



## Programme Transfers: Guidance for Tier 4/Student Visa holders

Unless otherwise specified, programme changes are processed through the Programme Transfer task, which can be accessed via your Portico account.

	Student circumstances	Tier 4 or Student visa Implications	What you will need to do	What UCL will do	Other information
1	<b>You would like to change to a higher level programme. E.g. BEng to MEng or BSc to MSci.</b>	<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. However, if you are in the first two years of your BEng/BSc, you may be able to delay your programme change until Year 3.</p> <p>Please discuss this with your department before requesting a CAS from the Student Immigration Compliance Team. Please only request a CAS if you intend to submit a new visa application within 3 months of the CAS request being made.</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 Student Immigration Compliance Team your completed CAS Request Form.</p> <p><b>If you apply for your visa from inside the UK:</b> Once you have received your new CAS from UCL, please provide evidence of your submitted visa application. We will only approve your programme change once we have received this information.</p> <p><b>If you apply for your visa from outside the UK:</b> Once you have received your CAS from UCL, we will only approve your programme change when we have obtained evidence that you were granted your new Student Visa.</p> <p>You can submit the required document under the section 'Visa document Upload' on your Portico homepage.</p>	<p>Once the Student Immigration Compliance Team receives your CAS Request Form, we will assign you with a new CAS.</p> <p>Once UCL receives evidence of your new visa application or your new visa depending on where you applied from, we will approve your programme change.</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>Information on how to obtain a CAS can be found <a href="#">here</a>.</p>

	Student circumstances	Tier 4 or Student visa Implications	What you will need to do	What UCL will do	Other information
2	<b>You would like to change to a lower level programme. E.g. MEng to BEng or MSci to BSc.</b>	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.	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.	UCL will report the programme change to UKVI once your student record has been updated.  Once you've completed your programme and been awarded your degree, UCL will also report this to UKVI.	
3	<b>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.</b>	Your visa duration will be longer than your programme duration.	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.  Please note that early course completions require department and faculty approval.	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.	Please note that your department may have a deadline in place for graduating early. Please speak to your department for further information.
4	<b>You would like to change to a programme at the same level with the same programme duration. E.g. MSc to MRes.</b>	Your current Student visa will not be affected.	You will be required to submit an academic progression statement as part of the Programme Transfer task.  Please note, without this statement, we are not able to proceed with the programme change request.	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	<b>You would like to change to a programme at the same level with a longer programme duration. E.g.: BFA to BA.</b>  <b>Please note: This scenario applies to students starting a new programme from Year 1</b>	Your current Tier 4 or Student visa will not cover you for the full duration of your new programme.  You are required to submit a new Tier 4 or Student visa application from <u>outside</u> the UK at a time	You will be required to submit an academic progression statement as part of the Programme Transfer task.  Ensure that you have all the necessary documents and funds to meet the Tier 4 or Student visa application requirements.	Once the Student Immigration Compliance Team 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.	Please check if your new programme requires ATAS clearance as you will be required to obtain this before you can change programmes.  Please note your new visa application must be submitted before your current visa expires and from <u>outside</u> the UK.

	Student circumstances	Tier 4 or Student visa Implications	What you will need to do	What UCL will do	Other information
	where their new course end date exceeds their current visa expiry date	which causes the least amount of disruption to your studies.	<p>Send the Student Immigration Compliance Team your completed CAS Request Form.</p> <p>Once you have received your new visa, please provide evidence of this to UCL. You can submit the required document under the section 'Visa document Upload' on your Portico homepage.</p>	UCL will also report your change in circumstances to UKVI.	<p>For assistance with the submission of your Student visa application, please contact the Student Immigration Advice Team.</p> <p>Information on how to obtain a CAS can be found <a href="#">here</a>.</p>
6	<b>You would like to add a work placement or year abroad.</b>	<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 .</p> <p>You will be able to apply for this new visa from <a href="#">inside or outside</a> the UK.</p> <p><b>If you decide to extend your visa BEFORE you start your work placement/year abroad:</b> 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>Ensure that you have all the necessary documents and funds to meet the Tier 4 or Student visa application requirements and send the Student Immigration Compliance Team your completed CAS Request Form.</p> <p>Once you have received your new visa, please submit evidence of this under the section 'Visa document Upload' on your Portico homepage.</p>	<p>The Student Immigration Compliance Team will approve your programme change 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 Student Immigration Compliance Team.</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>Information on how to obtain a CAS can be found <a href="#">here</a>.</p>

	Student circumstances	Tier 4 or Student visa Implications	What you will need to do	What UCL will do	Other information
		<b>If you decide to extend your visa AFTER you have completed your work placement/ year abroad:</b> You will need to ensure your new visa application is submitted no more than three months before your current visa expires.			
7	<b>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.</b>	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 Programme Transfer 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.	