



# Applying for your Student Route Visa

# Student Visa Support

**Please note, the information contained in the presentation is checked and correct as at 21.06.2024.**

**If you are using this information at a later date, please check the details on our webpages**

[Visas and immigration - New students - Cardiff University](#)

**And on the UKVI information pages directly**

[Student visa : Overview - GOV.UK \(www.gov.uk\)](#)

**Visa regulations and requirements can and do change. It is your responsibility to ensure the information you use is up to date at the time of application**



# Student Visa Support

We are here to help you plan for your Student Visa application.

Today, you will receive information which will help you prepare the documents needed.

Please pay full attention as the details provided are very important.

If you are unsure of anything, we will provide contact details and links to further resources at the end. You may also wish to take screenshots of any slides during the presentation.

# Student Visa Support

Some of you will be eligible for the Home Office **differentiation arrangements**. This is sometimes referred to as being ‘low risk’.

This means that in the first instance you are not asked to provide all of the documents we are about to describe. However, you must still meet the requirements and may be requested to submit them at any time in the application process.

Therefore, you must prepare all your financial and academic evidence before your application to ensure it is available if requested.

To find out if you are eligible for the differentiation arrangements please see: <https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Student-route-eligibility-and-requirements#layer-5347> (under the heading – low risk applicants)

# When to apply

## **When to apply:**

You can submit your student visa application once you have been issued your Confirmation of Acceptance for Study (CAS). This will be issued to you shortly after your course offer becomes unconditional.

You must meet all the requirements of your offer before it will be made unconditional.

The CAS can be issued a maximum of 6 months prior to the course start date, provided all conditions of your offer are met.

Applications submitted overseas can be submitted up to 6 months before the course start date.  
Applications submitted in the UK can be submitted up to 3 months before the course start date.

# Where to apply

## Where to apply:

Application in the UK:

You cannot apply in the UK if you are here with permission as a visitor or short-term student, or one of a few limited categories: [Student visa : Switch to this visa - GOV.UK \(www.gov.uk\)](https://www.gov.uk/switch-student-visa)

You will only be able to submit your application in the UK if there are **28 days or fewer between the date your current student visa expires and the start date of your new course.**

If you currently hold a student visa, you can only apply in the UK if you successfully complete your current course, **and your new course is at a higher academic level.** It may be possible to apply in the UK for a course at the same level (degree or above), contact us if this applies to you.

If you do not meet these requirements, you will need to make your visa application from your home country.

Application Overseas:

All students can make their application overseas, from their home country or a country where they are legally resident.

# Step by step guide to applying for a student visa

## 1) Deposit the required funds in your bank account:

Tuition fees:	..... (stated on OFFER LETTER)
Living expenses:	£1,023 per month of your course up to a maximum of £9,207
Total:	.....

- Save for at least 28 days
- The closing balance when you apply must meet the requirements

# Step by step guide to applying for a student visa

Important update:

The UKVI announced in May this year that financial maintenance requirements will be raised for international students. However, no date for this change has been confirmed as of yet. Please check the UKVI links for update.





# IMPORTANT



- Do **NOT** spend the money after 28 days – you **MUST** keep the money in your account until you submit your visa application- ideally keep the money in your account until you receive your visa decision
- Save the full amount of money for a minimum of 28 days (longer is fine)
- You may need to pay accommodation fees before you submit your visa application– you must pay this from a different account

**DO NOT LET YOUR MONEY FALL BELOW THE REQUIRED AMOUNT BEFORE YOU SUBMIT YOUR APPLICATION OR YOU RISK YOUR VISA BEING REFUSED.**

# Step by step guide to applying for a student visa

**Please note: There is an exemption from providing financial documents if the following all apply:**

- **you have been in the UK for 12 months or more without an extended absence of 3 months or more, or multiple absences that add up to 3 months or more within the last 12 months, *and***
- **with a valid visa for the 12 months or more, *and***
- **are making your student visa application in the UK only**

**then you would not be required to provide financial evidence.**

## 2) Complete the student visa application form online

You must create a Home Office online account and complete the student visa application form

- For overseas applications: [Student visa : Apply - GOV.UK \(www.gov.uk\)](https://www.gov.uk/student-visa-apply)
- For extending a student visa in the UK: [Student visa : Extend your visa - GOV.UK \(www.gov.uk\)](https://www.gov.uk/student-visa-extend)
- If you hold a different category of visa and will switch in the UK: [Student visa : Switch to this visa - GOV.UK \(www.gov.uk\)](https://www.gov.uk/student-visa-switch) – please ensure your current visa category can be switched before applying

### **3) Provide evidence of academic qualification to Cardiff University**

Provide evidence of all qualifications required as part of your academic offer. This is necessary in order for your offer to become unconditional. After the offer is unconditional, a CAS can be issued to you.

Please be patient as each stage is processed.

4) Gather together all documents listed on the **GREEN document checklist**

# Student visa document checklist

- ✓ Your passport
- ✓ Your BRP/Visa/Vignette/Digital Status (UK applications)
- ✓ Cardiff University CAS statement (this is an electronic only document)
- ✓ Certificate of any academic qualifications listed on your CAS statement
  - normally a certificate(s) from a previous school, college or university;
  - Certificate showing successful completion of current course if progressing in the UK

- ✓ Academic Technology Approval Scheme (ATAS) Certificate (if applicable)
  - ATAS clearance is only required for a limited number of Science and Engineering postgraduate courses and will be indicated on your **offer letter** and **CAS**
  - To find out how to get an ATAS Certificate, search for 'ATAS' on the intranet or Cardiff University webpages
  - The ATAS applications can take at least 30 working days and can sometimes take longer – apply EARLY. You do not need to wait to receive your CAS before making your ATAS application, you can apply as soon as you have a conditional offer

- ✓ Evidence that you have enough money to pay your tuition fees in full & to cover your living expenses. You must provide one of the following:
  - Personal bank statements covering a 28 day period (minimum)
    - + The end of that 28 day period must not be more than 31 days before the date you submit your application online
    - + The money must still be in your account
    - + Statements must show:
      - ***your name***
      - ***account number***
      - ***date of statement***
      - ***name and logo of the bank and***
      - ***balance has not fallen below the required amount for the full 28 day period***



- Parental bank statements covering a 28 day period (statements must meet the same requirements as for personal statements - see above)
  - + You will also need:
    - Your birth certificate and
    - A letter from your parents (in English) confirming they are your parents and stating clearly that the funds they are providing are for your studies in the UK

- Maintenance must be in the form of cash funds. You cannot use evidence of other types of finances, such as shares, bonds, or a pension fund. You also cannot use an overdraft facility or a credit card
- You can use an overseas bank account. If your funds are not in British pounds (GBP), you should convert the closing balance into GBP using [OANDA](#) and the conversion rate on the date on which you make your application. Write this sum on the statement.
- Funds from an overseas account will not be considered by the Home Office however if any of the following apply:
  - The Home Office is unable to make satisfactory verification checks of the overseas bank; or
  - The overseas bank is not regulated by the appropriate regulatory body in the respective overseas country; or
  - The overseas bank does not use electronic record keeping

- Only if you are officially financially sponsored for your studies: Sponsor letter from any Government, British Council, international company/ organisation, or any University
  - + This must be
    - on official letter-headed paper
    - Not more than 6 months old
    - It must include:
      - your name
      - the date
      - name and contact details of your official financial sponsor
      - the length of sponsorship
      - confirmation that all your tuition fees and living expenses will be covered and
      - If you have dependants, each one must be named

- Please note: if you were sponsored for your current course but will not be sponsored financially by the same sponsor for your next course with Cardiff University, you will need a permission letter from your sponsor to continue your studies in the UK.

- TB clearance certificate (if applicable, for overseas applications only).
- TB clearance is not needed if you are making your application within the UK.
- If you will be applying from overseas, TB testing is required for those applying in certain countries. The most recent messaging from the UKVI indicates that a TB certificate is required for applications in TB requiring countries, even if you have been in the UK or a third country during the last 6 months.

More information on TB requiring countries and the regulations can be found here: [Tuberculosis tests for visa applicants: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/tuberculosis-tests-for-visa-applicants/overview)

Please ensure that you book your appointment early to avoid delays to your visa application process

If any of your documents are not in English, you will need a translation.

If needed, a translation should include:

- 1) Confirmation it is an accurate translation
- 2) A list of the translator's qualifications/credentials
- 3) Signed and dated by the translator
- 4) Contact details of translator

## 5) Confirm all CAS details

You will receive an email asking you to complete the CAS confirmation task

**You will not receive your CAS until you complete this task**

- Check that all the details on your CAS are correct, particularly:
  - + Personal information & passport number
  - + Evidence section – this must match your certificate(s) (course title and award date)

If any details are incorrect use the amendment box in the online task

- If you have any questions about this, contact the Student Visa Compliance team at: [studentconnect@cardiff.ac.uk](mailto:studentconnect@cardiff.ac.uk) for help
- After you have completed the task, you will receive your CAS number

**Please be patient. This stage of the process takes a little time.**

**6) If you would like our team, Student Visa Support, to check your application before you submit it to the Home Office, please upload your draft application form and supporting documents through the Student Connect portal. We will then provide you with written advice to follow before you submit your application.**

**Please note our response time is 5 working days, rising to 10 working days in peak periods of July to October. Please contact with enough time to receive feedback and advice.**



## 7) Submit your application via a standard, priority or super priority route

Type of Application	Cost	Timescale
Standard service (UK)	£490	8 weeks (approx.)
Standard service (overseas)	£490	3 weeks (approx.) In peak periods there is a delay in processing times. We recommend allowing a minimum of 6 weeks.
Priority service – additional charge	£500	Decision within 5 days in UK, please check overseas
Super priority service – additional charge	£1000	Decision within 24 hours in UK, please check overseas

For overseas applications, there will be an additional VAC cost.

You will also have to pay the Immigration Health Surcharge(IHS) of £776 per year of visa for visas of 6 months or more. This is paid at the time you submit your application online.

# Step by step guide to applying for a student visa

## 8) After submission

After you have submitted your application, documents and biometrics you may be contacted by the Home Office for example, for a IHS top up payment or to provide further documents. Please check your emails including spam/junk folders regularly.

# Contact Student Visa Support

Contact us through Student Connect: <https://studentconnect.cardiff.ac.uk/>

- This is how you can contact us regarding your visa application. This can be for any questions, or with an application checking request
- This is where you can upload your draft application form and supporting documents if you would like to have your application checked by an SVS adviser before submission
- Please contact us as early as you can as adviser availability is limited
- We aim to respond to enquiries in 5 working days, rising to 10 working days in peak periods

## **The way you prove your immigration status is changing.**

BRPs will no longer be used as evidence of immigration status after 31 December 2024.

The UKVI are taking steps to replace BRPs and visa vignette stickers with electronic only status, known as an eVisa. The eVisa will be accessible online through a UKVI account and will be shareable with the University through a share code generated online.

We expect that you will be issued with a BRP (vignette if applying overseas) valid until December 2024. You will also have an electronic status. Home Office guidance is available [here](#):

<https://www.gov.uk/get-access-evisa>

Our [intranet pages](#) will include information and updates on this process.

<https://intranet.cardiff.ac.uk/students/living-here/international-students/visas-and-immigration>

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**Thank you for listening to us!**

**Any questions?**