**STUDENT VISA EXTENSION - CAS REQUEST FORM**

**By submitting this form, students agree to inform the University of Stirling of any change in their circumstances that may affect their eligibility or entitlement to study. Changes may include but are not limited to changes in financial status, academic standing, residency status (this includes moving beyond a 50-mile radius of the university. Failure to disclose such changes may result in a breach of visa conditions thereby resulting in the curtailment of the Student Visa.**

***Please complete this form and submit to Student Immigration Services together with a copy of your passport page which has your photo and passport number. The form can either be submitted in person at the Student Services Hub or via email.***

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| --- | --- |
| **Student Personal Details – to be completed by student** | |
| **Student Number** |  |
| **Full Name** |  |
| **Current Location (UK or Overseas)** |  |
| **Where, and when, will you apply for your Student Visa?** |  |
| **Do you have any dependents? Will they be applying at the same time as you?** |  |
| **ATAS Certificate Required (Yes/No)**  **If required, please attach a copy with this request** |  |
| **Do you have outstanding financial liability owed to the University (Yes/No)?** |  |
| **Do you have evidence of funds meeting UKVI financial requirements? Please provide a scanned copy with this request.** |  |
| ***I confirm that the details above are correct, and I have provided all relevant information and evidence.***  ***Signed (student):*** | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Academic Extension Details - to be completed by faculty/department** | | | | |
| **New expected course end date** | |  | | |
| **Will the students continuing participation be required during this period, and will academic engagement continue to be monitored?** | | | | |
|  | | | **YES** | **NO** |
| **Staff signature and date:** |  | | | |

**Privacy Notice**

**Purpose**

Your personal data will be used to assess your eligibility for a new CAS to extend your student visa.

**Lawful Basis**

We are unable to proceed with the legitimate processing of your personal data unless we have your consent. Consent will be sought for the purpose of requesting a new CAS. You have the right to withdraw consent at any time without prejudice to your status within the University. A consent clause has been included at the end of this privacy notice.

**Security**

The form will be saved and stored securely against your own student record.

**Retention**

Once you become an enrolled student, the University will retain your personal data in line with our data retention schedules relating to student data.

**Your rights**

You have the right to request a copy of the information we hold about you and to request corrections or deletions of the information that is no longer required. If you provide consent for us to use your personal data in the ways outlined above, you have the right to subsequently withdraw you consent.

In some circumstances you may have the right to object to the processing of your personal data, to request it is erased where it is no longer required for the stated purposes, or that inaccurate information about you is corrected. For more information about your rights see the [Data Protection Policy](http://www.stir.ac.uk/GDPR).

To exercise these rights please use the contact details below.

**Contact details**

If you want further information about how your personal information is used or would like to request to correct, restrict or erase personal details should be reported to:

Student Hub

01786 466022

ask@stir.ac.uk

You have the right to lodge a complaint against the University regarding data protection issues with the [Information Commissioner’s Office](https://ico.org.uk/concerns/).

The University’s Data Protection officer, is Joanna Morrow, Deputy Secretary. If you have any questions relating to data protection these can be addressed to: [data.protection@stir.ac.uk](mailto:data.protection@stir.ac.uk) in the first instance.

I consent to the University processing my personal data for the purposes detailed above.