

Hello Everyone,

Here is a reminder of the process needed **IF** your student visa has expired **OR IF** your student visa **will expire by April 30, 2019** 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.



ONLY IF your visa will expire BEFORE OR BY April 30, 2019, TAKE ACTION NOW!

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PLEASE READ TO THE END – DEADLINE for submission – Friday, March 22, 2019.

Renewal extensions of student visas will require the following information to be submitted for processing.

STEP 1 – OBTAINING THE LOCAL BACKGROUND CHECK

Valid passport – please be sure that your passport has not expired.

1. Purchase a Stamp:

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

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

Police Station - **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 background check.

Directions: - IF coming from RUSVM campus stay on Cayon Street (in the direction of Frigate Bay), pass Subway and take 2nd left immediately after Police Station. Drive up road (along-side Police Station) to T-junction and make a left onto Lozac road (one-way). You are now at the back of the Police Station. From the corner of the building, enter at the 1st door and state the reason for your visit.

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

STEP 2 – PASSPORT SIZE PHOTO

One (1) Passport size photo - Mystic Photo World (N.W. corner of Church and Central Street, across from Government Headquarters) **OR** Willett's Photo Studio (on Cayon Street, a few doors down from Subway up a flight of stairs 2nd door on the right - They are open from 9am to 5pm during the week and on Saturdays from around 9am until around 1pm).

STEP 3 – SUBMIT DOCUMENTS AT HOUSING OFFICE

Submit the background check, 1 passport size photo, enrollment letter and passport along with the following at the Housing Office in Tegreman Hall 111:

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.

- 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.
- 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.

Travel itinerary – a copy of an existing (confirmed) travel itinerary from St. Kitts.

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.

IF YOUR STUDENT VISA HAS ALREADY EXPIRED OR WILL EXPIRE BEFORE APRIL 30TH.

N.B. The police department will **NOT** issue a police certificate on an expired visa. The Housing Department will need to write for authorization from the Police Department to issue the background check. Therefore, all of the above mentioned requirements (except the police report) must be submitted at the Housing office in order for us to obtain authorization for a police report on your behalf. **Remember it is an offense to be on the island without a valid visa.**

The Housing Department submits all visa applications to the Department of Homeland Security.

Please do not wait to submit your visa extension application towards the end of the semester...the sooner, the better!!