

Tier 4/Student visa students and Changing Programmes

Unless otherwise specified, programme changes are processed through the C2RS system on Portico.

	Student circumstances	Tier 4 or Student visa Implications	What you will need to do	What UCL will do	Other information
1	You would like to change to a higher level programme. E.g. BEng to MEng or BSc to MSci.	<p>You will be required to submit a new visa application in order to complete the new programme.</p> <p>You can do this at any time before your current Tier 4 or Student visa expires.</p> <p>You will be able to apply for this new visa from <u>inside or outside</u> the UK.</p>	<p>Ensure that you have all the necessary documents and funds to meet the Student application requirements and send the Visa Compliance Team (VCT) your completed CAS Request Form.</p> <p>UCL's CAS issuing policy can be found here.</p>	<p>Once the VCT receives your CAS Request Form, we will assign you with a new CAS.</p>	<p>Please check if your new programme requires ATAS clearance as you will be required to obtain this before you can change programmes.</p> <p>For assistance with the submission of your Student visa application, please contact the Student Immigration Advice Team.</p> <p>Please note the VCT will approve your programme change on C2RS once you have provided the VCT with a copy of your new Student visa BRP card and/or evidence of your new visa application.</p>
2	You would like to change to a lower level programme. E.g. MEng to BEng or MSci to BSc.	<p>As you will be able to complete the programme within the duration of your current visa, you will be able to continue on this programme, without your current Tier 4/Student Visa being affected.</p>	<p>You will need to contact your department in the first instance to make this programme change request, your department will then liaise with your Faculty and the Student Records Team to approve this change.</p>	<p>UCL will report the programme change to UKVI once your student record has been updated.</p> <p>Once you've completed your programme and been awarded your degree, UCL will also report this to UKVI.</p>	<p>Please also note, this programme change request will not be processed through the C2RS system on Portico.</p>

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3	You are expected to complete, or have completed the third year of your MEng or MSci programme and would like to graduate with the BEng or BSc.	Your visa duration will be longer than your programme duration.	<p>You will need to contact your department to advise them that you would like to leave the programme early and graduate with the Bachelor degree.</p> <p>Please note that early course completions require department and faculty approval. The VCT and Student Records also need to be notified.</p>	Once you have reached your new programme end date, UCL will withdraw sponsorship of your visa. UKVI will curtail your visa to your new programme end date, plus 4 months.	<p>Please note that your department may have a deadline in place for graduating early. Please speak to your department for further information.</p> <p>Please also note, this programme change request will not be processed through C2RS system on Portico.</p>
4	You would like to change to a programme at the same level with the same programme duration. E.g. MSc to MRes.	Your current Student visa will not be affected.	<p>You will be required to submit an academic progression statement as part of the C2RS task.</p> <p>Please note, without this statement, we are not able to proceed with the programme change request.</p>	UCL will report your change in circumstances to UKVI.	Please check if your new programme requires ATAS clearance as you will be required to obtain this before you can change programmes.
5	You would like to change to a programme at the same level with a longer programme duration. E.g.: BFA to BA.	<p>Your current Tier 4 or Student visa will not cover you for the full duration of your new programme.</p> <p>You are required to submit this new Tier 4 or Student visa application from <u>outside</u> the UK at a time which causes the least amount of disruption to your studies.</p>	<p>You will be required to submit an academic progression statement as part of the C2RS task.</p> <p>Ensure that you have all the necessary documents and funds to meet the Tier 4 or Student visa application requirements and send the Visa Compliance Team (VCT) your completed CAS Request Form.</p> <p>UCL's CAS issuing policy can be found here.</p>	<p>Once the VCT receives your CAS Request Form and a copy of your boarding pass which confirms you have left the UK, you will receive a new CAS.</p> <p>UCL will also 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 <u>outside</u> the UK.</p> <p>Once you have received your new visa, please inform the VCT, and your programme change will be concluded.</p> <p>For assistance with the submission of your Student visa application, please contact the Student Immigration Advice Team.</p>

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6	You would like to add a work placement or year abroad.	<p>Your current Tier 4 or Student visa will not cover you for the full duration of your new programme.</p> <p>You will be required to extend your visa in order to complete your programme ,but you can choose whether to apply for a new visa before you go on your new work placement or year abroad, or after you have completed your work placement or year abroad . You will be able to apply for this new visa from <u>inside or outside</u> the UK.</p> <p>If you decide to extend your visa BEFORE you start your work placement/year abroad: You will need to ensure that you give yourself sufficient time to obtain a new visa, as you will not be permitted to undertake your work placement/year abroad if you have a pending visa application.</p> <p>If you decide to extend your visa AFTER you have completed your work placement/ year abroad: You will need to ensure your new visa application is submitted no more than three months before your current visa expires.</p>	<p>Ensure that you have all the necessary documents and funds to meet the Tier 4 or Student visa application requirements and send the Visa Compliance Team (VCT) your completed CAS Request Form.</p> <p>UCL’s CAS issuing policy can be found here.</p>	<p>The VCT will approve your programme change on C2RS once your Department and Faculty have approved the request.</p> <p>When you are ready to apply for your new visa please submit a completed CAS Request Form to the VCT. Once the VCT receives your CAS Request Form, you will receive a new CAS.</p> <p>UCL will also report your change in circumstances to UKVI. This will include information regarding the length and location of your year abroad or work placement.</p>	<p>Please check if your new programme requires ATAS clearance as you will be required to obtain this before you can change programmes.</p> <p>For assistance with the submission of your Student visa application, please contact the Student Immigration Advice Team.</p> <p>Please note the VCT will approve your programme change on C2RS once you have provided the VCT with a copy of your new Student visa BRP card and/or evidence of your new visa application.</p>

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7	You would like to change programmes at the same level with shorter programme duration. E.g. to remove a work placement or a year abroad.	Your current Tier 4 or Student visa will be longer than your new programme duration.	You may be required to submit an academic progression statement as part of the C2RS task. Please note, without this statement, we are not able to proceed with the programme change.	Once you have reached your new programme end date, UCL will withdraw sponsorship of your visa. UKVI will curtail your visa to your new programme end date, plus 4 months.	