



Student Visa Renewal

Here is a reminder of the process needed if your student visa has expired **OR** if your student visa will expire by April 30, 2016 due to a short term LOA or if you have had to repeat a semester.

Please check the back of your passport for the expiration date of your student visa.

As per the Department of Homeland Security, effective March 1, 2009, renewal extensions of student visas will require the following information to be submitted for processing.

1. **Valid passport.**
2. **Enrollment Letter** – Please go to MyRoss and print off your enrollment letter. You will need a copy of this letter both for the Police report and a copy for submitting along with your visa documents at the Housing Office. Sometimes the police do not keep this letter.
3. **Police report:**

3a Obtain one (1) EC\$10.00 stamp – to be purchased at the Student Services Desk in the Student Union Building on campus.

3b Carry your passport, the EC\$10.00 stamp and your enrollment letter with you to the rear entrance of the Police Station in Basseterre to obtain the Police report.

Directions: Lozac Road - up Victoria Street by Subway, turn R by Chinese restaurant, Police Building is at the corner of the 2nd street on right. Enter the building and state your business and you will be directed upstairs.

Please be professionally dressed - no sleeveless shirts or shorts are allowed. This department is open during the week until 3:00pm.

4. **One (1) Passport size photo** - Mystic Photo World (next to the museum, N.W. corner of Church and Central Street, across from Government Headquarters) or Willett Studio (above Subway).
5. **Evidence of financial support** – proof of funding to cover rent and living expense and the ability to purchase or already have a return ticket to your homeland.
 - a. If on Financial Aid – a print out from MyRoss (click on Student Finance, Award, Award History, Print) from your loan disbursement for the current year.
 - b. Proof of Funding if by personal arrangements – a Statement of Means from your Bank and/or Wealth Manager to the Minister of Homeland Security certifying your ability to cover all expenses for



the remainder of your period of study addressed. This has nothing to do with your tuition.

6. **Student Visa Application Form** – obtained at the Housing Office – Tegreman Hall 111.
7. **EC\$ 400.00 (only cash accepted).**

Student visa extensions are processed at the Housing Office Mondays to Fridays from 8:00am to 3:00pm.

N.B. The police department will **NOT** issue a police certificate on an expired visa. The Housing Department will need to write for authorization for the Police Department to issue the police certificate therefore, all of the abovementioned requirements must be submitted at the Housing office. **Remember it is an offense to be on the island without a valid visa.**