



The  
University  
Of  
Sheffield.

# VISA APPLICATION GUIDE

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

**From 5 October 2020, Tier 4 (General) visa no longer exists and has been replaced by Student Immigration permission, simply known as Student permission or Student route visa.**

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 some guidance and further information within the form to help you understand the questions.

You can select [▶ Show and edit answers](#) to check back on and amend questions you have already answered.

**Disclaimer:** *This document was created in February 2021. 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](#).*

# Application Form & Registering an account

If you want to extend your Student visa – Go to: [www.gov.uk/student-visa/extend-your-visa](https://www.gov.uk/student-visa/extend-your-visa)

If your current visa is not a student visa and want to switch to Student visa – Go to: [www.gov.uk/student-visa/switch-to-this-visa](https://www.gov.uk/student-visa/switch-to-this-visa)

**Please note that the two links above provide specific information for those extending their student visa or switching from a different visa to student visa. Both the links above will take you to the same in-country 'student visa application form' required to apply for your visa inside the UK.**

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 you have.

You'll either:

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

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

**Start now >**

## Are you intending to live in one of the Crown Dependencies of the United Kingdom?

Answer **NO** to this question unless you are planning to live in Jersey, Guernsey or the Isle of Man.

**Are you intending to live in one of the Crown Dependencies of the United Kingdom?**

The Crown Dependencies are Jersey, Guernsey and the Isle of Man

☐ Yes ☐ No

**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**

On the next page, read the information carefully and scroll down to the bottom of the page.

Click 'Apply now'

**Biometric information**

As part of the application process, you are required to apply for a biometric residence permit. If you choose Standard or Priority service you will be required to pay an additional fee of £19.20 per applicant to have your biometrics collected.

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You will only be considered for Tier 4 (General) leave to remain. 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

On the next page, the visa application will start.

# 1. Start

## 1.1 Your location

- Are you currently in the UK?

Select YES

## 1.2 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?

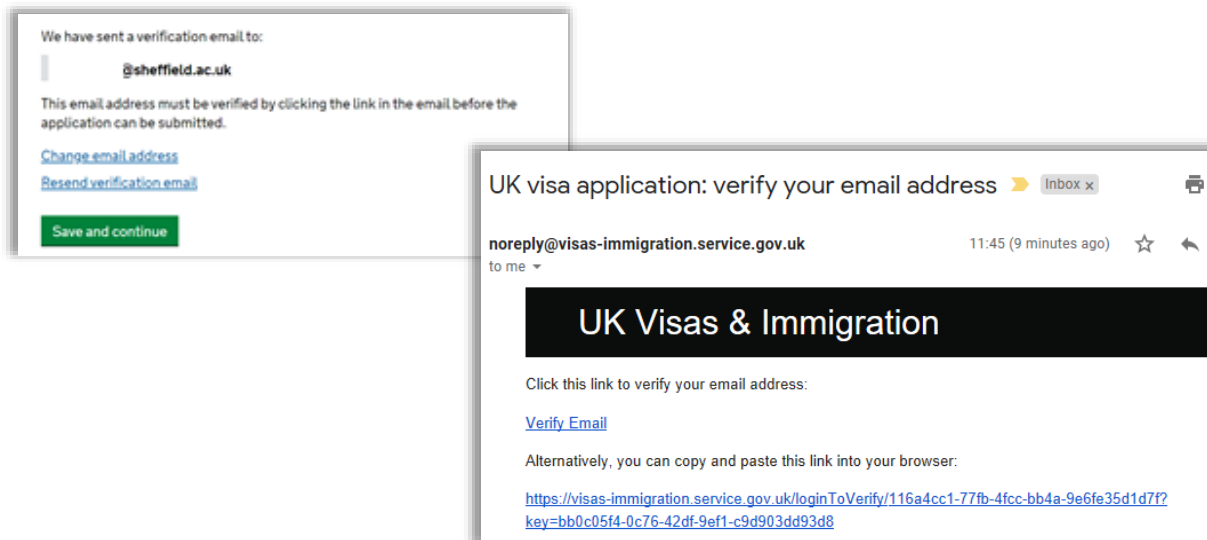
If you have submitted any other applications for leave to remain to the Home Office, which is currently pending or not decided yet, then please contact [International Student Support](#), otherwise select NO.

## 1.3 Register an email

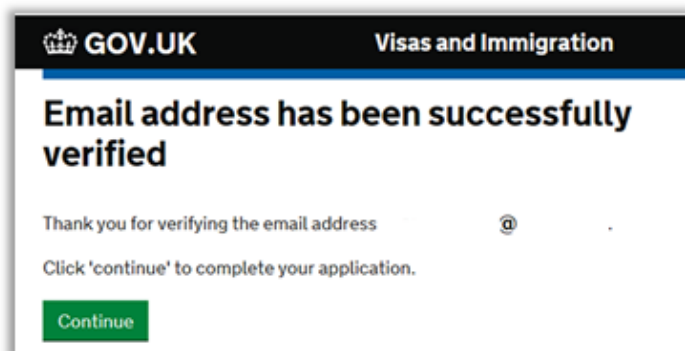
Enter an email address and password so you can save your answers.

**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 in to 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](mailto:noreply@visas-immigration.service.gov.uk), click on [Verify Email](#) and enter your password to continue your application.



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'**.

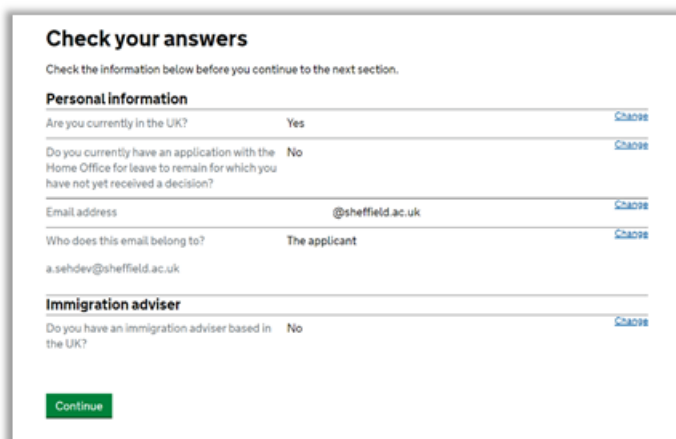
## 1.4 Immigration adviser

- 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.

## 1.5 Check your answers

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

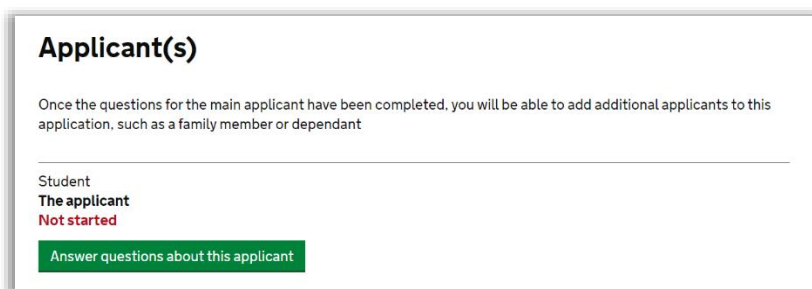


The screenshot shows a form titled 'Check your answers' with the instruction: 'Check the information below before you continue to the next section.' The form is divided into two sections: 'Personal information' and 'Immigration adviser'. In the 'Personal information' section, there are three questions: 'Are you currently in the UK?' with the answer 'Yes', 'Do you currently have an application with the Home Office for leave to remain for which you have not yet received a decision?' with the answer 'No', and 'Email address' with the answer '@sheffield.ac.uk'. In the 'Immigration adviser' section, there is one question: 'Who does this email belong to?' with the answer 'The applicant'. At the bottom of the form is a green 'Continue' button.

# 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.



The screenshot shows a section titled 'Applicant(s)' with the instruction: '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'. Below this, there is a list of options: 'Student', 'The applicant', and 'Not started'. At the bottom of the section is a green button labeled 'Answer questions about this applicant'.

## Applicant(s)

### 2.1 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 '*All given names*' field.

### 2.2 Any other names

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

### 2.3 Contact email

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

## 2.4 Telephone number

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

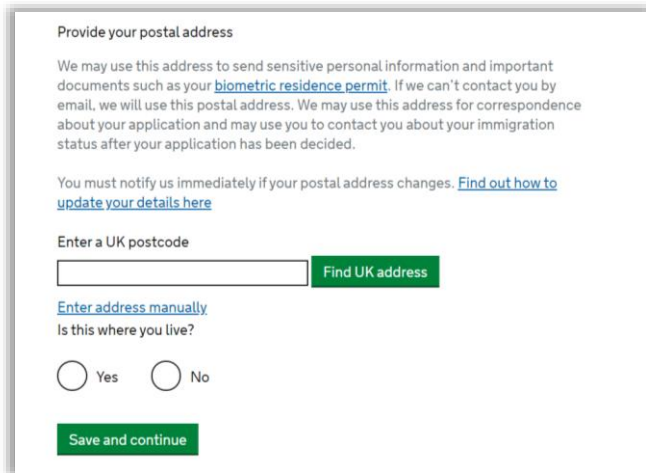
## 2.5 Postal address

Please provide the address you are living at. Your BRP card will be sent to the address, which you write here.

If you are planning to change address before you get a decision on your application, please [contact us](#).

If you would prefer it to be sent to a different address (**e.g. 'a friend's address'**) then add the postcode and address where you would prefer your BRP to be sent.

Select **NO** to the question 'Is this where you live?' and then add your own address details.

A screenshot of a web form titled "Provide your postal address". The form contains the following elements: a paragraph explaining that the address is used for sending sensitive personal information and important documents like a biometric residence permit, and that it may be used for correspondence; a link "Find out how to update your details here"; a text input field for "Enter a UK postcode" with a green "Find UK address" button next to it; a link "Enter address manually"; a question "Is this where you live?" with two radio button options, "Yes" and "No"; and a green "Save and continue" button at the bottom.

## 2.6 Your gender and relationship status

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

Please enter the details as shown in your passport.

## 2.7 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.

## 2.8 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.

## 2.9 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 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.

## 2.10 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.

## 2.11 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) leave to remain** or **Student immigration permission**.

## 2.12 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 BRP card, or vignette (sticker) in your passport if you do not have a BRP card because your permission is shorter than 6 months.

## 2.13 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.

## 2.14 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/leave to remain in the UK. You do not need to exclude any short visits or travels outside the UK.

## 2.15 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 parent's details. It does not matter which one you choose first.

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

## 2.16 About your second parent

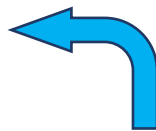
Complete the details using one of your parent's details. It does not matter which one you choose first.

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

## 2.17 Biometric residence permit (BRP)

- Do you have a biometric residence permit?

If you have a BRP card then 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

## 2.18 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.'**

## 2.19 Driving licence

- Do you have a UK driving licence?

Only complete this if you have applied for and been issued with a UK driving licence.



## 2.20 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 then the following question(s) will ask for details about where you have been in section titled '**Details of your world travel history**'.

Please complete this section correctly and include all of 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 then please declare your most recent trips that you can remember and add a note to inform 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 been to any of the countries listed above then you can select **NO**

## 2.21 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.

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

If your CAS shows the information shown above and has the following statement – “*Student has been assessed as meeting the English language requirement by virtue of continuing their existing University studies in the UK and having met the requirement in their previous successful application for permission.*” – then 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.

## 2.22 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 then select **NO**. If you have then select **YES** and answer the following questions. **Please**

**note that it is important to declare any previous refusals.** Failure to declare any previous refusals could potentially lead to refusal on deception, which would carry a 10 year entry clearance ban.

## 2.23 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.

## 2.24 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
- **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

Please complete the details about any medical treatment you have received in the UK and answer the questions that follow accurately.

You should try to provide all the details, if possible. It is understandable that you may not remember every treatment that you may have had or details of your every visit to the GP. In this situation, you should list all the treatments that you can remember to the best of your knowledge.

## 2.25 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?](#)

Normally one of the restrictions of being on a 'Student' or 'Tier 4 (General)' immigration permission (visa) is that you are not entitled to public funds. Select **NO** if you never accessed any public funds in the UK.

If you have received public funds then select **YES**.

## 2.26 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, so is clear that you are not trying to hide anything from UKVI.**

## 2.27 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.

## 2.28 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.

## 2.29 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.

## 2.30 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.

## 2.31 Your employment history

Please answer the question asked below correctly.

## 2.32 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?

Sponsor's address

Town/City

Postcode

[Save and continue](#)

## 2.33 Place of Study

What type of sponsor will you be studying with?

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

Please select 'Higher Education Provider with a track record of compliance'. **Please note that this is an important question so please pay close attention to select the correct option.**

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](#)

### 2.34 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 are doing a work placement), then select **NO** and enter the address as stated on your CAS.

### 2.35 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 asking about or referring to your CAS number.*

### 2.36 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 the ATAS certificate with your supporting documents.

### 2.37 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.

If you have an official financial sponsor, which is a government or international scholarship agency for your current course, or have received money from such an organisation in the last 12 months, you will need to provide their consent for you to make your visa application to stay in the UK.

If you have received scholarship from the University of Sheffield then you should select **NO**.

### 2.38 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***

## 2.39 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 statement. Course name / title and course level (RQF or NQF level) would be available on your CAS. *Please note that RQF and NQF level are the same thing.*

- **Are you going to be a student union sabbatical officer?**

Please select **NO** unless you are a student union sabbatical officer.

The image shows a form for course information and a separate dropdown menu. The form on the left has the following fields: 'Name of sponsor institution (school/college/university)' with the value 'The University of Sheffield'; 'Course name' with the value 'MSc Aerospace Engineering'; 'Qualification you will get' with a dropdown menu showing 'RQF7/SCQF11'; and a question 'Are you going to be a student union sabbatical officer?' with radio buttons for 'Yes' and 'No' (the 'No' button is selected). A green 'Save and continue' button is at the bottom. A large blue arrow points from the 'Qualification you will get' dropdown to a larger dropdown menu on the right. This menu lists various qualifications: RQF1/SCQF4, RQF2/SCQF5, RQF3/SCQF6, RQF4/SCQF7, RQF5/SCQF8, RQF6/SCQF9/10, RQF7/SCQF11 (highlighted in blue), RQF8/SCQF12, CEFR A1, CEFR A2, CEFR B1, CEFR B2, CEFR C1, CEFR C2, Postgraduate Doctor or Dentist, and Aviation qualification. Below this menu is another 'Are you going to be a student union sabbatical officer?' question.

## 2.40 Course dates

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

Please copy this information from your CAS statement.

For continuing students, if there is a sponsor note confirming an actual course start date in the past then please use that as your course start date on the application form to make it clearer that the course duration is more than 12 months, if applicable.

## 2.41 Doctorate Extension Scheme

- **Are you applying for the Doctorate Extension Scheme?**

The Doctorate Extension Scheme is for students who have almost finished their PhD or other eligible doctorate degree. It allows them to stay in the UK for 12 months after their course has ended in order to gain further experience in their chosen field, seek skilled work or develop plans to set up as an entrepreneur

Select **NO** if you are applying for a 'Student' visa. Only select **YES** if you are applying for the Tier 4 Doctorate Extension Scheme (DES) visa.

If you are a **continuing PhD student** then you should answer **NO** here **unless** you have made a specific application to the International Student Support Team for a DES CAS and been issued with one.

Please note that in the summer of 2021, the Doctorate Extension Scheme will be closed and be replaced with the Graduate Immigration Route for students who are awarded their degree from the summer 2021 onwards. You can [find out more on this here](#).

## 2.42 Accommodation payments

- **Have you or your parent(s)/legal guardian(s) already paid any money to your sponsor for accommodation?**

This is only money paid to your sponsor. For example, this does not include money paid to a private landlord or housing organisation. There is a limit on how much of this will count towards your maintenance requirement, and this is set out in the guidance [here](#)

Only say **YES** here if you are staying at the University accommodation and have paid money to the University of Sheffield halls of residence. Your CAS will also confirm if you have paid any fees for accommodation so please check that.

If you are staying in private accommodation, or halls of residence from a different provider, or with family or in any other accommodation, select **NO**.

## 2.43 Course fees

- **What are your course fees for your first year?**

If your course is shorter than 12 months, state the total course fee. This information is on your Confirmation of Acceptance for Studies (CAS) statement. Alternatively, you can contact your sponsor for this information.

Copy this information from your CAS.

Please note that 'first year' only applies to students starting a new course. Continuing students should enter fee for the current/next academic year as stated on the CAS.

Please be aware that on the CAS statement, there will be a sponsor note confirming a reduced tuition fee due to scholarships or discounts. If you have a note like this on your CAS, you should enter the reduced fee.

- **Have you or your parent(s) or legal guardian(s) already paid any of your course fees?**

Please select **NO** if your course does not have a fee, or if it does have a fee, but your CAS states you have not paid any of it.

Select **YES** if your CAS is showing any amount of tuition fee here as having been paid. You will then need to answer the following supplementary questions:

- **How much has been paid?**

This is listed in the 'Course fees paid' field in your CAS statement. If you have paid tuition fees since your CAS was issued, contact Income Office at [studentcustomers@sheffield.ac.uk](mailto:studentcustomers@sheffield.ac.uk) for an update **or** to request them to update your CAS.

- **How can you prove this amount has been paid?**

You should select 'Shown in the CAS'.

## 2.44 Student Loan

- 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**.

## 2.45 Maintenance funds

- Are all of the maintenance funds required for this application in a bank account with your name on it?

If the money for the maintenance funds is held in your personal bank account then select **YES**.

If you are financially sponsored for your studies by an 'official financial sponsor' then you can select **YES** for this question.

If you are relying on your parent(s)' bank statement then select **NO**, and complete the following questions. If using your parent(s)' bank statement then 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 some students will meet the maintenance requirement automatically and not need to submit any financial documents with their visa application.***

## 2.46 Your Confirmation of Acceptance for Studies

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

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

## 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



# 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.

Select all the documents you will include with your application. You will upload the documents in the following steps.

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## 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 police registration certificate for

☒ The passport issued by China for

### 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 scanned and uploaded by our commercial partner for a fee.

**Your application may be rejected if you do not provide all mandatory documents.** If your application is rejected due to documents not being provided, it will not be considered and an administration fee for each person included in the application will be deducted from your refund.

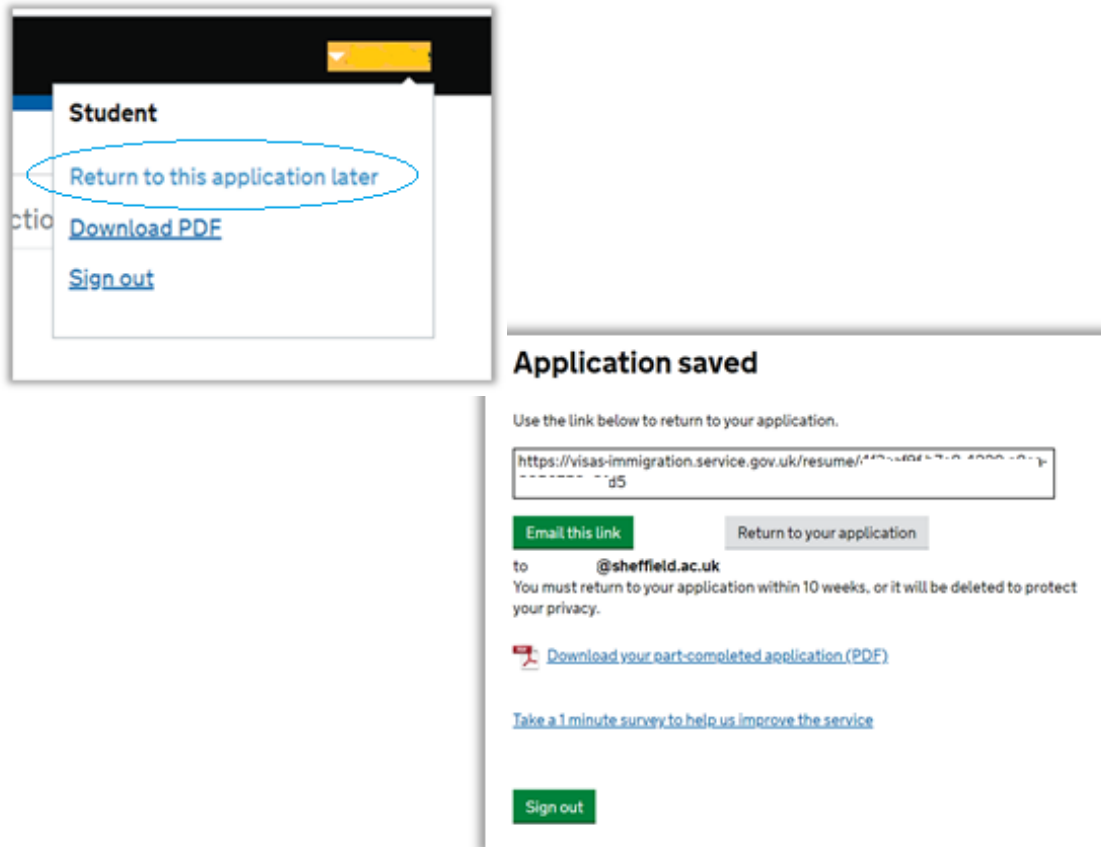
[Save and continue](#)

[Return to this application later](#)

## \*Saving your application\*

We would advise you to save your application at this stage if you are using our 'Visa Extension Scheme' and would like assistance from one of the international student advisers for your application.

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



**Please continue on the next page for further steps**

## 4. Declaration

This section includes verification consent, information on the conditions of your student visa and finally a declaration for your application.

### Verification Consent

On this page, you will need to download the 'declaration of consent for the Home Office' by clicking on the link available. Please read this document and complete the required sections as you will be required to upload this with your supporting documents.

You will need to tick ☒ *'I will provide a declaration signed by me to confirm my consent for the Home Office to request verification checks'* to progress further.

The Home Office will check that the information and supporting documentation from a bank or utility company that you supply as part of this application is correct. You must download, sign and return the following declaration to confirm that you consent for the Home Office to request verification checks:

[Declaration of consent for the Home Office to request verification checks](#)

You should download and print this declaration now. A copy will also be available to download once you have paid for your application.

☐ I will provide a declaration signed by me to confirm my consent for the Home Office to request verification checks

[Save and continue](#)

[Return to this application later](#)

### Conditions

This page outlines the importance of having correct permission to stay in the UK and restrictions that may apply if you do not have a relevant permission.

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 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](#)

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

## Check your answers

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

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### 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.

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### Immigration Health Surcharge (IHS)

**Coronavirus (COVID-19): UKVCAS and SSCs**

The majority of UKVCAS appointment locations have now resumed. Check [latest guidance](#) on when you can book an appointment. UKVCAS customers whose biometrics can be reused will receive instructions via email and will be not be required to book an appointment.

Service and Support Centres are currently offering a reduced number of appointments because of coronavirus (COVID-19) and it may take longer than usual to get an appointment. UKVI will contact you by email to notify you when and how to book an appointment. Please check [gov.uk](#) for more information. SSC customers whose biometrics can be reused will receive instructions via email and will be not be required to book an appointment.

You must pay your Immigration Health Surcharge (IHS) before you can complete your visa application. You will pay your IHS on another website, then return to this site to complete and pay for your application.

If you are exempt, you will still need to get a reference number from the IHS website.

Your IHS reference number will automatically be included on your application once you pay and return to this site.

**!** Your answers will be locked when you go to the IHS website, even if you do not pay your IHS straight away. If you need to make any changes to your answers you must do so now. [Check your answers](#)

[Go to IHS website](#)

[Save and continue](#)

## 6. Further actions

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- 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.
- You will also see a green button on the right-hand side on this page to 'Book Appointment'. Click on this to register an account on the UKVCAS website, upload your documents and make an appointment\*\*.
- Keep your log in details safe.
- Take your original passport and BRP card to your appointment, if applicable.
- It is recommended to keep a copy of your application, document checklist and copy of the documents you have uploaded with your application.

**\*\*Please note that due to the ongoing restrictions due to covid-19, you may not find any appointments on the UKVCAS system. Once you have created an account with UKVCAS, please upload and submit your supporting documents through their website. Currently there are no appointments available / offered by UKVCAS. You should receive an email from UKVCAS within 2 weeks on what to do next for your biometrics appointment. In some cases they may suggest using the IDV app to complete the biometrics. Please follow the instructions provided by them in the email to complete the remaining process.**

***This is a temporary arrangement and may or may not change in the future.***

# Remember

Applicants under the new system keep their 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, you are automatically treated as having withdrawn your application. Your immigration health surcharge should be refunded, but your application fee will not be refunded. You will usually have to make another immigration application before returning to the UK.

Students are therefore advised not to travel until your new visa is received.

# Contact Us

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