eligibility for another CAS upon receipt of your CAS request form.</p>	<p>Please check if your new course requires ATAS clearance as you will be required to obtain this before you can change courses.</p> <p>For assistance with the submission of your Tier 4 visa application, please contact the ISA team.</p> <p>Once you have received your new visa, please bring it to the Hub, so your course change will be concluded.</p>
To change courses at the same level with shorter course duration	<p>Your visa duration will be longer than your course duration.</p>	<p>Submit a ticket via Hub.</p>	<p>Withdraw sponsorship of your visa, once you have actually completed your new course.</p>	<p>UKVI will curtail your visa to your new course end date plus the same wrap-up period as your current visa.</p>
To change to a course at the same level with the same course duration	<p>Your current Tier 4 visa will not be affected.</p>	<p>Submit a ticket via Hub.</p>	<p>Report your change in circumstances to UKVI.</p>	<p>Please check if your new course requires ATAS clearance as you will be required to obtain this before you can change courses.</p>

<p>To change to a course at the same level with a longer course duration with Tier 4 visa applied before 6 April 2016</p>	<p>Your current Tier 4 visa will not cover you for the full duration of your new course.</p> <p>You are required to submit this new Tier 4 visa application from outside the UK at a time that causes the least amount of disruption to your studies.</p>	<p>Check when you applied for your Tier 4 visa.</p> <p>Ensure that you have all the necessary documents and funds to meet the Tier 4 application requirements.</p> <p>Submit a ticket via Hub.</p> <p>Complete the CAS request form. UEL CAS issuing policy can be found here.</p>	<p>Assess your eligibility for another CAS upon receipt of your CAS request form and a copy of your boarding pass which confirms you have left the UK.</p> <p>Report your change in circumstances to UKVI.</p>	<p>Please note your new visa application must be submitted before your current visa expires and from outside the UK.</p> <p>For assistance with the submission of your Tier 4 visa application, please contact the ISA team.</p> <p>Once you have received your new visa, please bring it to the Hub, so your course change will be concluded.</p>
<p>To change to a course at the same level with longer course duration with Tier 4 visa applied after 6 April 2016</p>	<p>Your current Tier 4 visa will not cover you for the full duration of your new course.</p> <p>You will not be permitted to change courses without first obtaining a new Tier 4 visa.</p> <p>You are required to submit this new Tier 4 visa application from outside the UK.</p>	<p>Check when you applied for your Tier 4 visa.</p> <p>Ensure that you have all the necessary documents and funds to meet the Tier 4 application requirements.</p> <p>Submit a ticket via Hub, and disclose if you have any previous T4 visas.</p> <p>Complete the CAS request form. UEL CAS issuing policy can be found here.</p>	<p>Assess your eligibility for another CAS upon receipt of your CAS request form and a copy of your boarding pass which confirms you have left the UK.</p> <p>Report your change in circumstances to UKVI.</p>	<p>Please note your new visa application must be submitted from outside the UK, and that you must obtain this new visa before you are permitted to change courses.</p> <p>For assistance with the submission of your Tier 4 visa application, please contact the ISA team.</p> <p>Once you have received your new visa, please bring it to the Hub, so your course change will be concluded.</p>
<p>To change to a lower level course with Tier 4 visa applied before 6 November 2014</p>	<p>Your current Tier 4 visa will not be affected.</p>	<p>Check when you applied for your Tier 4 visa.</p> <p>Submit a ticket via Hub.</p>	<p>Report your change in circumstances to UKVI.</p>	<p>N/A</p>

<p>To change to a lower level course with Tier 4 visa applied after 6 November 2014</p>	<p>You will not be permitted to change courses without first obtaining a new Tier 4 visa.</p> <p>You are required to submit this new Tier 4 visa application from outside the UK.</p>	<p>Check when you applied for your Tier 4 visa.</p> <p>Ensure that you have all the necessary documents and funds to meet the Tier 4 application requirements.</p> <p>Submit a ticket via Hub.</p> <p>Complete the CAS request form. UEL CAS issuing policy can be found here.</p>	<p>Assess your eligibility for another CAS upon receipt of your CAS request form and a copy of your boarding pass which confirms you have left the UK.</p>	<p>Please note your new visa application must be submitted from outside the UK, and that you must obtain this new visa before you are permitted to change courses.</p> <p>For assistance with the submission of your Tier 4 visa application, please contact the ISA team.</p> <p>Once you have received your new visa, please bring it to the Hub, so your course change will be concluded.</p>
<p>Expected to complete / have completed the 3rd year of MEng/MSci and would like to graduate with the BEng/BSc</p>	<p>Your visa duration will be longer than your course duration.</p>	<p>Submit a ticket via Hub.</p>	<p>Withdraw sponsorship of your visa, once you have actually completed your new course.</p>	<p>UKVI will curtail your visa to your new course end date plus the same wrap-up period as your current visa.</p>
<p>To add a work placement or year abroad</p>	<p>Your current Tier 4 visa will not cover you for the full duration of your new course.</p> <p>You are required to extend your visa in order to complete your course. You will be able to apply for this new visa from inside the UK.</p>	<p>Ensure that you have all the necessary documents and funds to meet the Tier 4 application requirements.</p> <p>Submit a ticket via Hub.</p> <p>Complete the CAS request form. UEL CAS issuing policy can be found here.</p>	<p>Assess your eligibility for another CAS upon receipt of your CAS request form.</p>	<p>For assistance with the submission of your Tier 4 visa application, please contact the ISA team.</p>