

VISA APPLICATION GUIDE

Guide to completing the online 'Student' visa application form to extend your student visa in the UK

Disclaimer: *This document was last updated in **May 2026**. It is important to note that the application format and how questions are phrased can be altered or changed by the UKVI at any time. This document should be used as a guide for understanding the application process, and it addresses any questions, which are frequently asked by our students applying for their student visa. Please be aware that the order of questions on the application form can change or new questions may be added by the UKVI in the future. If you notice anything significantly different on the application form, which is not in this guide then please [inform us](#).*

This guide is for students who are completing their visa application from inside the UK for studying at the University of Sheffield.

It is very important to answer all the questions honestly and accurately according to your situation and personal circumstances. If you have additional information to explain a situation, you can create and upload a supporting letter to accompany your application form and other supporting documents.

There is also guidance and further information within the form to help you understand the questions.

You can select [▶ Show and edit answers](#) to review and amend any section you have already completed.

Application Form & Registering an account

To extend your Student visa, go to: www.gov.uk/student-visa/extend-your-visa

If your current visa is not a student visa and you want to switch to a Student visa – Go to: www.gov.uk/student-visa/switch-to-this-visa

Once you have read the information on this page under ‘**Apply**’ section, click the ‘**Start now**’ link (as shown below)

Apply

You must apply online.

As part of your application you'll need to prove your identity. How you do this depends on where you're from and the type of passport or resident permit you have.

You'll either:

- use the 'UK Immigration: ID Check' app to scan your identity document - you'll also create or sign in to your UK Visas and Immigration (UKVI) account
- have your fingerprints and photo (biometric information) taken at a [UK Visa and Citizenship Application Services \(UKVCAS\)](#) service point

You'll be told what you need to do when you apply.

[Start now >](#)

Where are you planning to live?

Answer **England, Scotland, Wales or Northern Ireland** to this question unless you are planning to live in Jersey, Guernsey or the Isle of Man.

 GOV.UK

Beta This is a new service - help us to improve it by completing our [feedback survey \(opens in new tab\)](#)

Where are you planning to live?

- England, Scotland, Wales or Northern Ireland
- Jersey, Guernsey or the Isle of Man

[Continue](#)

Do you have a current EU, EEA or Swiss passport?

Answer this question as applicable.

Do you have a current EU, EEA or Swiss passport?

The EEA includes the EU countries and Iceland, Liechtenstein and Norway

- Yes No

[Continue](#)

If you have a current EU, EEA or Swiss passport, you will be taken through a number of screens to identify if you can use the free UK Immigration: ID Check app to scan your passport with a biometric chip and upload a photo of yourself.

Confirm your identity

You will need a passport with a biometric chip.

Scan your passport and upload a photo of yourself

To confirm your identity, you will use the free UK Immigration: ID Check app to scan your passport with a biometric chip and upload a photo of yourself.

If you are applying for someone else, the applicant needs to confirm their identity - you can help them use the app.

If you cannot use the app to confirm your identity

You will need to go to a visa application centre after you apply instead. Visa application centres are not available in all countries.

[Continue](#)

Does your passport have a biometric chip?

If your passport has a biometric chip, it will have this symbol:



Yes No

[Continue](#)

If Yes:

Check you can use the app

You can use the app on:

- an iPhone 7 or newer models
- an Android phone with near-field communication (NFC)

Check the phone's settings to see if it has NFC. The phone has NFC if you can use it to make contactless payments.

If you do not have a phone

Ask a friend or family member if you can use their phone. No information is stored on the app or phone after you close it.

You do not have to apply on the phone - you can do the rest of your application on your computer or another device.

We will send your decision letter by email - this can be your email or someone else's. You do not use your decision letter to prove your status.

[Continue](#)

[I do not have a phone that can use the app](#)

[I am applying in the UK and I cannot receive my decision letter by email](#)

If No: You will need to book and attend an appointment at a UKVCAS centre to provide your biometrics.

If you do not have a current EU, EEA or Swiss passport you may also be able to use the app. The online instructions will guide you if this is possible. Otherwise, you will need to book and attend an appointment at a UKVCAS centre to provide your biometrics.

If you can use the app but you would prefer to use the UKVCAS service application form, you can opt out of using the app by selecting the option below (please see [here](#) for more information on circumstances where you may consider doing this):

Check the phone's settings to see if it has NFC. The phone has NFC if you can use it to make contactless payments.

If you do not have a phone

Ask a friend or family member if you can use their phone. No information is stored on the app or phone after you close it.

You do not have to apply on the phone - you can do the rest of your application on your computer or another device.

We will send your decision letter by email - this can be your email or someone else's. You do not use your decision letter to prove your status.

[Continue](#)

[I do not have a phone that can use the app](#)

[I am applying in the UK and I cannot receive my decision letter by email](#)

If you cannot use the app or you choose not to use it, you will see this screen. When you're ready begin your application, click 'Apply now':

BETA This is a new service.

Student

Apply to extend or switch to Student.

How to apply

To apply to extend or switch to a Student you need to:

- fill in the application form
- have your documents ready
- pay the application fee
- pay the health surcharge
- have your biometrics taken (fingerprints and a photo)

[Find more information](#) on the requirements for a Student, including the documents you will need to submit with your application.

How long it takes you to complete the application will depend on your particular

The exact amount you have to pay will depend on the length of your visa. [Check how much you will have to pay](#) before you apply.

eVisa

As part of the application process, you are also applying for an eVisa.

You will only be considered for Student permission to stay. You will not be considered for any other type of leave to remain. You must [use a different form](#) if you want to stay for another reason.

How we use your data

The Home Office will use the personal information you provide to consider your application. We may also share your information with other public and private sector organisations in the UK and overseas. For more detail please see the [Privacy Notice for the Borders, Immigration and Citizenship system](#). This also sets out your rights under the Data Protection Act 2018 and explains how you can access your personal information and complain if you have concerns about how we are using it.

[Apply now](#)

1. Start

Your location

- **Are you currently in the UK?**

Select **YES**

Other Home Office applications

- **Do you currently have an application with the Home Office for leave to remain for which you have not yet received a decision?**

If you have submitted any other applications for leave to remain to the Home Office, which is currently pending or not decided yet, then please contact [ISSAC](#), otherwise select **NO**.

Register an email

Enter an email address and password so you can save your answers.

You should use an email address that you use and check regularly. Please create a secure and memorable password that you will be able to remember because you will need this to log back into your application.

You will be requested to verify your email address in order to continue your application. You will receive an email from noreply@visas-immigration.service.gov.uk, click on [Verify Email](#) and enter your password to continue your application.

We have sent a verification email to:

[@sheffield.ac.uk](#)

This email address must be verified by clicking the link in the email before the application can be submitted.

[Change email address](#)

[Resend verification email](#)

[Save and continue](#)

UK visa application: verify your email address Inbox x

noreply@visas-immigration.service.gov.uk
to me

11:45 (9 minutes ago)

UK Visas & Immigration

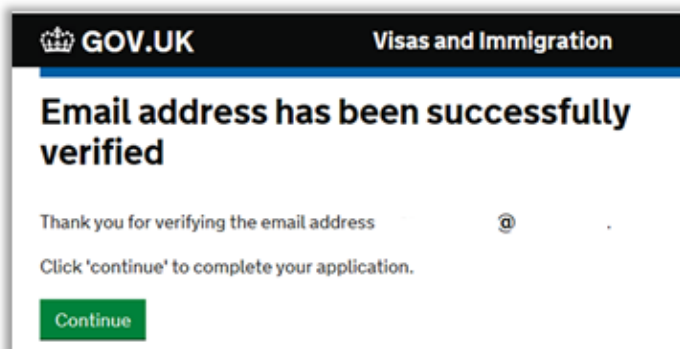
Click this link to verify your email address:

[Verify Email](#)

Alternatively, you can copy and paste this link into your browser:

<https://visas-immigration.service.gov.uk/loginToVerify/116a4cc1-77fb-4fcc-bb4a-9e6fe35d1d7f?key=bb0c05f4-0c76-42df-9ef1-c9d903dd93d8>

After verifying your email, you will see the following confirmation on your screen.



Confirm that the email is yours by selecting **'The applicant'** and clicking **'Save and continue'**.

Who does this email belong to?
@sheffield.ac.uk

The applicant

An immigration adviser based in the UK

Someone else

[Save and continue](#)

Immigration adviser

- **Do you have an immigration adviser based in the UK?**

Select **NO** unless a solicitor or agent is helping you to complete the application form.

Check your answers

Check your answers

Check the information below before you continue to the next section.

Personal information

Are you currently in the UK? Yes [Change](#)

Do you currently have an application with the Home Office for leave to remain for which you have not yet received a decision? No [Change](#)

Email address @sheffield.ac.uk [Change](#)

Who does this email belong to? The applicant [Change](#)
a.sehdev@sheffield.ac.uk

Immigration adviser

Do you have an immigration adviser based in the UK? No [Change](#)

[Continue](#)

Check your answers on the next page and click '**Continue**'.

2. Application

Select '**Answer questions about this applicant**' to add information for your application.

Please answer all questions honestly and correctly according to your documents/situation. We have provided some commentary below to assist you in understanding the questions.

Applicant(s)

Once the questions for the main applicant have been completed, you will be able to add additional applicants to this application, such as a family member or dependant

Student
The applicant
Not started

Answer questions about this applicant

[Applicant\(s\)](#)

Your name

- **Enter your name, as shown in your current passport or travel document. (Required)**

Enter your name as shown in your passport. If your CAS does not reflect the same information as on your passport, you must get it updated.

Please note that middle name (if you have one) should also be included. There is not a specific field to enter the middle name so you will need to include it in the 'Given names' field.

Any other names

If you are known by any other names, please select **YES** and provide the details.

Contact email

Confirm that your email address can be used to contact you.

Telephone number

Please provide your contact number on which you can be contacted, preferably a UK contact number.

Postal address

Please provide the address you are living at.

Provide your postal address

We may use this address to send sensitive personal information and important documents such as your [biometric residence permit](#). If we can't contact you by email, we will use this postal address. We may use this address for correspondence about your application and may use you to contact you about your immigration status after your application has been decided.

You must notify us immediately if your postal address changes. [Find out how to update your details here](#)

Enter a UK postcode

Find UK address

[Enter address manually](#)

Is this where you live?

Yes No

Save and continue

You will be asked if you own or rent the property where you live. If neither apply, select “other” and provide further information.

Previous address history

Provide details of the addresses you previously lived at in the last 2 years, both in the UK or overseas.

Your sex and relationship status

- **What is your sex, as shown in your passport or travel document?**
- **What is your relationship status?**

Please enter the details as shown in your passport.

Your nationality, country and date of birth

- **Country of nationality**
- **Country of birth**
- **Place of birth**
- **Date of birth**

Please enter the details as shown in your passport.

Your passport

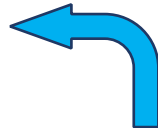
- **Do you have a valid passport?**
- **Passport number**
- **Issuing authority** (on your passport this could also be referred to as '**country of issue**' or '**place of issue**')
- **Issue date**
- **Expiry date**
- **Confirm you can provide this passport**

Use your current passport to complete this section and confirm that you can provide your passport. If you cannot supply your current and valid passport as part of your application then please [contact us](#) for assistance.

Biometric residence permit (BRP)

- **Do you have a biometric residence permit?**

If you have a BRP, you should include your BRP number. You can locate your permit number on the top right corner of your BRP card (see the example below).



Permit number

If you had a BRP but it was lost / stolen, select “No, I had a biometric residence permit for my most recent leave, but I do not have it now”.

If your most recent leave is in the form of a visa vignette in your passport, select “No, I did not have a biometric residence permit for my most recent leave”.

The UK started phasing out BRPs in 2024, so it's possible you will never have had a BRP, especially if your first UK visa was granted after 2024.

Your identity card

- **Do you have a valid national identity card?**
- **National identity card number**
- **Issuing authority**
- **Issue date (if applicable)**
- **Expiry date (if applicable)**

Please provide the details if you have an identity card from your home country.

Please note that if you have a passport, your identity card (if you have one) will not be required for the visa application. If you do not have your identity card or details with you then you can answer **NO** to this question. Not all countries issue national identity cards.

Your other nationalities

- **Do you currently hold, or have you ever held, any other nationality or citizenship?**

Select **YES** if you hold any other nationality and provide information, as required.

Your current UK immigration status

Select **YES**, if you have Student immigration permission, Tier 4 immigration permission, or another type of valid immigration permission which allows you to [apply in the UK](#).

Most students will have **Tier 4 (General)** or **Student permission**.

If your visa is ‘Student’ (i.e granted on or after 5 October 2020) you can select ‘**Other**’; and then enter ‘**Student**’.

Your current visa or leave to remain

- **What is the start date of your current visa or leave to remain?**
- **What is the end date of your current visa or leave to remain?**

Write the start and end date from your e-visa.

Please see here on how to find the dates from your e-visa: <https://www.gov.uk/view-prove-immigration-status>

Revocation, cancellation or curtailment

- **Has your visa or leave to remain ever been revoked, cancelled or curtailed?**

This means your visa or leave was withdrawn after it had been granted. You would have been informed by the Home Office. Select **NO** if you never had any of your visa(s) cancelled, revoked or curtailed by the Home Office.

Time in the UK

- **How long have you lived in the UK?**

Please enter the number of years and months you have been in the UK in total.

You should enter the amount of time for which you have had valid and continuous visa/permission in the UK. You do not need to exclude any short visits or travels outside the UK.

About your first parent

- **What is this person's relationship to you?**
- **Title**
- **Given names**
- **Family name**
- **Date of birth**
- **Country of Nationality**
- **Have they always had the same nationality? Yes No Don't know**

Complete the details using one of your parents' details. It does not matter which one you choose first.

If you do not know their details, click '**What if I do not have my parents' details?**' It will give you a free text box where you can explain why you do not have their details.

About your second parent

Complete the details using one of your parents' details. It does not matter which one you choose first.

If you do not know their details, click '**What if I do not have my parents' details?**' It will give you a free text box where you can explain why you do not have their details.

Your National Insurance number

- **What is your current National Insurance number?**

You will have a national insurance number if you have been working in the UK. Please enter the number here if you have one; otherwise select 'I do not have a National Insurance number.'

Driving licence

- **Do you have a UK driving licence?**

Select the appropriate option. If you have a UK driving licence, you will be asked to provide your licence number.

World travel history

- **Have you been to any other countries in the past 10 years?**

Do not include visits to the UK, USA, Canada, Australia, New Zealand, Switzerland or the European Economic Area.

Please select **YES** if you have been to any other countries in the past 10 years that are not - UK, USA, Canada, Australia, New Zealand, Switzerland or the European Economic Area.

If you have answered yes, you will need to provide **‘Details of your world travel history’**.

Please complete this section correctly and include all your trips in the past 10 years from the date of your application. We understand that students often travel back to their home country multiple times during vacation period. Over a few years this can amount to a large number of trips. If it is difficult to remember all the details, please declare the trips you can remember and add a note to say that there were several visits over the last few years to the same destination (home country).

Please note that you will need to select **‘Other’** for the **‘Purpose of visit’**, which will activate a free text box for you to provide the explanation that you don’t have full details of all the visits. You should also confirm the purpose of the visits in your explanation from what you can remember.

If you haven’t travelled to any other countries in the last 10 years or if you only travelled to you the countries listed above in that time, you can select **NO**

Previous evidence of English language ability

- **Have you provided evidence of your English language ability in a previous application?**

Please check your CAS to confirm how your English language level was assessed.

Your English Language Qualifications	
Is SELT Required	No
Reason SELT is not required	Migrant has met required English level in a previous successful visa application

If your CAS shows the information shown above and has the following statement – *“Migrant has met required English level in a previous successful visa application.”* – you can select **YES** to answer this question.

If your CAS says that your English language has been assessed in another way, select **NO** and answer the following questions according to your circumstances. Please check your CAS to see if the English language assessment matches the one in the picture below. If ‘Yes’, as the University of Sheffield is a higher education provider with a track record of compliance you can answer ‘Yes’ to the question below.

English language qualification	
Is SELT required?	N
Reason not required:	Higher Education Institution (HEI) sponsor has made assessment
English language level attained:	

If you are studying at a Higher Education Provider, have they assessed that you meet the English language requirement, or that you are a 'gifted student'?

You can find this information on your Confirmation of Acceptance of Studies (CAS) statement, if you have one.

Yes No

Does the Higher Education Provider have a track record of compliance?

See the Register of Student Sponsors to confirm whether a Higher Education Provider has a track record of compliance. A Higher Education Provider with a track record of compliance will have the status Student Sponsor - Track Record.

Yes No

If your CAS does not state that you have met the English language requirement on a previous application, or that the University has made the English language assessment, you should check the CAS for one of the following alternatives and answer 'Yes' to the relevant question on the visa application form:

- **Do you have a degree equivalent to a UK Bachelor's degree which was taught in English?**
- **Have you passed an [approved English language test](#) in the last 2 years?**

Immigration history

For either the UK or any other country, have you ever been:

- **Refused a visa**
- **Refused entry at the border**
- **Refused permission to stay or remain**
- **Refused asylum**
- **Deported**
- **Removed**
- **Required to leave**
- **Excluded or banned from entry**

Please answer this section accurately and provide details as required. If you have not been subject to any of the actions listed above, select **NO**. If you select **YES**, you'll need to provide further information. **Please note that it is important to declare any previous visa refusals.** Failure to do this could lead to an unsuccessful visa application as well as a potential 10-year entry clearance ban.

Breach of UK immigration law

Have you ever:

- **entered the UK illegally**
- **remained in the UK beyond the validity of your visa or permission to stay**

- **breached the conditions of your leave, for example, worked without permission or received public funds when you did not have permission**
- **given false information when applying for a visa, leave to enter, or leave to remain**
- **breached UK immigration law in any other way**

Please answer this section accurately and provide details as required. If you have not been subject to any of the actions listed above then select **NO**. Please [contact us](#) if you need to answer **YES** to this question.

Medical treatment in the UK

- **Have you ever been given medical treatment in the UK?**

For example, if you visited a doctor, clinic or hospital, this counts as having medical treatment

Select 'Yes' if you've ever visited a doctor, hospital or dental clinic in the UK.

- **Were you told that you had to pay the hospital, clinic or doctor's surgery for your medical treatment?**

This does not include the Immigration Health Surcharge

&

- **Have you paid the full amount?**

In England, some treatment (including GP and Accident & Emergency Treatment) is [free for everyone](#); you will not be charged for this. If you have only had this type of treatment you can answer 'No' to 'Were you told that you had to pay the hospital, clinic or doctor's surgery for your medical treatment?'

This question relates to secondary hospital treatment which you may have to pay for depending on your circumstances. We understand that UKVI is trying to ensure that they don't issue visas to applicants that have outstanding debt to the NHS. If you paid the Immigration Health Surcharge for the visa you had when you had the treatment, you should not have been charged for it, and you can answer 'No' to 'Were you told that you had to pay the hospital, clinic or doctor's surgery for your medical treatment?'

If you were required to pay for secondary hospital treatment (i.e treatment not listed at the link above under 'Treatment that is free for everyone'), you need to answer 'Yes' and then confirm 'Yes' if you paid the fee in full. If you think you have outstanding debt for treatment you have previously had in the UK please [contact us](#).

It's not clear whether this question refers to other charges such as prescription charges or dental or opticians' fees. If these are the only fees you have paid in relation to treatment in the UK before, you can answer 'Yes' to both these questions and then copy and paste the following wording onto a supporting letter that you can upload with your visa application supporting documents:

"To whom it may concern,

I confirmed on my visa application form that I have paid for medical treatment in the UK. Please note this refers only to standard prescription charges I have paid at a chemist and/or dental or optician charges.

Yours faithfully

YOUR NAME"

You don't need to provide information about treatment you have paid for outside the UK for medical treatment.

Details of Medical Treatment:

If you have answered 'Yes' to the 'Have you ever been given medical treatment in the UK?' question, you'll then be asked for further details:

Details of previous medical treatment in the UK

Where did you go for your previous medical treatment in the UK?

You will be able to add details of any additional medical treatments after you click 'Save and continue'

- Accident and Emergency (A&E) at a hospital
- To a doctor, clinic or hospital for non-emergency treatment

Name of hospital, clinic or doctors's surgery

Enter a UK postcode

Enter the hospital's postcode (if you know it)

[Find UK address](#)

[Enter address manually](#)

When did you start receiving this medical treatment?

Enter date in the format MM YYYY

Month Year

When did you stop receiving this medical treatment?

Enter date in the format MM YYYY

Month Year

I am still receiving this medical treatment

[Save and continue](#)

It's understandable that you may not remember every treatment that you may have had or details of every visit to the GP.

If you've made more than one visit your GP or more than one visit to a hospital, we suggest entering the address of the GP or hospital (e.g [University Health Service address](#) if you're registered with them) and then enter the date you registered with them or the date you first visited them under 'When did you start receiving this medical treatment?'. You can then leave 'When did you stop receiving this medical treatment?' blank, and then tick the box next to 'I am still receiving this medical treatment'. You can then answer 'No' to the following question about adding details of more treatments.

Public funds

- **Have you ever received any public funds (money) in the UK?**

This includes benefits for people on low incomes, such as housing or child benefits.

Please use the link here to [find out what 'public funds' are?](#)

Select **NO** if you never accessed any public funds in the UK.

If you think have received public funds, please [contact us](#) for further advice.

Convictions and other penalties

At any time have you ever had any of the following, in the UK or in another country?

Only select one answer at a time. If you need to give more than one answer, you can do so on another page.

- **A criminal conviction**
- **A penalty for a driving offence, for example disqualification for speeding or no motor insurance**
- **An arrest or charge for which you are currently on, or awaiting trial**
- **A caution, warning, reprimand or other penalty**
- **A civil court judgment against you, for example for non payment of debt, bankruptcy proceedings or anti-social behaviour**
- **A civil penalty issued under UK immigration law**
- **No, I have never had any of these**

Please read this question carefully and answer accurately. **If you are unsure whether your issue is defined as a 'conviction' or 'penalty' it is safer to declare it here, making it clear to UKVI that you are not trying to hide anything.**

War crimes

You must read all of the information on this page before answering.

- **In either peace or war time have you ever been involved in, or suspected of involvement in, war crimes, crimes against humanity, or genocide?**

Please answer this section accurately. There is guidance available in the section to help with understanding of war crimes.

Terrorist activities, organisations and views

You must read all of the information on this page before answering.

- **Have you ever been involved in, supported or encouraged terrorist activities in any country?**
- **Have you ever been a member of, or given support to, an organisation which has been concerned in terrorism?**
- **Have you, by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to commit terrorist or other serious criminal acts?**

Please answer this section accurately. There is guidance available in the section to help with understanding of terrorist activities, organisations and views.

Extremist organisations and views

You must read all of the information on this page before answering.

- **Have you ever been a member of, or given support to, an organisation which is or has been concerned with extremism?**
- **Have you, by any means or medium, expressed any extremist views?**

Please answer this section accurately. There is guidance available in the section to help with understanding of extremist organisations and views.

Person of good character

- **Have you, as a part of your employment or otherwise, undertaken paid or unpaid activity on behalf of a non-UK government which you know to be dangerous to the interests or national security of the UK or its allies?**
- **Have you ever engaged in any other activities which might indicate that you may not be considered to be a person of good character?**
- **Is there any other information about your character or behaviour which you would like to make us aware of?**

Please answer this section correctly. If you select YES for any of the questions, you will have to provide further details.

Your employment history

Please select all that apply. If none apply, select “I have not worked in any of the jobs listed above”.

Sponsor licence number and address

- **What is your sponsor licence number?**

Write: EGTNN8XR7

- **Sponsor's address**

Write: The University of Sheffield

Western Bank

Sheffield

S10 2TN

This information is on your Confirmation of Acceptance for Studies (CAS) statement, or contact your sponsor to get their licence number.

What is your sponsor licence number?

EGTNN8XR7

Sponsor's address

The University of Sheffield

Western Bank

Town/City

Sheffield

Postcode

S10 2TN

Save and continue

Place of Study

What type of sponsor will you be studying with?

The University of Sheffield is a

Higher Education Provider with a track record of compliance.

What type of sponsor will you be studying with?

The [Register of Student sponsors](#) sets out what type of sponsor each institution on the register is. A Higher Education Provider with a track record of compliance will have the status 'General Student Sponsor – Track Record'.

- Independent School
- Higher Education Provider
- Higher Education Provider with a track record of compliance
- Overseas Higher Education Provider
- Publicly Funded College
- Private Provider

► [What is the difference between a school and a higher education institution?](#)

Save and continue

Primary site of study

- **Is this the site where the majority of your study will take place?**

**The University of Sheffield
Western Bank**

**Sheffield
S10 2TN**

Please check your CAS for the primary site of study and answer accordingly.

If the address is different from the one showing above (for instance, if you have a work placement), select NO and enter the address as stated on your CAS.

UCAS details

- **Did you apply for your course through UCAS?**

Only answer **YES** if you applied for your course through [UCAS](#). If you applied to the University of Sheffield directly, or through an agent, select **NO**.

If you applied through UCAS then your UCAS number will be stated on your CAS statement.

Please note that this question is not referring to your Confirmation of Acceptance for Studies (CAS).

Academic Technology Approval Scheme (ATAS)

- **Do you need to obtain permission from the ATAS?**
- **What is your Academic Technology Approval Scheme (ATAS) reference number?**

This is the reference number on the ATAS clearance certificate issued to you by the Foreign and Commonwealth Office.

You can find out if you need an ATAS certificate on your CAS.

If your course requires [ATAS clearance](#), include the details here, and upload your ATAS certificate with your supporting documents.

Current or past official financial sponsor

- **Are you currently receiving money from an official financial sponsor - or have you received money from an official financial sponsor in the past 12 months?**

Examples of an official financial sponsor include the UK Government or your home government, a university, or an international company or organisation. Examples of support may include a scholarship, internship, fellowship or training programme.

An official financial sponsor is either:

- The UK national Government
- Your national (not regional) government
- The British Council
- An international organisation (i.e that operates in more than one country)
- An international company (i.e with an office in more than one country)
- A university
- Independent School

If your funds are coming from family members, you should select '**No**' for this question.

If your sponsorship is from a **government** or an **international scholarship agency** (for example, Chevening, Commonwealth or Marshall), you will need to provide a consent letter from them for you to submit the visa application if:

- Your sponsorship covered your full tuition fee and living costs (£1171 per month); AND

- You completed a course that you received this sponsorship for in the 12 months before you're submitting this application

This question is confusing because the way the immigration rules and the Student visa application form are worded don't match. You should still answer **'Yes'** to this question if you have received sponsorship from a sponsor that is an 'official financial sponsor' but not a 'government' or 'international scholarship agency' in the last 12 months before you submit the application. For example, The University of Sheffield fits into this category, so you should answer **'Yes'** to the question above if you have received a scholarship from the University in the 12 months before you are submitting this application..

ISSAC have created template letters that you can provide to explain why you don't need to provide a consent letter with your visa application in the following scenarios:

- Your sponsorship was from a government or international scholarship agency, but they didn't cover your full tuition fees and living costs.
- Your sponsorship was from a government or international scholarship agency, but you are a continuing student applying to complete your course, so you haven't yet completed the course your sponsorship is for.
- Your sponsorship is from an 'official financial sponsor' that is not a 'government or 'international scholarship agency'.

Future official financial sponsor

- **Will you be receiving money from an official financial sponsor for your continuing studies?**

If you will be receiving money from an official financial sponsor for continuing your studies then select **YES**.

If you are extending your permission for a new course, which is fully or partly covered by the University scholarship then select **YES**.

In the follow up question, select the appropriate option out of the following, as applicable.

- ***My Student sponsor has confirmed this information on my CAS***
- ***Letter of official financial sponsorship***
- ***I am not being wholly sponsored***

If your sponsorship is administered by the University, it should be listed on your CAS. If so you can select the **"My Student sponsor has confirmed this information on my CAS"** option. New students should contact Admissions at pbsapply@sheffield.ac.uk and continuing students should contact ISSAC at casenquiries@sheffield.ac.uk if their University scholarship is not stated on their CAS.

You can choose the **'I am not being wholly sponsored'** option if your sponsor does not cover your full tuition fee and living costs (£1171 per month)

Have you been elected as a Student Union Sabbatical Officer?

Please select **"No"** unless your CAS confirms that you are going to be a student union sabbatical officer (for example, the Students' Union President, Education Officer or International Officer).

It is very important that you answer **'No'** to this question if your CAS does not confirm this, even if you intend to stand for election as a sabbatical officer in the future. If you answer 'Yes' when you do not have a CAS issued for a sabbatical officer application, UKVI will input your application with the wrong casetype and you may need to resubmit your application.

If your CAS states your course title is 'Student Union Sabbatical Officer' you must answer **'Yes'** to this question.

Course information

USE YOUR CAS STATEMENT

- **Name of sponsor institution (school/college/university)**
- **Course name**
- **Qualification you will get**

Please copy this information from your CAS. Course name / title and course level (RQF or NQF level) is listed on your CAS. *Please note that RQF and NQF level are the same thing.*

SCQF refers to the equivalent Scottish qualification which is not used at the University of Sheffield.

Course information

Name of sponsor institution
The school, college or university where you will study.

Course name

Course qualification
[Read the guidance on what qualification](#) sponsor institution if you are not sure.

Select your qualification level

[Return to this application later](#)

RQF3/SCQF6
RQF4/SCQF7
RQF5/SCQF8
RQF6/SCQF9/10
RQF7/SCQF11
RQF8/SCQF12
CEFR A1
CEFR A2
CEFR B1
CEFR B2
CEFR C1

Documents

- **Are any of the funds required for this application in the form of a student loan?**

If you are showing any maintenance funds in the form of a student loan then select 'YES', otherwise select 'NO'.

Have you already received your student loan?

Select 'YES' if some of your student loan has already been disbursed to you.

Sponsor

- **Do you have a Confirmation of Acceptance for Studies (CAS) number?**

Select **YES** and enter your CAS number here.

Course dates

- **Course start date**
- **Course end date**

Please copy this information from your CAS.

Course Details

- **Are you applying to continue the same course of study?**

Answer 'YES' if you are a continuing student and your current visa was issued to the same course that that your new CAS been issued for (for example if you are taught student who is repeating modules, or if you are a PhD student who needs more time to complete viva or corrections). Your CAS will confirm if you are a continuing student:

Course details	
Application number:	
Course title:	PHD Materials Science and Engineering
Course ID:	
Course level:	RQF level 8 - Research
Secondary course level:	
Course start date:	22/05/2026
Course end date:	09/07/2026

Continued course	
Is the course a continuation of the same course for which permission was previously approved?	Y
If yes, enter the original start date of the course	07/02/2022

In a restricted number of scenarios, the CAS issuing guidance allows some students to be confirmed as ‘continuing’ where you have changed course since your last CAS was issued. Therefore, your CAS may state you are continuing student even after you have changed course at the University.

Please [contact us](#) for further advice if you’re unsure.

If you answer ‘YES’ it will then ask you:

- **What is your original course start date?**

Enter the original course start date as stated in the ‘continued course’ section of your CAS. Please also check the ‘**Evidence Used to Obtain Offer**’ or the ‘**Sponsor Notes**’ sections of the CAS in case there are further updated notes in this section that supersede the information in the ‘Continued course’ section.

We often see errors where the UKVI have not granted a long enough “wrap-up” period after the course end date because the caseworker has believed the course to be shorter than 12 months, and only granted 7 days or 2 months after the course end date, instead of 4 months. Please ensure that you check the length of visa you are granted carefully to ensure it is correct:

<https://sheffield.ac.uk/student-visas-immigration/visa-application/duration>

Current Partner

If you have a partner, you may now be asked for information about them.

Check your answers

Check the information below before you continue to the next section.

- **Additional applicant**

If you have any dependants (e.g. spouse, partner or child) already in the UK with you as your [PBS dependant](#) then you can include them on your application, and complete their details, otherwise click ‘Continue’ to progress with your application.

Additional applicant

To add another applicant, select their relationship to you.

I would like to add a:

Add this applicant

Continue

Financial Documents

The following section should only appear if:

- In response to ‘**How long have you lived in the UK?**’, your answer was less than ‘1 year’; OR
- You answered ‘No’ to ‘**Will you be receiving money from an official financial sponsor for your continuing studies?**’

However, we still expect this section to appear if you’re receiving a student loan.

Evidence showing the required maintenance funds

You must provide evidence showing that you have the required maintenance funds to cover living costs and fees for you and any of your dependants while you are in the UK.

For information on how much money you need to show, [refer to the guidance document here](#).

Enter details about the financial evidence you will send. You will be able to provide details of several evidences if you need to.

[What evidence is accepted](#)

Financial institution (such as a bank or building society)

Type of evidence

—

Type of evidence

- Statements from a personal bank or building society account
- Building society passbook
- Letter from a bank, building society or other recognised financial institution

Save and continue

[Return to this application later](#)

Enter the name of the issuing body of the financial document you are submitting and select the type of document you’re submitting.

If using your parent(s)’ or legal guardian(s) bank statement, you will also need to provide a **consent letter** from your parent(s) and **proof of relationship** as evidence with your application.

Please carefully read [the information available on our website](#) to check how you can meet the maintenance requirements and the financial documents you will need to submit as evidence of this.

Please note that you only need to provide financial documents with your visa application if you have been in the UK for less than 12 months on the date you submit your visa application, unless you submit your visa application after your visa expires.

Where you have had absences from the UK in the 12 months before the date you submit your visa application, UKVI's guidance on the financial requirement suggests that you will still meet the requirement if you have only had holidays and short absences. UKVI list being absent from the UK for at least 3 months as an example of where you would not meet this requirement.

Please [contact us](#) for further advice if you are unsure what to enter in this section.

3. Documents

This section will list all the documents (Mandatory and others) you may have to provide with your visa application for it to be successful. Below is a quick snapshot of what will be on the page.

Please note that you will need to tick all the boxes to be able to progress further with your application even if some documents do not have to be submitted. For example, qualification documents or academic transcripts if you are a continuing student, financial documents if you are eligible under '[Differential Evidence Requirements](#)'. If this applies to you then you might want to include a covering letter to state why you don't have to provide the documents listed in the checklist.

You will upload the required documents in the following steps.

Documents

Mandatory documents

These documents are mandatory and you must provide them as part of your application. Tick the box to agree that you will provide each document:

The passport issued by the UK for you

Other documents

If you do not provide these documents, your application may be delayed or refused.

Statements from a personal bank or building society account (UK only)

Providing your documents

You must provide your documents after you submit your application, these can be originals or copies. **Any passports provided must be originals.**

You will be able to upload copies of your documents on our commercial partner's website, or you can take your documents to your biometrics appointment to be

Saving your application

We would advise that you regularly save your application.

Please see screenshots below on how to save your application in order to return to it later.

If your application is successful, there will be conditions on your visa or leave to remain. This will include, for example, whether you are able to work in the UK.

If you stay in the UK without permission:

- You can be detained
- You can be prosecuted, fined and imprisoned
- You can be removed and banned from returning to the UK
- You will not be allowed to work
- You will not be able to rent a home
- You will not be able to claim any benefits and can be prosecuted if you try to
- You can be charged by the NHS for medical treatment
- You can be denied access to a bank account
- DVLA can prevent you from driving by taking away your driving licence

I confirm that I understand and accept these conditions

[Save and continue](#)

[Return to this application later](#)

▶ [Show and edit answers](#)

Declaration

You will then read and agree to the declaration, as shown below.

Please select the correct option relevant to your circumstances.

By sending this application, you confirm that to the best of your knowledge and belief the following is correct:

- the information relating to the application
- the supporting evidence

I understand that the data I have given can be used as set out in the [privacy policy](#)

I consent to organisations, including financial institutions, providing information to the Home Office when requested in relation to this application.

I have discussed with any other applicants that I am acting on behalf of, and confirmed that the contents of the application are correct and complete.

I agree to the [terms and conditions](#).

I understand that if false information is given, the application can be refused and I may be prosecuted, and, if I am the applicant, I may be banned from the UK.

I confirm that:

- I am the applicant aged 18 or over
- I am the applicant aged under 18
- I am the applicant and I am also submitting the form on behalf of applicants
- I am the parent or legal guardian of the applicant who is aged under 18 and completing and submitting the form on their behalf
- I am submitting the form on behalf of the applicant

I confirm that:

- I am the applicant aged 18 or over
- I am the applicant aged under 18
- I am the applicant and I am also submitting the form on behalf of other applicants
- I am the parent or legal guardian of the applicant who is aged under 18 and completing and submitting the form on their behalf
- I am submitting the form on behalf of the applicant

[I accept the above](#)

[Return to this application later](#)

[Show and edit answers](#)

Check your answers

Another opportunity to check the answers you have given and correct them if needed.

1. Start 2. Application 3. Documents 4. Declaration 5. Pay 6. Further actions

[Back](#)

Check your answers

Check the information below before you continue to the next section.

Consent

I will provide a declaration signed by me to confirm my consent for the Home Office to request verification checks Yes [Change](#)

I confirm that I understand and accept these conditions [Change](#)

If your application is successful, there will be conditions on your visa or leave to remain. This will include, for example, whether you are able to work in the UK.

If you stay in the UK without permission:

- You can be detained
- You can be prosecuted, fined and imprisoned
- You can be removed and banned from returning to the UK
- You will not be allowed to work
- You will not be able to rent a home
- You will not be able to claim any benefits and can be prosecuted if you try to
- You can be charged by the NHS for medical treatment
- You can be denied access to a bank account
- DVLA can prevent you from driving by taking away your driving licence

Declaration

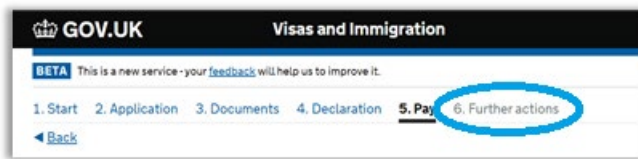
I confirm that: I am the applicant aged 18 or over [Change](#)

[Continue](#)

5. Pay

The next step will be to pay the Immigration Health Surcharge and pay the fee for your application. Once you made the payments, you will be able to download your **'document checklist'** and **'application form'**, which you should print.

6. Further actions



- On this page, you'll have the option to download your 'Document Checklist' and 'Application form'. You can upload your 'Document Checklist' as one of the documents to show proof of your application.
- Keep your log in details safe.
- It is recommended to keep a copy of your application, document checklist and copy of the documents you have uploaded with your application.

Withdrawing Your Application – Please seek advice

There are different reasons why you may wish to withdraw (also known as cancelling) your visa application after submitting it. Sometimes, applicants wish to do this because they notice they have made a mistake on the application. In many cases it is not necessary to cancel an application and cancelling can sometimes create more problems than continuing with the application.

If you are thinking about cancelling your application for any reason, please ensure that you contact ISSAC for advice before doing so.

Remember

You will keep your passport throughout the application process. If you leave the Common Travel Area (the UK, the Republic of Ireland, the Channel Islands and the Isle of Man) and travel on the passport you used in your application before the Home Office makes a decision on your visa application, your application will be withdrawn. Your immigration health surcharge should be refunded, but your application fee will not be refunded if you have provided your biometrics before the application is withdrawn. You will usually have to make another immigration application before returning to the UK.

You are therefore advised not to travel until you have received your new visa.

Contact Us

In case you have any questions or need any further assistance, [please feel free to contact us](#).