



The  
University  
Of  
Sheffield.

# VISA APPLICATION GUIDE

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

**Disclaimer:** *This document was last updated in 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 any questions, which are frequently asked by our students applying for their student visa. Please be aware that the order of questions on the application form can change or new questions may be added by the UKVI in the future. If you notice anything significantly different on the application form, which is not in this guide then please [inform us](#).*

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

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

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

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

# Application Form & Registering an account

To extend your Student visa, go to: [www.gov.uk/student-visa/extend-your-visa](https://www.gov.uk/student-visa/extend-your-visa)

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

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

**Apply**

You must apply online.

As part of your application you'll need to prove your identity.

How you do this depends on where you're from and the type of passport 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](#)

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

### Confirm your identity

You will need a passport with a biometric chip.

#### Scan your passport and upload a photo of yourself

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

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

#### If you cannot use the app to confirm your identity

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

[Continue](#)

### Does your passport have a biometric chip?

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



Yes  No

[Continue](#)

If Yes:

### Check you can use the app

You can use the app on:

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

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

#### If you do not have a phone

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

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

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

[Continue](#)

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

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

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

If you do not have a current EU, EEA or Swiss passport **but** have a Biometric Residence Permit (BRP), you may be able to use the app. Otherwise, you will need to book and attend an appointment at a UKVCAS centre to provide your biometrics.

### 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](#)

On the next page, read the information carefully.

When you are ready begin your application, 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.

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](#)

# 1. Start

## Your location

- Are you currently in the UK?

Select **YES**

## Other Home Office applications

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

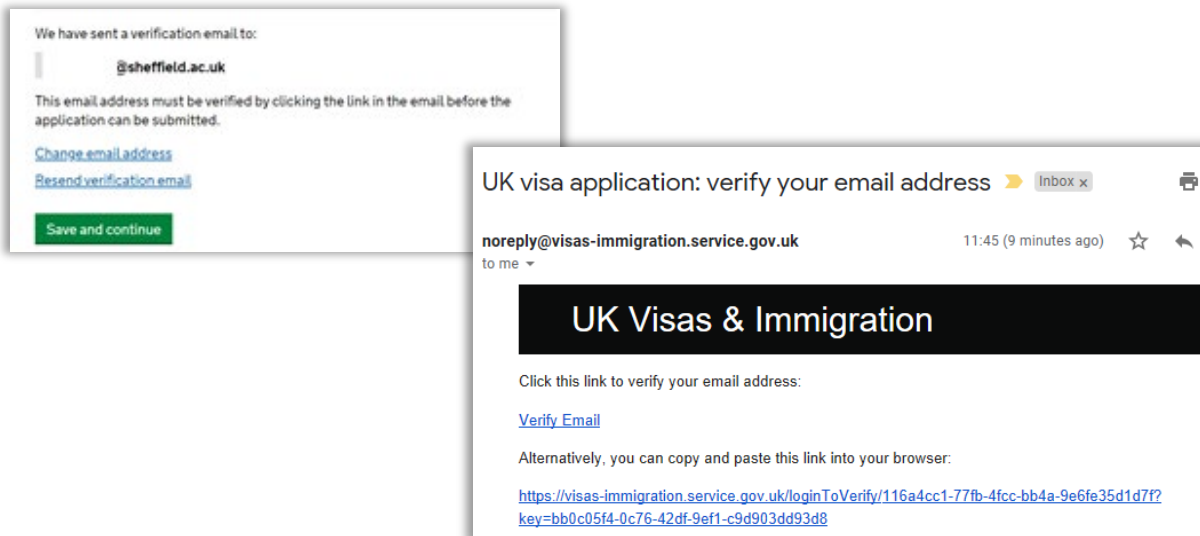
If you have submitted any other applications for leave to remain to the Home Office, which is currently pending or not decided yet, then please contact [ISSAC](#), otherwise select **NO**.

## Register an email

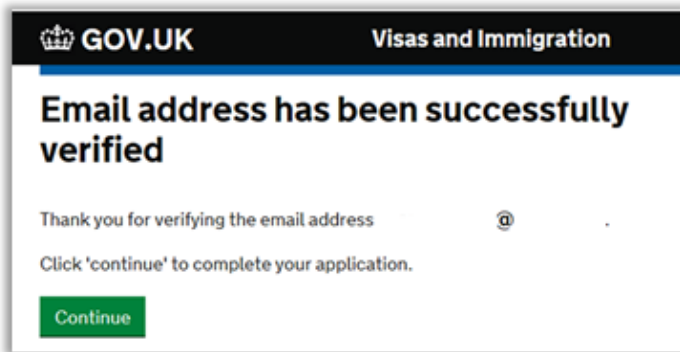
Enter an email address and password so you can save your answers.

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

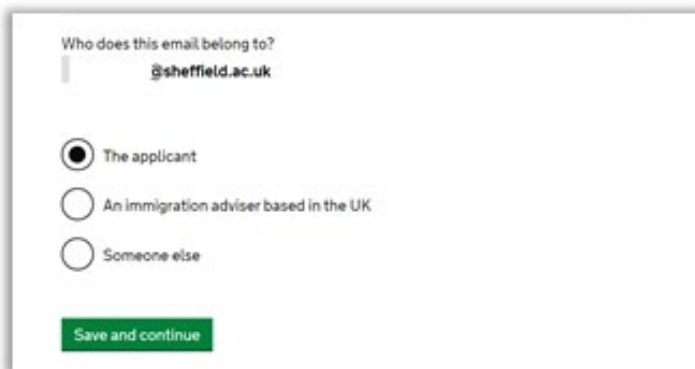
You will be requested to verify your email address in order to continue your application. You will receive an email from [noreply@visas-immigration.service.gov.uk](mailto:noreply@visas-immigration.service.gov.uk), click on [Verify Email](#) and enter your password to continue your application.



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'.



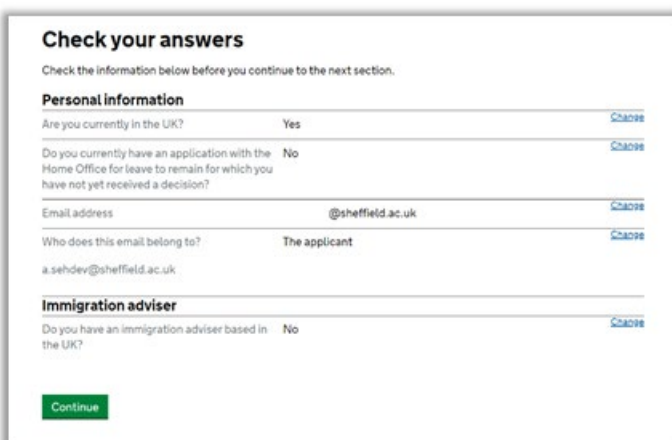
## Immigration adviser

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

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

## Check your answers

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



## 2. Application

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

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

### Applicant(s)

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

---

Student  
**The applicant**  
Not started

[Answer questions about this applicant](#)

### Applicant(s)

#### Your name

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

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

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

#### Any other names

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

#### Contact email

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

#### Telephone number

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

#### Postal address

Please provide the address you are living at. 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.

Provide your postal address

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

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

Enter a UK postcode

[Enter address manually](#)

Is this where you live?

Yes  No

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

## Previous address history

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

## Your sex and relationship status

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

Please enter the details as shown in your passport.

## Your nationality, country and date of birth

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

Please enter the details as shown in your passport.

## Your passport

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

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

## 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.

## Your other nationalities

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

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

## Your current UK immigration status

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

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

## 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.

## Revocation, cancellation or curtailment

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

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

## Time in the UK

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

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

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

## About your first parent

- **What is this person's relationship to you?**



- Title
- Given names
- Family name
- Date of birth
- Country of Nationality
- Have they always had the same nationality? Yes No Don't know

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

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

### About your second parent

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

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

### Biometric residence permit (BRP)

- Do you have a biometric residence permit?

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



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

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

### Your National Insurance number

- What is your current National Insurance number?

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

### Driving licence

- Do you have a UK driving licence?

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

## World travel history

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

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

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

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

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

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

If you haven't been to any of the countries listed above then you can select **NO**

## Previous evidence of English language ability

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

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

### Your English Language Qualifications

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

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

If your CAS says that your English language has been assessed in another way, select **NO** and answer the following questions according to your circumstances.

## Immigration history

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

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

Please answer this section accurately and provide details as required. If you have not been subject to any of the actions listed above, select **NO**. If you select **YES**, you'll need to provide further information. **Please note that it**

**is important to declare any previous visa refusals.** Failure to do this could lead to an unsuccessful visa application as well as a potential 10-year entry clearance ban.

## Breach of UK immigration law

Have you ever:

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

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

## Medical treatment in the UK

- **Have you ever been given medical treatment in the UK?**  
For example, if you visited a doctor, clinic or hospital, this counts as having medical treatment
- **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.

## Public funds

- **Have you ever received any public funds (money) in the UK?**  
This includes benefits for people on low incomes, such as housing or child benefits.

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

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

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

## Convictions and other penalties

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

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

- A criminal conviction
- A penalty for a driving offence, for example disqualification for speeding or no motor insurance
- An arrest or charge for which you are currently on, or awaiting trial
- A caution, warning, reprimand or other penalty
- A civil court judgment against you, for example for non payment of debt, bankruptcy proceedings or anti-social behaviour
- A civil penalty issued under UK immigration law

- **No, I have never had any of these**

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

## War crimes

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

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

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

## Terrorist activities, organisations and views

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

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

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

## Extremist organisations and views

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

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

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

## Person of good character

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

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

## Your employment history

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

## Sponsor licence number and address

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

Write: EGTNN8XR7

- **Sponsor's address**

Write: The University of Sheffield

Western Bank

Sheffield

S10 2TN

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

What is your sponsor licence number?

Sponsor's address

Town/City

Postcode

## 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?](#)

## Primary site of study

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

**The University of Sheffield  
Western Bank  
Sheffield  
S10 2TN**

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

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

## UCAS details

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

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

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

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

## Academic Technology Approval Scheme (ATAS)

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

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

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

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

## Current or past official financial sponsor

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

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

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, you will need to provide their consent for you to make your visa application to stay in the UK.

If you have received a scholarship from the University of Sheffield, you can select **NO**.

## 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***

## 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.

- **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 screenshot 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)
- Are you going to be a student union sabbatical officer?:  No

The dropdown menu for 'Qualification you will get' is open, showing 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

**IMPORTANT** – As you are applying for a visa to study at the University of Sheffield, it is very important that you **do not** choose the ‘Postgraduate Doctor or Dentist’ category here. It is a common mistake for, especially for PhD students, to choose this answer. This category is only for those who are sponsored by Health Education England and not the University of Sheffield.

If you do choose this category in error, you will then see a new question: “Are you going to be a Postgraduate Doctor or Dentist on a recognised foundation programme?”. If you see this question, please go back and change your answer to the question above. The correct level of your course is stated on your CAS.

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 may need to resubmit your application.

## 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.

## 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. Your CAS will also confirm if you have paid any fees for accommodation.

If you are staying in private accommodation, with family or in any other type of accommodation, select **NO**.

## 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.

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](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 '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**.

## 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)' or legal guardian(s)' funds, select **NO** and answer the questions that follow. If using your parent(s)' or legal guardian(s) bank statement, you will also need to provide a **consent letter** from your parent(s) and **proof of relationship** as evidence with your application.

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

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

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

## 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.

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

## Check your answers

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

- **Additional applicant**

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

**Additional applicant**

To add another applicant, select their relationship to you.

I would like to add a:

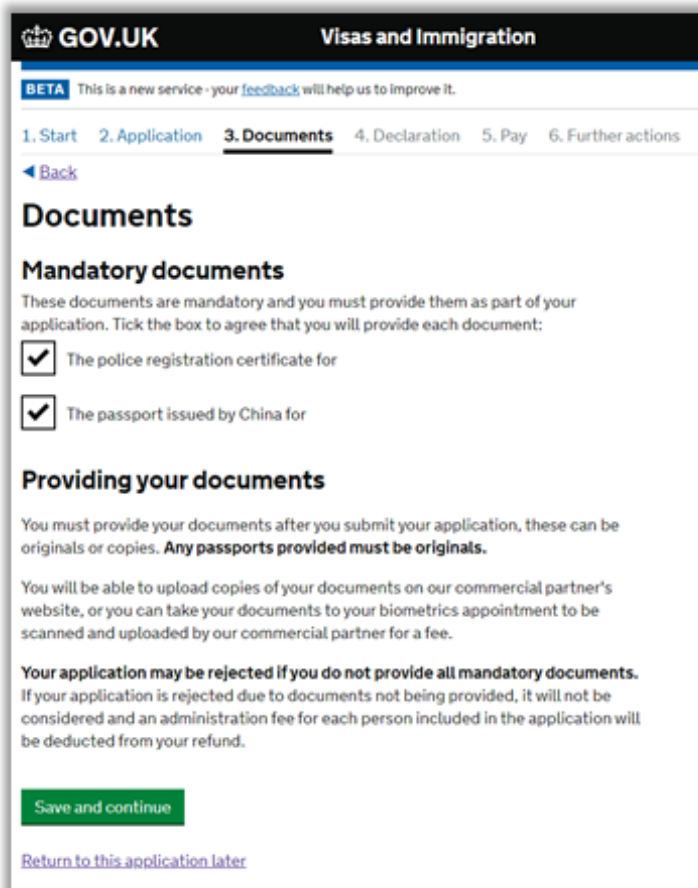
---

## 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.

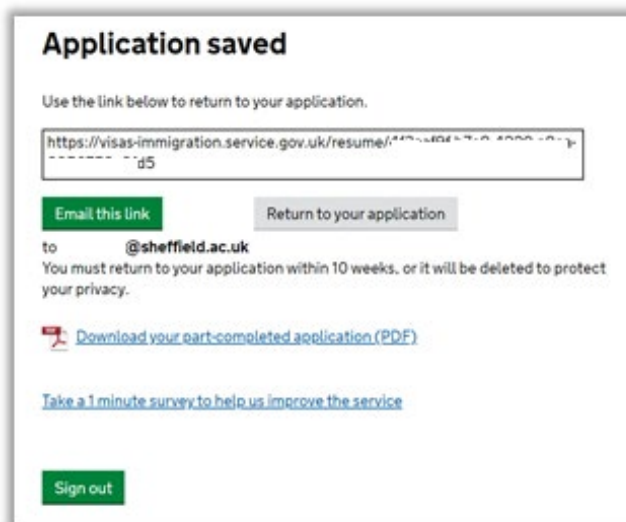
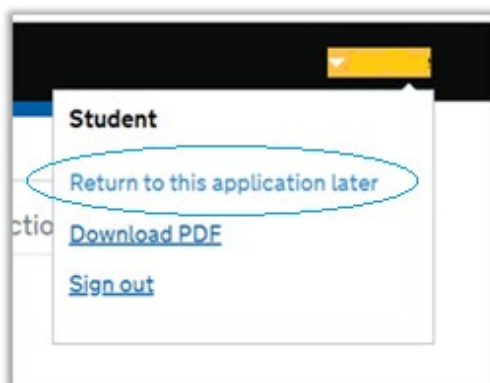
Select all the documents you will include with your application. You will upload the documents in the following steps.



### \*Saving your application\*

We would advise that you regularly save your application.

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



# 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 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.

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

[◀ Back](#)

### Check your answers

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

**Consent**

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

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

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

If you stay in the UK without permission:

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

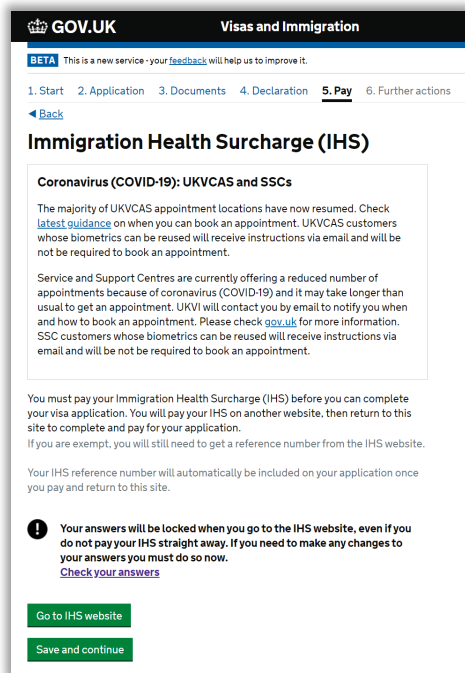
**Declaration**

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

[Continue](#)

# 5. Pay

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



## Immigration Health Surcharge Payment

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 IHS 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 [REDACTED]

Email [REDACTED]

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](#)

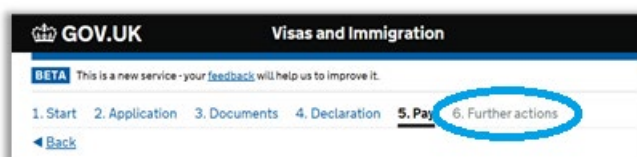
Location of course [Add the location of your course](#)

NQF7 Course [Change](#)

Masters Degree Course [Change](#)

Course less than 13 Months [Change](#)

## 6. Further actions



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

### **Withdrawing Your Application – Please seek advice**

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

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

## **Remember**

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