



The
University
Of
Sheffield.

VISA APPLICATION GUIDE

Guide to completing the online Student visa application form to extend your student visa in the UK – Using the UKVI ID: Check App

Disclaimer: *This document was last updated in January 2024. 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 many 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](#).*

Index:

[Step 1: Pre-UKVI Account Questions](#)

[Step 2: Create Your UKVI Account](#)

[Step 3: Log Into Your UKVI Account](#)

[Step 4: Confirm Your Identity Using the App Using the App](#)

[Step 5: Complete Visa Application Form Questions](#)

[- Immigration adviser details](#)

[- Contact preferences](#)

[- Other names and nationalities](#)

[- People applying with you](#)

[- Your location](#)

- [- Personal Details](#)
- [- Family and Relationships](#)
- [- Travel History](#)
- [- Criminality](#)
- [- Study Details](#)
- [- English language ability](#)
- [- Declaration](#)

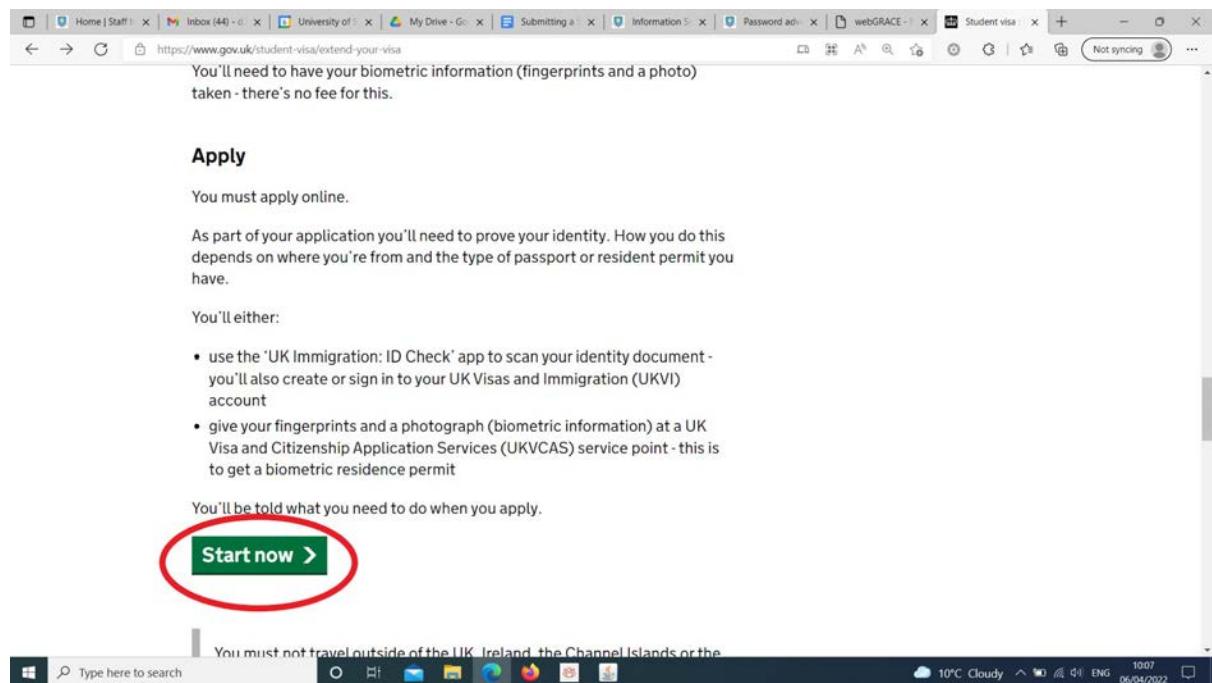
[Step 6 - Pay Immigration Health Surcharge](#)

[Step 7 – Pay the Visa Application Fee](#)

[Step 8 – Upload Supporting Documents](#)

Step 1: Pre- UKVI Account Questions

If you access the Student visa application form from <https://www.gov.uk/student-visa/extend-your-visa> you will see the following questions. Your answers to these questions will determine whether UKVI will invite you to use the ID check app to confirm your identity.



You'll need to have your biometric information (fingerprints and a photo) taken - there's no fee for this.

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
- give your fingerprints and a photograph (biometric information) at a UK Visa and Citizenship Application Services (UKVCAS) service point - this is to get a biometric residence permit

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

[Start now >](#)

You must not travel outside of the UK, Ireland, the Channel Islands or the

Home | Staff | x | Inbox (44) | x | University of | x | My Drive | Go | x | Submitting a | x | Information 5 | x | Password ad | x | webGRACE | x | GOV.UK - The | x | +

https://apply-to-visit-or-stay-in-the-uk.homeoffice.gov.uk/sort/live-in-crown-dependency/student_in_uk?uid=43fe87f-6357-4c14-a840-d3325b3...

GOV.UK

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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](#)

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Type here to search

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https://apply-to-visit-or-stay-in-the-uk.homeoffice.gov.uk/sort/has-eea-passport/student_in_uk?uid=43fe87f-6357-4c14-a840-d3325b3291bd&c...

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[Back](#)

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

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

Yes No

[Continue](#)

[Should I apply to the EU Settlement Scheme instead?](#)

Type here to search

10°C Cloudy 10:12 06/04/2022

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https://apply-to-visit-or-stay-in-the-uk.homeoffice.gov.uk/sort/biometric-residence-permit/student_in_uk?uid=43fe87f-6357-4c14-a840-d3325b...

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[Back](#)


Do you have a UK biometric residence permit (BRP)?

You will need your BRP to confirm your identity. If you have lost your BRP, select No.

Yes No

[Continue](#)

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Home | Staff | ... | University of ... | My Drive - G... | Submitting a ... | Information S... | Password ad... | webGRACE - | GOV.UK - The ...

https://apply-to-visit-or-stay-in-the-uk.homeoffice.gov.uk/sort/is-younger-than-17/student_in_uk?uid=43fe87f-6357-4c14-a840-d3325b32918d...

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Are you 17 years old or younger?

Yes No

[Continue](#)

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10°C Cloudy 10:14 06/04/2022

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https://apply-to-visit-or-stay-in-the-uk.homeoffice.gov.uk/sort/has-children/student_in_uk?uid=43fef87f-6357-4c14-a840-d3325b32918d43fef87...

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Do you have any children applying with you?

A child is either of the following:

- your child under 18, including if they were born in the UK during your stay
- your child over 18 if they're currently in the UK as your dependant

Check the [guidance](#) on who is classed as a dependant child

Yes No

[Continue](#)

10°C Cloudy 10:17 06/04/2022

Home | Sta... x | Inbox (45) x | University... x | My Drive... x | ISSAC rota... x | Submitting... x | Informati... x | Password... x | webGRAC... x | GOV.UK - 1 x

https://apply-to-visit-or-stay-in-the-uk.homeoffice.gov.uk/sort/brp-name-correct/student_in_uk?uid=43fef87f-6357-4c14-a840-d3325b32918d4...

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[Back](#)

Is your name on your biometric residence permit the same as on your current passport?

Yes No

[Continue](#)

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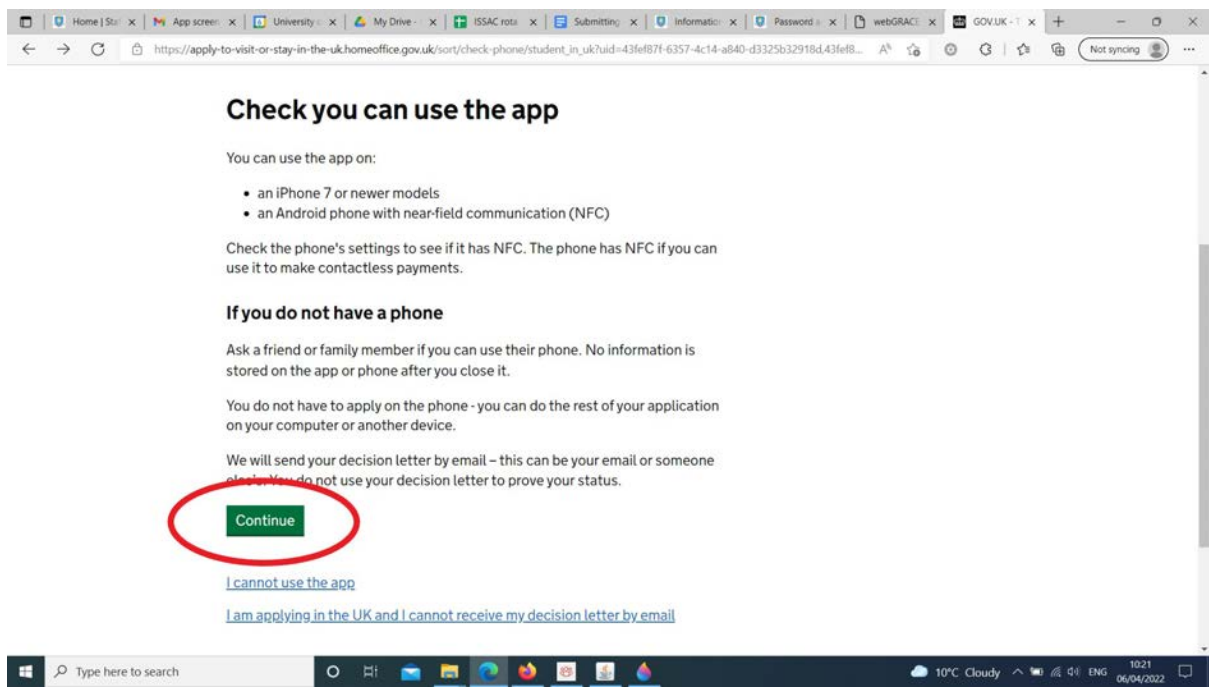
10°C Cloudy 10:17 06/04/2022

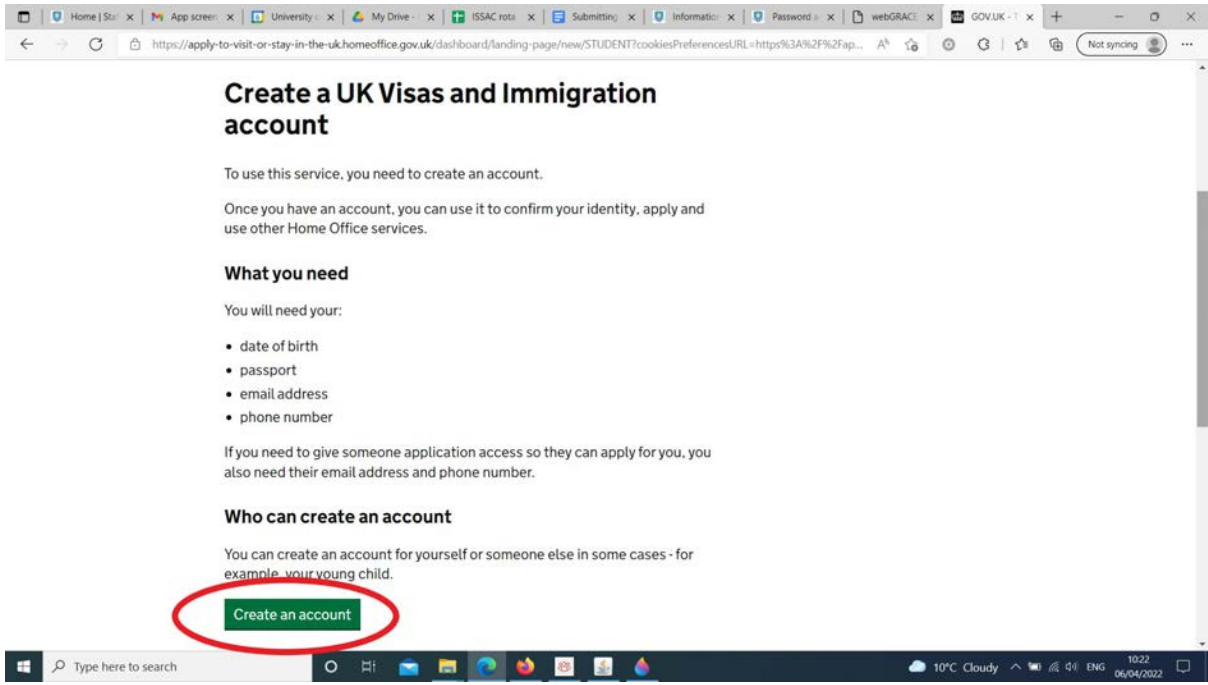
Step 2 - Create Your UKVI Account

If you are assessed as being eligible to use the app (based on your answers to the questions above) you will then see the screen below.

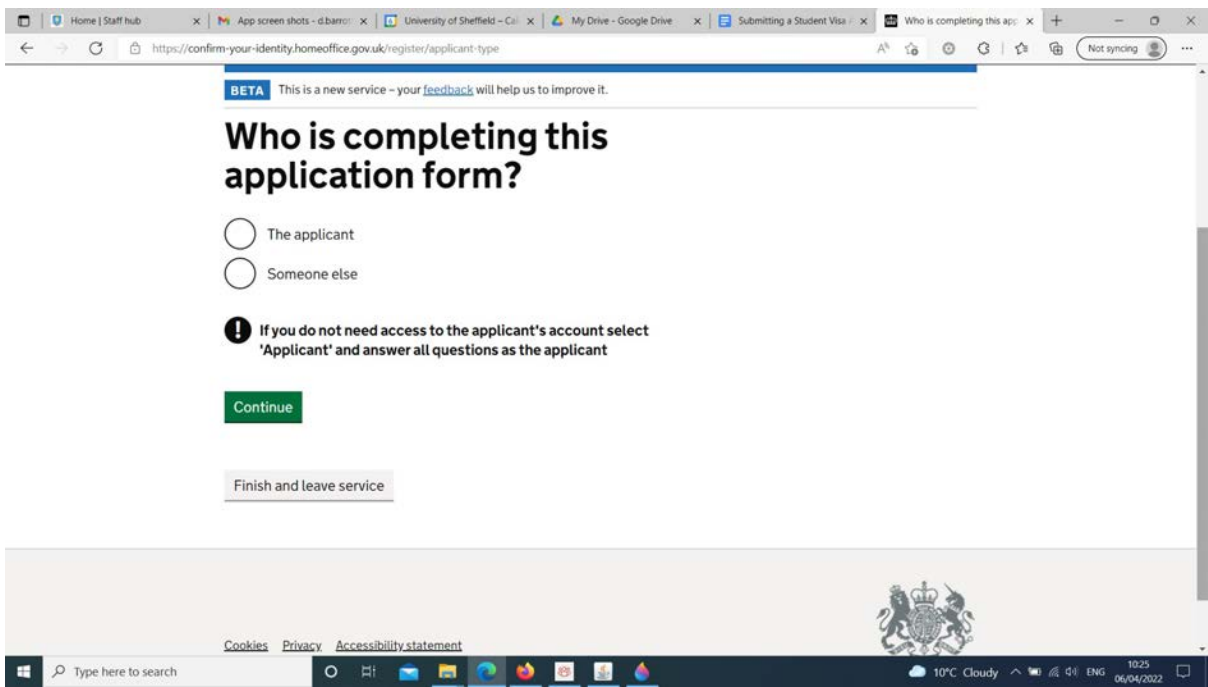
Please note that your phone will need to meet the specification given on the screenshot below. **Both iPhones and Android phones can use the app if they meet the specification stated on screen.** You do not need to use your own phone and it is possible to use a phone belonging to a friend or family member, if your phone does not meet the specification, but their phone does.

You can still choose not to use the app if you do not want to by clicking on the blue 'I cannot use the app' link at the bottom of the screen. If you do wish to continue using the app, you can click continue as shown below.





You will then need to answer the following set of questions before the account will be created:



Home | Staff hub x App screen shots - d.barron x University of Sheffield - Co x My Drive - Google Drive x Submitting a Student Visa x What is your country of nat x

https://confirm-your-identity.homeoffice.gov.uk/register/nationality

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What is your country of nationality?

This is the country of nationality shown on your identity document. Use the English spelling or the country code.

[Continue](#)

[Finish and leave service](#)

Type here to search

Rain to stop 10:27 06/04/2022

What is your name?

Enter your name as it is written on your identity document. Use the English spelling if it is written in two languages.

Given names

Also known as your first and middle names

Surname

Include all your surnames

Continue

Finish and leave service

You will then need to verify your account. You receive a code to both the email address and the telephone number that you are using to set up the account. You need to enter them both in order to continue.

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[< Back](#)

Verify your email address

We have sent a 6-digit code to

@gmail.com

If you have not received a code, make sure the email address is correct and you have checked your spam folder.

Enter code

Continue

[Resend code](#)

[Edit email address](#)

[Finish and leave service](#)

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[< Back](#)

What is your phone number?

We will send a single-use 6-digit security code by text message (SMS) to this phone. You will need to verify it in the same way as your email.

For international numbers include + and the country code.

For example, .

Continue

Finish and leave service



Accept cookies



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Verify your phone number

We have sent a 6-digit security code by text message to:

[+44](#)

[Change](#)

It may take a few minutes to arrive.

Enter security code

[Resend code](#)

Continue



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Do you need to give someone access to your application?

If someone is applying for you, you can give them access to your application

Yes

No

Continue

Finish and leave service

You then need to double check that all of your information entered is accurate. It is very important that you do ensure of all of the information is correct as you could experience technical problems with the application if it is not.

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Confirm your details

Document type

Biometric Residence Permit

[Change](#)

Document number

RX

[Change](#)

Country of issue

United Kingdom - GBR

[Change](#)

Expiry date

[Change](#)

Nationality

Mexico - MEX

[Change](#)

Date of birth

4

[Change](#)

Email address

@gmail.com

CONFIRMED

Phone number

+44

CONFIRMED

Create Account

Finish and leave service

Step 3- Log Into Your UKVI Account

You then need to log back into your account using by entering the details of the ID document you used to set up your account (usually your BRP) and your date of birth. You will again need to verify before you can log in by entering another code. You can choose whether the code is sent to your email address or by SMS.

**BETA**

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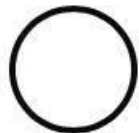
Sign in

What identity document did you use in your application?

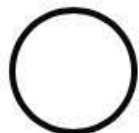
If you have updated your identity document since you applied, you must use the details of the updated document to sign in.



Passport



National identity card



Biometric residence card or permit

Continue

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[Back](#)

Sign in

What is your biometric residence card or permit number?



ZU1234567

AA  in-the-uk.homeoffice.gov.uk 



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[Back](#)

Sign in

What is your date of birth?

You should enter this as shown on your biometric residence card or permit, for example, 31 3 1980

Day

Month

Year

Continue

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AA



in-the-uk.homeoffice.gov.uk





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< [Back](#)

Sign in

How do you want to receive a security code?

We will send a code to your phone or email address.

Applicant

Phone (+44)

Email (@gmail.com)

Continue

Problems signing in

We've sent you a single-use, 6-digit security code by text message (SMS) to:

+44

It may take a few minutes to arrive.

Security code

Continue

[Resend code](#)

Problems signing in

If you cannot access this phone number, [use your](#)

[oth.apply-to-visit-or-stay-in-the-uk.homeoffice.gov.uk](https://www.oth.apply-to-visit-or-stay-in-the-uk.homeoffice.gov.uk)



[Scan Credit Card](#)

[Done](#)

BETA

This is a new service.

Applications

Sign in details

Your applications

Student

Started: 28 March 2022

Unique application number:

3434-1

Continue application

Delete

Choose a different application

Go to GOV.UK to and [apply for something else](#)

Now you are logged back into your account, the navigation screen will appear as below. The next step is to click on the link to confirm your identity as shown below:

GOV.UK uses cookies to make the site simpler.

Accept cookies



GOV.UK

Sign out

BETA

This is a new service.

[◀ Go to account home](#)

Apply as a Student

You need to complete every section.

1. Identity and contact

Confirm your sign-in email address

COMPLETED

Confirm your sign-in phone number

COMPLETED

[Confirm your identity](#)

Immigration adviser details

CANNOT START YET

Contact preferences

CANNOT START YET

Other names and nationalities

CANNOT START YET

2. Prepare application

People applying with you

CANNOT START YET

Your location

CANNOT START YET

Personal details

CANNOT START YET

Family and relationships

One of the things you will need to do when using the app is scanning the chip in your passport or BRP. The image below explains how you check to see if your passport contains a chip (all BRPs should contain a chip even if they do not have the symbol on them).

If your passport does not contain a chip, or if there is a fault with the chip in your passport or your BRP and the app cannot scan it, you will need to submit your Student visa application without using the app (please see 'Step 2 – Create Your UKVI Account'). Further information on what else you will need to do if not using the app can be found on [our webpage](#).



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[← Back](#)

Check your identity document has a biometric chip

Look for the following symbol on your identity document:



Continue

[My identity document does not have a biometric chip](#)

**BETA**

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[← Back](#)

Continue on the app

You will need the 'UK Immigration: ID Check' app to continue using this service.

If you do not already have the app installed, you will be taken to the Apple App Store when you select continue. You will then need to download and open the app.

If you do have the app, it will automatically open when you select continue.

Continue

Step 4 - Confirm Your Identity Using the App

GOVUK now
UK Visas and Immigration Home Office:
Your code: 0

Enter 6-digit code

Code sent to: **+4*******

[I didn't receive a code](#)

[Continue](#)

From Messages
0

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
	0	



Start using the app

You're now ready to use the app. You will need your identity document with you.



Which document will you use?

Passport



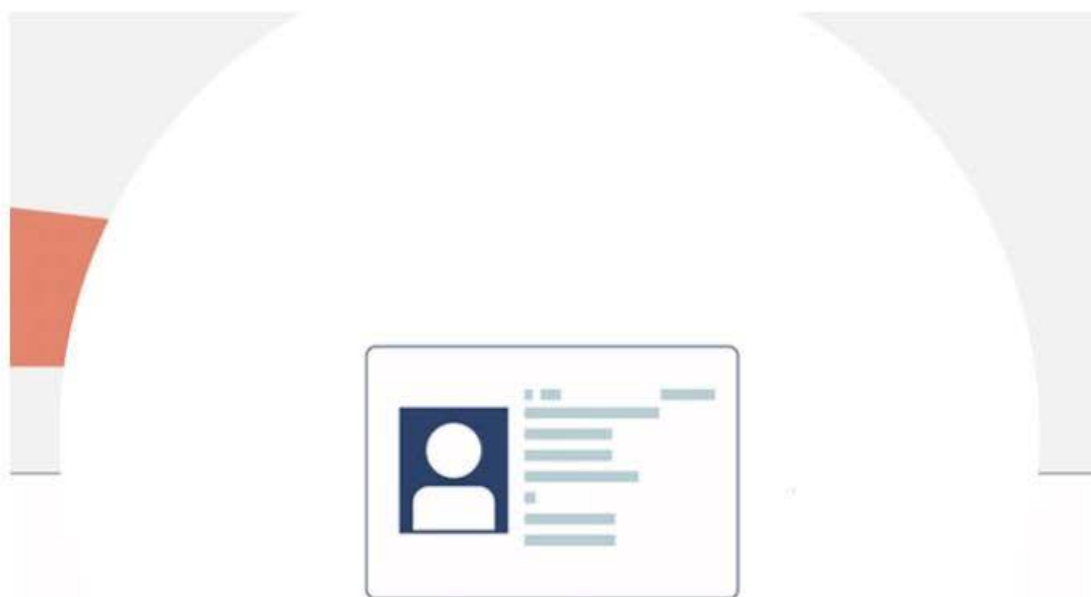
Biometric residence permit



[What is a biometric residence permit \(BRP\)?](#)

You must use your Biometric residence permit (BRP) unless you have an EU, EEA or Swiss passport.

Take an image of the other side of your card



Make sure you have turned your card over

Access the chip in your card



This is so we can check the information stored in your card.

Remove any cases you have on the phone or your card before you continue.

Continue

Scan your face



The screen will flash as it scans your face.

[Find out more](#)

Scanning takes a few seconds. Follow the instructions on the screen. We'll tell you

Scan face

Take your photo



This is for the record that proves your status in the UK.

Your photo must meet our guidelines to be accepted.

[What are the photo requirements?](#)

Send your information

This is the information that has been scanned from your document.

Number R [REDACTED]

Country GBR

Surname [REDACTED]

Given names [REDACTED]

Date of birth (YY-MM-DD) [REDACTED]

Sex F

Submit information



Identity details submitted

What happens next

You now need to return to your UK Visas and Immigration account and select 'Applications'.

You can continue on this phone or if you want to return on a different device you can now disconnect the app and use the link we sent to you when you registered your sign-in details.

[Disconnect](#)

[Continue](#)

BETA

This is a new service.

Identity information submitted

Complete your application

You can either:

- continue and complete your application on this phone
- sign out and apply later or on a different device, using the link we sent to [@gmail.com](#)

Continue

Sign out

Step 5: Complete Visa Application Form Questions

After using the app, log back into your UKVI account. Your screens in the account should now look like the images below.

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 the UKVI account dashboard. At the top, there is a black header with the 'GOV.UK' logo on the left and a 'Sign out' link on the right. Below the header, a blue bar contains the text 'BETA This is a new service.' Underneath, there are two navigation links: 'Applications' (which is underlined) and 'Sign in details'. The main heading is 'Your applications'. Below this, there is a card for a 'Student' application. The card displays 'Started: 28 March 2022' and 'Unique application number: 3434-'. At the bottom of the card, there are two buttons: 'Continue application' (highlighted with a red circle) and 'Delete'. Below the card, there is a section titled 'Choose a different application' with a link to 'Go to GOV.UK to and [apply for something else](#)'.

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[Go to account home](#)

Apply as a Student

You need to complete every section.

1. Identity and contact

Confirm your sign-in email address	COMPLETED
Confirm your sign-in phone number	COMPLETED
Confirm your identity	COMPLETED
Immigration adviser details	
Contact preferences	CANNOT START YET
Other names and nationalities	

Download application

You can download a PDF copy of your application at any stage

[Download application](#)

2. Prepare application

People applying with you	
Your location	CANNOT START YET
Personal details	CANNOT START YET
Family and relationships	CANNOT START YET
Living arrangements	CANNOT START YET
Travel history	CANNOT START YET
Criminality	CANNOT START YET
Study details	CANNOT START YET
English language ability	CANNOT START YET
Account security questions	CANNOT START YET
Declaration	CANNOT START YET

1) Identity and Contact

Immigration adviser details

- **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.

Contact preferences

- **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. Your BRP will be sent to this address. If you are planning to change address before you get a decision on your application, please [contact us](#). If you would prefer for your BRP to be sent to a different address (e.g., 'a friend's address'), then provide your preferred address. You will then be asked to also provide your own address.

If you are concerned about receiving your BRP card at your UK address then you can use the Student Administration Service (SAS) Office address as the postal address so the BRP can be delivered to pick up from the University. If you wish to do this, the address you should enter as the postal address on the visa application form is: University of Sheffield, Att: G.Bottery, SAS, Level 6, Students' Union, Western Bank, Sheffield, S10 2TG.

Other names and nationalities

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

You will also be asked to confirm if you have a national identity card. This will not apply to all students as not all countries issue these to their citizens. If you do have a national identity card, please select **YES**, and provide the number if you have it. Please note that you will only be asked to upload this with your visa application if you do not have a passport.

2) Prepare Application

People applying with you

If you have a dependant partner or children applying at the same time as you, please select **YES** and provide details.

Your location

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

Select **YES**

Personal Details

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.

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.

About your home - You will be asked if you own or rent the property where you live. If neither apply (for example if you live with family), select "other" and provide further information. Previous address history Provide details of the addresses you previously lived at, both in the UK or overseas.

Family and Relationships

On this screen, you first confirm whether you currently have a partner and if you have previously been in a marriage or civil partnership.

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 have details of either of your parents for the question: “**Can you provide details of at least one of your parents?**” you can select ‘**NO**’

About your second parent

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

If you only have details of one of your parents, for the question ‘**Can you provide details about your other parent?**’ you should select ‘**NO**’

Travel History

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.

- **Since you started living in the UK have you spent time outside the UK?**

This question is partly to assess if you have spent more than 3 months outside the UK in the last 12 months before the date you submit the application. If you have spent more than a total of 3 months outside the UK during this period, it is likely that UKVI will assess that you do not automatically meet the financial requirements and will want to see financial documents that meet the requirements.

You should declare all travel you have made outside the UK, including to your home country since you started living in the UK. 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).

If you cannot remember the exact dates of travel, where it asks you for the reason for the travel outside the UK, as well as giving the reason for the travel you can state that you do not have a record of the exact dates of travel and that the dates you have given are a best estimate.

- **Travel to Australia, Canada, New Zealand USA, the EU/EEA & Switzerland in the last 10 years**

Same as the question above, you should declare all trips you have made to these countries/areas in the last 10 years before the date you are submitting the application and you can also state where you do not have an exact record of the dates you travelled in the reason for visit section.

- **Travel to any other countries in the last 10 years**

Here you should declare any other travel you have done that does not apply under the two previous questions, and again you can also state where you do not have an exact record of the dates you travelled in the reason for visit section.

Medical treatment in the UK

- **Did you receive 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 provide information about any medical treatment you have received in the UK and answer the questions that follow.

Provide as much detail as possible. It is understandable that you may not remember every treatment that you may have had or details of every visit to the GP.

Immigration Permission

- **Do you have a visa, leave to enter or remain, or other permission to be in the UK?**

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**.

You will be able enter the category of visa that you have for the UK.

When giving the start date of permission, write the start and end date from your BRP card. If your BRP does not accurately state the start date of your permission for the UK, for example because you have applied for a replacement BRP due to an error or it being lost or stolen, use the start date of the vignette (sticker) in your passport for a more accurate start date.

- **Other applications in progress**

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

Criminality

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.

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.

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

- **Criminal convictions**
- **Driving offences**
- **Outstanding criminal proceedings**
- **Cautions or fixed penalty notices**
- **Court judgments**
- **A civil penalty for breaking UK immigration law**

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”.

Study Details

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

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

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**

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

Postgraduate Doctor or Dentist

“Are you going to be a Postgraduate Doctor or Dentist on a recognised foundation programme?”

IMPORTANT – As you are applying for a visa to study at the University of Sheffield, it is very important that you **select ‘NO’ to this question**. It is a common mistake for, especially for PhD students to answer ‘YES, to this question. This category is only for those who are sponsored by Health Education England and not the University of Sheffield.

If you answer ‘YES’ to this question, UKVI will process your application as a Postgraduate Doctor or Dentist application, and not a standard Student visa application, which could lead to complications, and you will need to resubmit your application and pay a further application fee up front.

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.

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

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. In most cases your CAS will state the above address is where the majority of your study will take place, and you will select 'YES'. 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.

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.*

As per the note above, if you are a PhD student, the level of your course stated on the CAS will be 'RQF8/SCQF12' and **not** 'Postgraduate Doctor or Dentist'.

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

Please select "**No**" unless your CAS confirms that you are going to be a student union sabbatical 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.

The image shows a form with the following fields:

- Name of sponsor institution (school/college/university): The University of Sheffield
- Course name: MSc Aerospace Engineering
- Qualification you will get: RQF7/SCQF11 (selected from a dropdown menu)
- Are you going to be a student union sabbatical officer?: No (selected)

A blue arrow points from the 'Qualification you will get' dropdown to a larger dropdown menu on the right. This menu lists the following options:

- RQF1/SCQF4
- RQF2/SCQF5
- RQF3/SCQF6
- RQF4/SCQF7
- RQF5/SCQF8
- RQF6/SCQF9/10
- RQF7/SCQF11** (highlighted)
- RQF8/SCQF12
- CEFR A1
- CEFR A2
- CEFR B1
- CEFR B2
- CEFR C1
- CEFR C2
- Postgraduate Doctor or Dentist
- Aviation qualification

Below the dropdown menu is the question: 'Are you going to be a student union sabbatical officer?'.

Course dates

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

Please copy this information from your CAS.

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. 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 check your CAS carefully in case there is a note about this. It will either show in the ‘**Evidence Used to Obtain Offer**’ or the ‘**Sponsor Notes**’ section of the CAS.

There are instructions later in the guide on how you should enter the course dates in the Immigration Health Surcharge section of the form, as this is slightly different to above.

Previous Financial Sponsorship

- **Have you received money from a financial sponsor for either this year or the past year (the form will then state the 12 month period they are referring to – for example if you are submitting your application in August 2022 it will say ‘from August 2021 to August 2022’)**

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

If you are continuing on the same course that you have received the sponsorship for or if you have received a scholarship from the University of Sheffield or another sponsor that is an ‘official financial sponsor’ but not a government or international scholarship agency, please [contact ISSAC](#) for advice on what documents you can upload as an alternative to this.

Financial Sponsorship For 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** (you should select this if your sponsorship is for less than full course fees and/or less than £1023 per month for living costs)

Course Fees

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

You can find this information on your CAS.

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

Please be aware that if you have a scholarship or discount, you may have a reduced tuition fee. This will be confirmed on your CAS.

- **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 for an update **or** to request them to update your CAS.

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

You should select 'My sponsor has confirmed this information on my CAS'.

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**.

Marshall, Chevening or Commonwealth Scholarships

- **Do you hold a Marshall, Chevening or Commonwealth Scholarship?**

Only select 'YES' if you are receiving a scholarship from one of these organisations.

English language ability

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

- **Do you have a medical conditions that prevents you taking the English language test?**

In most cases your CAS will state how your English language has been assessed, so you can select 'NO' to this question. If your situation is different to this, [contact ISSAC](#).

- **Have you provided evidence of English language ability in a previous 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.

Declaration

You will then read and agree to the declaration.

You should read the information carefully. Once you complete the declaration, you will not be able to make any changes to the answers you have given on the application form.

Next steps

You have four further steps to complete:

Declaration

You will be asked to declare that all the information you have provided in your application is true.

After you have completed your declaration, you will not be able to change the answers or information you've provided.

Payment of the Immigration Health Surcharge

You will be directed to pay this if it applies to you.

Payment of the visa fee

When you pay your visa fee (or we confirm that you do not need to pay a fee) your application will be submitted.

Evidence upload

After you have gone through the payment section and submitted your application, we will tell you if you need to upload any evidence to support your application. We will also tell you how much time you have to upload your evidence.

[Continue](#)

[Save and return later](#)

Step 6 - Pay Immigration Health Surcharge

Please ensure that you select '**NO**' to the question 'Staying in the Isle of Man, Jersey or Guernsey'. If you select 'YES' to this, it will calculate a charge of £0 for the HIS and UKVI will then send you a top-up link by email later in the application process, giving you a deadline to pay the correct amount. This could lead to delays with your application.

If you answer "YES" to the question "Are you under 18 and in local authority care?" the form will also calculate the charge as £0 and UKVI will have to contact you and ask you to pay a top-up if you answer "YES" but this does not apply to you. "Local authority care" means that you are looked after by a local authority (such as a local UK council, for example Sheffield City Council) rather than your parents or legal guardians. If you think this may apply to you, you should contact ISSAC.

Continuing Students - If you are applying for a visa to continue the same course that your current visa is for, you should enter the course start date from the course start field on your CAS in the 'Course start date' section here, even if there is a note on your CAS about the actual course start date. The IHS should only be calculated from the date of your visa application, and not retrospectively from your original course start date. You will then get the opportunity to enter the actual course start date confirmed in the sponsor note on your CAS under the 'Continuing course' section as shown below:

Summary

Missing Details

Your details

[Add where you are planning to stay](#)

[Add your course start date](#)

[Add your course end date](#)

[Add whether you are continuing a course](#)

[Add the location of your course](#)

The information taken from your visa application can't be changed or removed. If you'd like to change or remove this information you must start your visa application again.

Your details

Applying from UK Yes

Staying in Isle of Man, Jersey or Guernsey? [Add where you are planning to stay](#)

Full name ██████████

Email ██████████

From Mexico

Visa route Student

Visa type Student

Course start date [Add your course start date](#)

Course end date [Add your course end date](#)

Continuing course [Add whether you are continuing a course](#)

Location of course [Add the location of your course](#)

NQF7 Course [Change](#)

Masters Degree Course [Change](#)

Course less than 13 Months [Change](#)


Once you have followed the on-screen instructions to make the IHS payment, you should then progress to the following screens that show successful payment:

worldpay







Order summary

Reference: IHS [REDACTED]
Description: Immigration Health Surcharge Payment
Amount (GBP): £ [REDACTED]

Express Checkout

Buy with  Pay

Select payment method

VISA Mastercard Maestro AMEX PayPal JCB

Cancel



Step 7 – Pay the Visa Application Fee

After paying the IHS, you will then need to click on the link to complete the application payment, as shown below:

3. Pay and submit application

Immigration health surcharge	COMPLETED
Application payment	

4. Provide evidence

Evidence upload	CANNOT START YET
-----------------	------------------

If the visa application payment goes through successfully, your application is considered to be 'submitted'. You will then progress to the screen below:



Date of payment	28 March 2022
Name	
Visa	Student
Fee paid	475.00 GBP

Your confirmation has been sent to
@gmail.com

To complete your application, you will then need to upload your supporting documents.

Step 8 - Upload Supporting Documents

After completing the payment, you should now be able to click on the link below to upload your supporting documents:

3. Pay and submit application

Immigration health surcharge	COMPLETED
Application payment	COMPLETED

4. Provide evidence

[Evidence upload](#)

Please see the information on [our webpage](#) for help on the documents you will be required to upload.

We are aware that the application form may contain errors in the list of documents it asks you to provide. For example, we are aware of cases where the list of documents in this section have not asked for documents such as passports, BRPs and ATAS certificates, when students have actually been required to provide them.

We would advise you to use our webpage on supporting documents to confirm the documents you will need to provide and then ensure you upload all the documents you need to in the "Provide evidence" section of the form, even if this means that you are uploading some documents under a category that states it is for another document. You can upload more than one document under each category that is listed.

Upload your evidence

1. Scan or take a photo of the document – it must be clear and easy to read.
2. Save it on your computer or device.
3. Give the file a simple name. For example, 'bank statement 2021'.
4. Upload the document.

▶ [I need help](#)

This will only apply if your nationality is listed in paragraph 22.1 of <https://www.gov.uk/guidance/immigration-rules/appendix-student>

After you apply

You do not need to provide evidence of your qualifications or finances as you are a national of a country that is exempt from these requirements.

In some cases, we may request this evidence when considering your application.

If you do not provide the evidence when requested, your application may be refused.

[Continue](#)

Please note that where you are applying for a visa to study at degree level of above (i.e RQF level 6 – Bachelors degree – or higher such as Masters or PhD) you will not be required to provide evidence of any previous qualifications. This also includes English language qualifications as well. This will also be confirmed to you on the screen as shown below:

Your evidence

Study details evidence

Upload the evidence you gave to your sponsor to get your Certificate of Acceptance of Studies (CAS). For example, your qualifications or results transcript (including translations).

3 FILES ADDED

[Upload evidence](#)

You do not need to upload this evidence if both of the following apply:

- you are studying at degree level
- your sponsor is listed as both a 'Higher Education Provider (HEP)' and a 'Student Sponsor - Track Record' on the [register of student sponsors](#)

▶ [I need help](#)

[Continue](#)

[Save and return later](#)

Once you have uploaded all of your supporting documents, your application will now be complete. If you log back into your UKVI account, your application will appear as shown below:

Your applications

Recently submitted applications

Student

Submitted: 28 March 2022 [View application](#)

Unique application number: 3434-

[Provide requested evidence or photos](#) [Withdraw application](#)

Choose a different application

Go to GOV.UK to and [apply for something else](#)

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. 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](#).