

GUIDE TO COMPLETING THE STUDENT VISA ONLINE APPLICATION

Applying *outside* the UK

Before beginning your visa application, you must ensure that you read the Home Office's Student (and Child Student) route guidance

Immigration & Compliance Team
International Office
University of Huddersfield

https://www.hud.ac.uk/international/immigration/

This screenshot guide explains the process of completing the Student visa online application as a main applicant who is applying from **outside** the UK to undertake study in the UK.

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See also the visa application flowchart and a documents checklist at the end of this document to ensure that you have all the required documents in order to make your Student visa application.

GETTING STARTED

To begin your application, setup an online account on the <u>GOV.UK website</u> and start filling in your visa application using the screenshot guide below.



Select as shown and click Continue.

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

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

Yes

No

Continue

Select 'No' unless you have an EU, EEA or Swiss passport

Select a country to provide your biometrics

To complete your application, you must provide your biometrics (fingerprints and facial photograph). This may involve attending a visa application centre (VAC) operated by one of our commercial partners.

We need to know which commercial partner will manage your biometrics appointment. This is so we can transfer you to the correct website after you have submitted your visa application.

Enter the country where you would like to provide your biometrics. This will usually be the country you are in now. If there is no VAC in your selected country, you will be able to choose an alternative location.

If you believe you are unable to provide your biometrics at any location, you should still choose a location. You will then be told how to proceed.

Next

Usually your country of normal residence but if you have entered a country where no biometric enrolment location is available, you will be redirected to another country via the <u>'Find a visa application centre'</u> page on GOV.UK website.

I have identified the location where I will provide my biometrics (or I am unable to provide my biometrics at any location).

I want to choose a different location.

Next

If it is difficult for you to travel to the redirected country, then go back and change the country name. Check for available locations via the link below:

Europe, Africa and parts of the Middle East visit: uk.tlscontact.com

All other countries visit: vfsglobal.co.uk

Student visa

Use this form to apply from outside the UK for a Student visa.

You cannot add family members ('dependants') to this application. You must complete a <u>separate form</u> for your dependants.

Before you apply

Before you start your application, read the guidance on:

- eligibility
- · how to apply and required documents
- faas

How long it takes you to complete the application will depend on your particular situation. You will be able to save your application and come back to it at another time if you need to.

If you are inactive for 25 minutes you will be automatically logged out.

How we use your data

The Home Office will use the personal information you provide to decide whether to grant 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 Border, 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

Click the 'Apply now' button.

Important:

If <u>your dependants</u> are applying for their visas with you:

a) you also need to complete a separate online application for each dependant.

Register an email

Enter an email address and password so you can save your answers. You will then be emailed a unique link to let you log back in to your application at a later point, if needed.
Throughout your application, you can select the option to 'Return to this application later' in order to re-send the link to your latest saved application.
Email address
Create a password
Your password must be 8 characters or longer and include a letter and a number or symbol.
Repeat your password
Save and continue

Enter your personal email and create a password that you will remember.



Your telephone number

Provide your telephone number
Only include numbers, and for international numbers include the country code. You will be able to add any additional telephone numbers after you click 'Save and continue'.
Where do you use this telephone number?
You can select more than one option
For use whilst in the UK
For use whilst out of the UK
Select whether this is your home, mobile or work telephone number
You can select more than one option
Home telephone number
Business telephone number
Mobile telephone number
Mobile telephone number

Enter your contact phone number and related details.

Contacting you by telephone Are you able to be contacted by telephone? I can be contacted by telephone call and text message (SMS) I can only be contacted by telephone call I can only be contacted by text message (SMS) I cannot be contacted by telephone call or text message (SMS) Save and continue

Make sure you enter a number where you can be contacted should the Home Office want to contact you.

Scholarships
Do you have a Marshall, Chevening or commonwealth scholarship?
Check the $\underline{postgraduate}$ scholarship $\underline{guidance},$ if you do not know.
Yes No
Save and continue Cancel

Usually answered 'No' as this question only refers to the scholarships stated. See postgraduate scholarship guidance link provided for detail

Your Confirmation of Acceptance for Studies
Do you have a Confirmation of Acceptance for Studies (CAS) number?
Yes
Confirmation of Acceptance for Studies reference number Save and continue

Answer Yes and enter your unique CAS number here.

Note: if your CAS has not yet been issued, you can select 'No' and complete and save the rest of the application.

IMPORTANT

a CAS can only be used once. This means if your application is refused, you will need a new CAS from the University.

Your name Enter your name as shown on your passport or travel document. Use the English spelling of your name where provided. You must tell us your full name. Given name(s) Your given name is usually your first name. If you have middle names, include these with your given name. If your name has a suffix (e.g. Jr), include this with your given name. If you have a patronymic name, include it with your given name. You must tell us all your given names. Family name Your family name is the surname shared by your family. Ido not have a current passport or travel document Save and continue

Enter in your given names and family names as shown in your passport.

Note: if your passport doesn't mention a surname, you can enter a dot/full-stop or a punctuation mark.

Any other names In addition to the names already provided, are you now or have you ever been known by another name? You must provide all your names. For example, if you changed your name after marriage or have a different name that you use for professional purposes. Yes No Save and continue

If you have ever been known by another name you should select 'Yes'. You will then be asked for more information. You may also require an official document to prove the change of name.

Your sex and relationship status
What is your sex, as shown in your passport or travel document?
Male
Female
Unspecified
What is your relationship status? Lam unsure of my current relationship status
Save and continue

Answer questions about your gender and relationship status.

Note: If you select 'Married or a civil partner' you will be asked later in the application to provide detail of your dependants whether they are travelling with you or not.

Your address
Address
Town/City
Province/Region/State
Postal code (if applicable)
Country
Is this address also your correspondence address?
We may use this address to contact you about your application, including after it has been decided.
Yes No
Save and continue

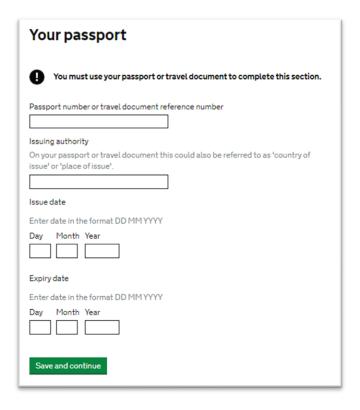
Enter your address in your home country, or the address where you are living at present.

If your correspondence address is different then specify

About this property
How long have you lived at this address?
Select a unit of time and enter a value
~
What is the ownership status of your home?
O I own it
O I rent it
Other
Save and continue

Answer questions about your home address.

If you are living with parents, choose 'Other' to enter detail about your living situation.



Enter your passport details from your current valid passport that you will be using to travel to the UK.

Your ic	lentity card
Do you have	a valid national identity card?
	identity cards, issued from non-UK governments. This does not include ces. If you have an internal passport, provide the details here.
O Yes	○ No

If you select 'Yes' you will be asked for further information which you can find on your national identity card i.e. ID card number, and validity dates.

Your nationality, country and date of birth

Country of nationality
Enter your country of nationality or citizenship, as shown on your passport or travel document. If you have previous or additional nationalities or citizenships, you will be able to add these later in the application.

Country of birth

Place of birth
Enter your place of birth (for example, the city or province), as shown on your passport or travel document.

Date of birth

For example, 31 3 2020

Day Month Year

Save and continue

Enter all details as per your passport and/or birth certificate.

Your other nationalities Do you currently hold, or have you ever held, any other nationality or citizenship? You must provide all the nationalities that you currently hold or have ever held. Yes No Save and continue

If you hold dual nationalities, you must declare this.

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

You must have been granted a visa or permission to stay after meeting the language requirement at level B1 or above. For example:

- scored level B1, B2, C1 or C2 on an <u>approved English language test</u> which assessed your reading, writing, speaking and listening skills
- · have a degree which was taught in English
- have an English GCSE, A level or Scottish National 4 or 5, Higher, or Advanced Higher qualification
- if you were a student, your sponsor confirmed on your CAS that you met the required level

O Yes	\bigcirc	No

Only answer in 'Yes' if you have previously studied in the UK. If this is your first student visa application, choose No then save and continue.

Spoken language preference

We may have to talk to you about your application. Which language would you prefer to use?



English



Other

Save and continue

Students would normally choose 'English' as it is expected from you to be able to communicate in English.

Important: The Home Office may choose to interview you either as part of your visa application or when you arrive at a UK airport.

English qualification from a UK school Do you have an English language or literature qualification from a UK school? This must be from a school you attended when you were under 18. You will need to provide your exam certificate. You can use a GCSE, A level, National 4 or 5, Higher, or Advanced Higher qualification. Yes No Save and continue

As highlighted, this question, only answer as Yes if you have completed a qualification in a UK school, or if you have completed GCSE, A level, National 4 or 5, Higher, or Advanced Higher qualification in your country.

English language assessment

Are you coming to the UK to study at a higher education provider with a track record of compliance?

<u>See the Register of Student sponsors</u> to confirm whether a Higher Education Provider has a track record of compliance. A Higher Education Provider with a track record of compliance will have the status 'Student Sponsor-Track Record'.



Yes



Does your Confirmation of Acceptance for Studies (CAS) statement indicate that your English language ability was assessed by your institution or that you are a 'gifted' student?



Yes



Save and continue

Choose Yes to both questions as the University of Huddersfield is a "Student sponsor with a track record of compliance" status and your CAS should state how we have assessed your English language ability e.g. an English language test such as IELTS.

Vour current partner Use your partner's passport or travel document, if they have one, to complete this section Given names Family name Date of birth Enter date in the format DD MM YYYY Day Month Year Country of nationality Do they currently live with you? Yes No Will they be travelling with you to the UK? Yes No Save and continue

Students with spouses or partners (dependants)

If you declared your relationship status as married, civil or unmarried partner, you will see the next set of questions – you must enter details of your dependants from their passports and confirm if they will be traveling with you to the UK.

If you declared your relationship status as single, divorced, separated or widowed, please scroll down to next page.

People financially dependent on you

Does anyone rely on you for financial support? Include both those travelling with you and those who are not.

This could include:

- children under 18
- children over 18 who live with you at home
- children who you look after all the time
- · older relatives who need you for accommodation or other support

Yes C

(No

Will these dependants be included in my application?

Save and continue

You must answer as Yes if you have a spouse/partner, children and/or an older relative e.g. parent(s) who are financially dependent on you.

Important:

If <u>your dependants</u> are applying for their visas with you, you also need to complete a <u>separate online</u> <u>application</u> for them.

What is this	person's relationship to you?
Given name	s
Family name	<u> </u>
Date of birt	
	n the format DD MM YYYY tth Year
Does this pe	erson currently live with you?
Yes	○ No
Is this perso	on travelling with you to the UK?
Yes	○ No

If you answered the previous question about Dependents as Yes, you must provide their detail.

You must provide the detail about each dependent separately.

Other dependants

Do you have any other people who need you for financial support?
Yes No
Save and continue

Give details about your first parent
Give details about 2 of your parents.
What if I do not have my parents' details?
What is this person's relationship to you?
Mother
☐ Father
Given names
Family name
If they do not have both a given and family name, enter their name(s) in the Given names field.
Date of birth
Enter date in the format DD MM YYYY
Day Month Year
Country of nationality
Have they always had the same nationality?
Yes No
Save and continue

You will be asked to give details about your parents.

Note: Click 'What if I do not have my parent's details' if you only have the details of one parent.

Family who live in the UK

Do you have any family in the UK?

This includes:

- immediate family such as spouse, civil partner, parents or children
- · grandparents or grandchildren
- · your spouse or civil partner's family
- your child's spouse, civil partner or partner
- your partner, if you have lived with them for 2 out of the last 3 years

Yes

Save and continue

If you select 'Yes' you will be asked for details of your family member and details of their visa type.

Travelling as part of an organised group Will you be travelling to the UK as part of an organised group? This include travel companies or sports, work, or study groups. Yes No Save and continue

Most students will answer these as No.

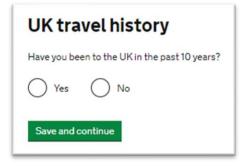
Travelling with another person Will you be travelling to the UK with someone who is not your partner, spouse, or dependant? Yes No Save and continue

Where you will stay in the UK
Do you know where you will be staying in the UK?
Yes No
What address will you be staying at while in the UK?
You will be able to add details of any additional places you will be staying after you click 'Save and continue'
Enter a UK postcode
Find UK address
Enter address manually
Save and continue

If you select 'Yes' you will be asked to provide your UK accommodation address.

If you select 'No' you will be asked where you plan to stay in the UK on the next page e.g. hotel or a friend's place.

Accommodation plans in the UK
Where do you plan to stay in the UK? Give as much detail as possible of where you intend to stay, for example in a hotel,
private housing, or with friends. Include the names of anyone else you will live with and their relationship to you.
Maximum of 500 characters
Save and continue



You must declare this accurately. If you answer as 'Yes' you will be asked to provide detail of 3 most recent times when you were in the UK.

You will be asked for the type of visa you held, the date you arrived and the duration of our stay.

How many times have you been to the UK in the past 10 years?

If you are unsure of the exact number, provide an estimation. You will be asked to provide details for up to 3 of your most recent times in the UK.



Your previous time in the UK
Select why you were in the UK:
Tourism (including visiting family and friends)
Work
Study
Transit (travelling through the country)
Other reason
Date you arrived in the UK
Enter date in the format MM YYYY
Month Year
How long were you in the UK?
Select a unit of time and enter a value
Save and continue



Travel to Australia, Canada, New Zealand, USA, Switzerland or the European Economic Area How many times have you visited the following places in the past 10 years? • Australia • Canada • New Zealand • USA • Switzerland • European Economic Area (do not include travel to the UK) Which countries are part of the European Economic Area (EEA)? Zero Once 2 to 5 times 6 or more times

If you have been to any of these countries, you must provide the information requested.

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.

Which countries are part of the European Economic Area (EEA)?

Yes No

Save and continue

You must also provide detail of your stays in the other countries in the last 10 years.

Your planned travel information Date you plan to arrive in the UK Enter date in the format DD MM YYYY Day Month Year Why is this information important? Save and continue

Enter the date you are intending to arrive in the UK.

Your CAS should have your course start date so you can enter a date two weeks prior to your course start date.

Important: do not book a flight ticket until your visa is granted.

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

Save and continue

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

Yes

No

Save and continue

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 out-of-court 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 You must tell us about spent as well as unspent convictions. You must tell us about any absolute or conditional discharges you have received for an offence. Save and continue

You **MUST** provide details of any visa refusals for UK or another country. Giving false information or hiding previous refusals will result in a visa refusal!

If you answer as 'Yes' to any of these questions, you will be asked for detail.

War crimes You must read all of the information on this page before answering. War crimes In either peace or war time have you ever been involved in, or suspected of involvement in, war crimes, crimes against humanity, or genocide? Yes No I have read all of the information about war crimes, including the guidance Save and continue

If you select 'Yes' for any of these questions, you will be asked to provide further information.

Terrorist activities, organisations and views
You must read all of the information on this page before answering.
<u>Terrorist activities</u>
Have you ever been involved in, supported or encouraged terrorist activities in any country?
Yes No
Terrorist organisations
Have you ever been a member of, or given support to, an organisation which has been concerned in terrorism?
Yes No
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?
Yes No
I have read all of the information about terrorist activities, organisations and views, including the guidance
Save and continue

Extremist organisations and views
You must read all of the information on this page before answering.
Extremist organisations
Have you ever been a member of, or given support to, an organisation which is or has been concerned with extremism?
Yes No
<u>Extremist views</u>
Have you, by any means or medium, expressed any extremist views?
Yes No
I have read all of the information about extremist organisations and views, including the guidance
Save and continue

You must read and answer accordingly.

Your employment history
Have you ever worked for any of the following types of organisation?
Include information for any paid or unpaid work. Select all that apply.
Armed Forces (career)
Armed Forces (compulsory national or military service)
Government (including Public or Civil Administration and non-military compulsory national service)
Intelligence services
Security organisations (including police and private security services)
Media organisations
Judiciary (including work as a judge or magistrate)
I have not worked in any of the jobs listed above
Save and continue

You must read and answer accordingly.

If you select 'Yes' for any of these questions, you will be asked to provide further information.

Sponsor licence number and address 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? HEK2NXJ25 Sponsor's address University of Huddersfield Queensgate Town/City Huddersfield Postcode HD1 3DH Save and continue

University of Huddersfield's Student Sponsor Licence Number is **HEK2NXJ25**

This number should also be printed on your CAS.

Enter University's address details as shown in the screenshot.

Place of Study

What type of sponsor will you be studying with?

The <u>Register of Student sponsors</u> 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

University of Huddersfield is a 'Higher Education Provider with a track record of compliance'.

Primary site of study Is this the site where the majority of your study will take place? University of Huddersfield Queensgate Huddersfield HD13DH Yes No Save and continue

Your primary site of study address is the University of Huddersfield address you entered earlier.

UCAS details	
Did you apply for your course through UC	AS?
Yes No What is UCAS?	
Save and continue Cancel	

If you applied admission via <u>UCAS (The Universities and Colleges Admissions Service)</u> – usually used by undergraduate students – select 'Yes'

You will be asked to provide your UCAS identification number.

Academic Technology Approval Scheme (ATAS) Students of certain sensitive subjects, knowledge of which could be used in programmes to develop weapons of mass destruction or their means of delivery, will need to apply for an ATAS certificate before they can study in the UK. You can find out if you need an ATAS certificate here. Do you need to obtain permission from the ATAS? Yes No Save and continue

The University would have advised you to get <u>ATAS clearance</u> before issuing your CAS. This information should also be on your offer letter.

Your CAS should also confirm if you need ATAS Clearance. You must enter your ATAS reference number in the field provided.

An ATAS certificate is valid for six months. Double check the expiry date on your ATAS certificate.

Important:

If your offer letter or CAS confirm that you need ATAS and you have not obtained it, you must get this before applying for your Student visa.

Do you need to obtain permission from the ATAS?



Yes



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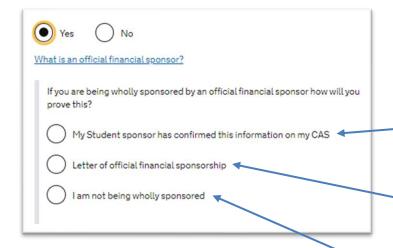
What is your Academic Technology Approval Scheme (ATAS) reference number? This is the reference number on the ATAS clearance certificate issued to you by the Foreign and Commonwealth Office.

Save and continue

Future official financial sponsor Will you be receiving money from an official financial sponsor for your continuing studies? Yes No What is an official financial sponsor? Save and continue

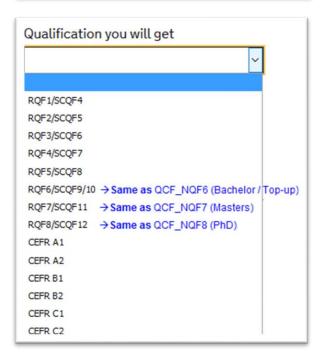
An official financial sponsor is where your government/embassy, the British Council, an International organisation, International company, University or a UK independent school is paying your tuition fees and/or living in the UK.

If you select 'Yes' you will be asked to provide further detail – see next screenshot



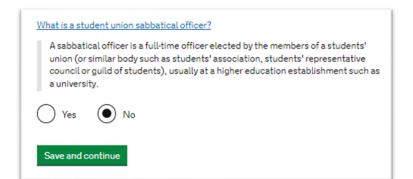
- If the University of Huddersfield is sponsoring your study in the UK, this will be stated on your CAS.
- If you are receiving financial sponsorship e.g. your government you will need an official sponsor letter which meets the Student Visa Guidance.
- If your sponsorship only covers part of your tuition fees and/or living costs, you will need to show the remaining amount in personal bank account. You can also use bank statements of your personal account, your spouse/partner's account (only if they are applying for visa with you) or your parents/legal guardian's accounts.

Course information Name of sponsor institution (school/college/university) University of Huddersfield Course name



Copy your course name/title and Qualification detail from your CAS.

For Qualification level select the appropriate level as shown in the screenshot, or refer to your CAS.



Course dates Course start date Provide the start date of your main course of study, but do not include any other courses you may be taking before. Enter date in the format DD MM YYYY Day Month Year Course end date Day Month Year Save and continue

Enter course start and end dates from your CAS.

If you have been issued a joint CAS for a pre-sessional course as well as a main degree course, the Home Office have advised that for technical reasons you should only enter the start date of the main degree course (i.e. Bachelor/Masters/PhD).

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

Yes

No

Save and continue

Select 'No' as this only applies to University owned accommodation.

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.

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.

Yes No

How much has been paid?

£

How can you prove this amount has been paid?

My sponsor has confirmed this information on my CAS

Receipts

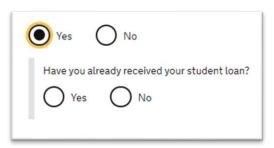
Save and continue

Your CAS should show your course fee and how much of these have been received by the University.

Note: If you have paid an additional amount towards vour course fees after receiving your CAS, the University cannot guarantee that we would be able to update your CAS in time with the new fees. For example, if you have already used the CAS to apply for your visa, we wouldn't be able to update your CAS. Alternatively, you can contact the admissions team or your overseas representative to have your CAS updated.

You must show that you have enough money to cover your course fees, and living costs for you and any dependants Read the guidance to find out how much money you need to show and what documents you can use as evidence. Are any of the funds required for this application in the form of a student loan? Yes No Save and continue

Answer Yes if you are covering your course fee and/or UK living cost via and education or student loan.



Student Loans - visa requirements

Applicants relying on a student loan to meet the financial requirements are **not** required to demonstrate that they have held the funds for a 28-day period.

Student loan must be provided by:

- 1. (i) a government; or
- 2. (ii) a government sponsored student loan company; or
- 3. (iii) an academic or educational loans scheme which is provided by a financial institution regulated for the purpose of issuing student loans by either the Financial Conduct Authority (FCA) and the Prudential Regulation Authority (PRA) or, in the case of overseas accounts, the official regulatory body for the country the institution is in and where the money is held.

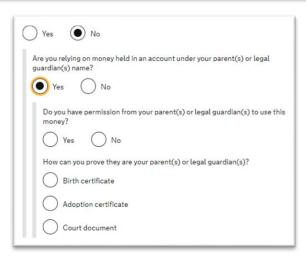
Where an applicant is relying on a student loan, they must show evidence of the student loan by providing a student loan letter from the lender which must:

- 1. (a) be dated no more than 6 months before the date of application; and
- (b) confirm the loan is a student loan provided by either the relevant government or a government sponsored student loan company or an academic or educational loans scheme; and
- 3. (c) confirm there are no conditions on release of the loan funds other than a successful application to study in the UK as a <u>Student</u> or <u>Child Student</u>; and
- 4. (d) confirm the amount of the loan; and
- 5. (e) confirm the loan is to the applicant; and
- 6. (f) confirm the funds will be:
 - i. available to the applicant before they travel to the UK; or
 - ii. paid directly to the <u>student sponsor</u> before they travel to the UK, with the living cost portion of the loan being made available to the applicant by the time they arrive in the UK; or
 - iii. available before the applicant begins their course if the loan is provided by the applicant's national government

You must show that you have enough money to cover your course fees and living costs. Read the guidance document to find out how much money you need to show and what documents you can use as evidence. Are all of the maintenance funds required for this application in a bank account with your name on it? Yes No Save and continue

You can only use financial evidence in your name, your parents'/legal guardian or your spouse/partner (only if they are applying visa at the same time as you). You cannot use statement of any other relative i.e. brother/sister/uncle/friend

Answer Yes if you are using your personal bank account and No if using a parental statement.



Maintenance or Financial requirements

How much money must I show?

You will need enough money to pay your first year's tuition fee plus £1,015 per month of your studies for living costs (maintenance), up to a maximum of 9 months. This means if your course is longer than 9 months, you will need to show first year's course fee plus £9,135 (£1,015 \times 9) for living costs.

- i. If your CAS shows that you have already paid a deposit towards your course fees to the University, you can deduct the amount you have paid from the money you need to show in your account.
- ii. If you have paid your course fee in full before you apply for your visa, you will only need to show you have the living cost in your bank account.

Important:

- a) Any amount paid to the University must show on your CAS.
- b) You cannot pay the living cost amount to the University, as you must show this in your bank account.

See also: Factsheet for Self-funded students

Bank statements - Visa requirements

Bank statements

Make sure to check that your bank or financial institution meets the Home Office's requirements. You will need a bank statement covering a 28 consecutive day period, ending no more than 31 days before the date of application.

Important: You must make sure that during the 28 consecutive day period, the balance in your account doesn't drop below the total amount you need to show for your visa application. See example below:



Your bank statement must show the following:

- be on official stationary or an electronic record
- include the account holder(s) names
- include the date of the statement
- show transactions and amount held over time
- include information about the bank such as contact details or a branch code
- include the account number
- be printed or electronic (not hand written)

Bank letters: A bank letter should be a formal document including similar information as above, although it may confirm the balance and the length of time held rather than providing a record of transactions.

Important: Mini bank statements printed from ATMS machines are not accepted.

Certificates of deposit: These can be used if the document is issued by a bank, which confirms that an individual has deposited or invested a sum of money, held it for the required 28-day period, and that the applicant can access the funds at any time.

Currency conversions: If funds are in an overseas currency, make sure to use the exchange rate at the date of the application to check the value in pounds sterling. Always use the OANDA website.

Parent or Legal guardian's bank statement: When using these, you must submit two additional documents

- i. Birth/adoption certificate (or a court document) showing name of parent/legal guardian
- ii. A letter of support from your parent/guardian giving you permission to use their funds

Important: Affidavits or sworn statements are not accepted as proof of relationship

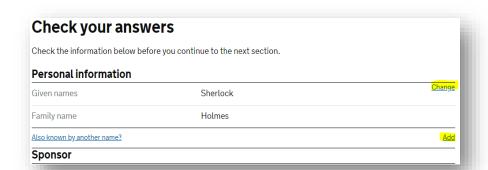
Documents not in English: These must be accompanied by a certified translation.

For further detail, read the Home Office's <u>Student Visa Guidance</u> (Page 40 and 45 onwards) as well as the <u>Student visa financial evidence guidance</u>.

Additional information about your application If you needed to add more information about your application but were not able to, you can write it here. If there is no further information you want to add, click the 'Save and continue' button. Add further details: Maximum of 1,000 characters Save and continue

Provide any information relevant to your application that you may wish to explain further or you were not able to provide based upon the previous set of questions.

This section isn't mandatory to complete so if you have no additional information then leave blank and click 'Save and continue'.



Check all your answers here and use the 'Change' and/or 'Add' buttons to amend or update any missing information.

Note: if any of your documents aren't ready, you must stop and save at this point and continue when you are ready to submit your application.

Differentiation Arrangement Do you want to submit your application under the differentiation arrangement? You are a national of a differentiation arrangement country. You do not need to provide evidence of your money or qualifications with your application. You will need to provide them if asked. Yes No Save and continue

Nationals of <u>some countries</u> (See ST 22.1.) may receive this question as they do not need to provide evidence of their qualifications and evidence of money (maintenance funds) when they are applying for a Student visa. These countries are sometimes called 'low risk applicants'. Further and more up to date information is available on the UKCISA website.

The Home Office can still request this evidence while your application is being considered. We recommend you prepare evidence of your finances and qualifications. Your visa application will be refused if you do not provide them, in the time stated, if requested by the Home Office.

Documents showing the required maintenance funds

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

For information on how much money you need to show, <u>refer to the guidance document here.</u>

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

If your money is held in a different country, you can check whether your bank is on the <u>list of acceptable and unacceptable financial institutions here.</u>

Financial institution (such as a bank or building society)

Save and continue

Type of document

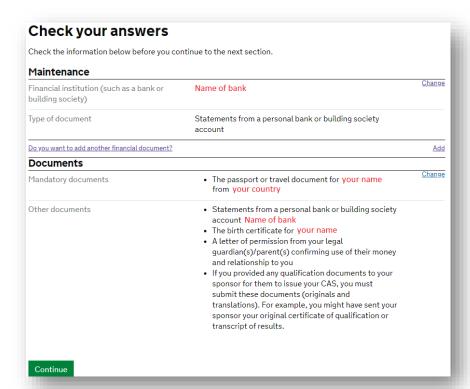
Statements from a personal bank or building society account

Building society passbook

Letter from a bank, building society or other recognised financial institution

Enter the name of the bank or financial institution whose bank statement, letter or certificate of deposit you are using. You must attach the original document in your visa paperwork.

If you are using statements from two different bank you should add these separately.



Check and/or amend your answers one final time.

Documents

Mandatory documents These documents are mandatory and you must provide them as part of your application. Tick the box to agree that you will provide each document: The passport or travel document for Your name from Your country Other documents If you do not provide these documents, your application may be delayed or refused. Statements from a personal bank or building society account (bank name) The birth certificate for Your name (if using a parental statement) This must be a full birth certificate that shows the names of both of your parents. The Your country passport, identity card or official letter for Your name to prove the level of English language required A letter of permission from your legal guardian(s)/parent(s) confirming use of their money and relationship to you (if using a parental statement) If you provided any qualification documents to your sponsor for them to issue your CAS, you must submit these documents (originals and translations). For example, you might have sent your sponsor your original certificate of qualification or transcript of results. Your checklist will have a list of other documents you might want to send in. You can print off the checklist and appointment details when you have finished your application.

Note: This is an example list as each student will receive their own checklist depending on how they have answered the questions in the application.

You will need to tick that you agree to provide all **original** documents listed here.

Conditions 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 in England 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

Read the conditions and confirm.

Declaration

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 understand that any passports/travel documents submitted in support of my application, which remain uncollected after 3 months from the date they were ready for collection, will be returned to an office of the authority that issued the document. If this happens, the Visa Application Centre will be able to advise where the document has been sent.

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

I accept the above

You must read all conditions and then confirm.

Immigration Health Surcharge (IHS)

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

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

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



Your answers will be locked when you go to the IHS website, even if you do not pay your IHS straight away. If you need to make any changes to your answers you must do so now.

Check your answers

Go to IHS website

Save and continue

Pay towards your healthcare in the UK

You may need to pay a healthcare surcharge (called the 'imm health surcharge' or IHS) as part of your visa application.

You'll then be able to use the National Health Service (NHS). You'll still need to pay for certain types of services, <u>e.g. prescriptions</u>, <u>dental treatment and eye tests</u>.

Cost

The healthcare surcharge is £200 per year of the visa and is payable in full to cover the maximum length of the visa. If you're applying for a student visa the healthcare surcharge is £150 per year.

Example

A person making a 5-year visa application would pay £200 x 5 = £1000.

Use this service to:

- pay the healthcare surcharge (unless you are applying for your visa online or at a UK Premium Service Centre)
- get an IHS reference number which will be included in your visa application - you'll need this even if you don't have to pay

You'll need:

- your passport or travel document
- your payment card



You may be exempt from paying the healthcare surcharge but you still need an IHS reference number.

Continue

Immigration Health Surcharge (IHS)

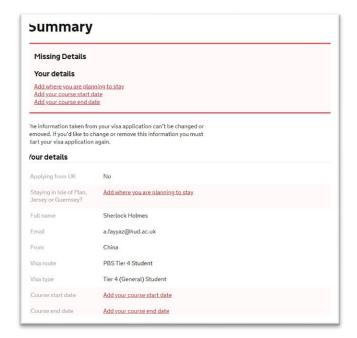
International students and their dependants are required to pay a healthcare surcharge. Paying this fee will allow you to access National Health Service (NHS) services within the UK. The fee is calculated on the length of time of your visa. When you are granted a visa, the Home Office or UKVI will add some time onto the end of your period of study, dependant on the length of your programme. This additional time will be included in the fee calculation.

You can find more information about the IHS by clicking on the following links: IHS Overview IHS Calculator

You must ensure that you make the IHS payment as part of your Student visa application. If you do not pay the IHS, your Student visa application will be refused.

- Next you will be directed to the <u>Immigration Health Surcharge (IHS)</u> website for an online payment.
- You should only pay for the IHS and application fee when you are ready to apply and have prepared all of your supporting documents.
- You can only apply within three months of your course start date.
- The date of application is the date you pay the application fee.

See also the <u>IHS refund</u> information.



If you see this error message, amend the relevant fields to confirm that you are **not** applying from within the UK and answer the following questions confirming your course start/end dates and additional questions and continue to online payment.

After paying the Immigration Health Surcharge you will be able to download PDFs of your 'document checklist' and 'application form' and see the following questions:

Collecting your biometric residence permit (BRP)

You must collect your <u>biometric residence permit</u> (BRP) within 10 days of arriving in the UK. This is a card that shows your right to be in the UK.

You can collect your BRP from a UK Post Office of your choice. Find more information about locations and opening times of UK Post Offices. You can collect your BRP from a different collection location, if your sponsor has provided you with an Alternative Collection Location (ACL) code.



Collect from a UK Post Office

Your BRP collection location

Huddersfield Post Office 65-67 New Street, Huddersfield HD1 2BQ

If you want to collect your BRP from a different location, select 'Collect from a UK Post Office' and enter a different postcode.

Enter your UK postcode

HD1 2BQ

Find a Post Office near you

Collect from an alternative location

Save and continue

Please note the University's ACL service is currently suspended and you must collect your <u>BRP card</u> from the Post Office.

Choose 'Collect from a UK Post Office' option.

Enter the postcode: **HD1 2BQ**Your BRP collection location should then show:
Huddersfield Post Office – 65-67
New Street, Huddersfield, HD1
2BO

This will be where you will collect your BRP card from upon arrival in Huddersfield.

Please note the Home Office may ask you to stay inside your UK accommodation for first 14 days – for up to date information on quarantine, see their website:

https://www.gov.uk/uk-bordercontrol

Booking your appointment and paying for your application

You can now go through to the online application payment service available for most countries. If the online payment option is not available for your country, you will pay your application fee on the date you attend your appointment at the Visa Application Centre (VAC).

Booking your appointment at the Visa Application Centre

You should now be directed to through to the booking system to make your appointment at your nearest Visa Application Centre. On the day of your biometric appointment, you will have your digital photo and your fingerprints taken.

Attend a biometric appointment at a UKVI visa application centre:

- TLS contact if you are in Europe, Africa and parts of the Middle East
- VFS global for all other countries

You can upload your supporting documents (e.g. passport, bank statement, qualification etc.) using the 'UK Immigration: ID Check' mobile app (may vary by country). Alternatively, you can take the originals along with your visa application checklist for your biometrics appointment and use the documents scanning assistance service to self-upload these without additional charge (may vary by country).

Check visa decision waiting times for your country via this link: https://www.gov.uk/visa-processing-times

Important:

- When your Student visa is granted, you will be issued with a vignette (a sticker inside your passport) which is valid for 90 days. It is very important that you travel to the UK within this 90-day period or you will be required to re-apply.
- When you receive your passport and 90-day visa, you will also receive a BRP letter that contains important information about what to do when you arrive in the UK including the post office address to collect your BRP. You must retain this letter and bring it with you when you come to the UK.

See our website for detail on BRP collection: <u>BRP – Biometric Residence Permits</u>

Credibility Interviews

The Home Office may interview students either as part of their visa application, or when they arrive in the UK (for example, at the airport). The purpose of these interviews is to check the genuineness of a student.

During these interviews, if a student cannot show that their English language ability is of the standard required in the immigration rules and this guidance without an interpreter, the Home Office will refuse their visa application or refuse them permission to enter the UK.

See <u>our website</u> for further detail about credibility interviews.

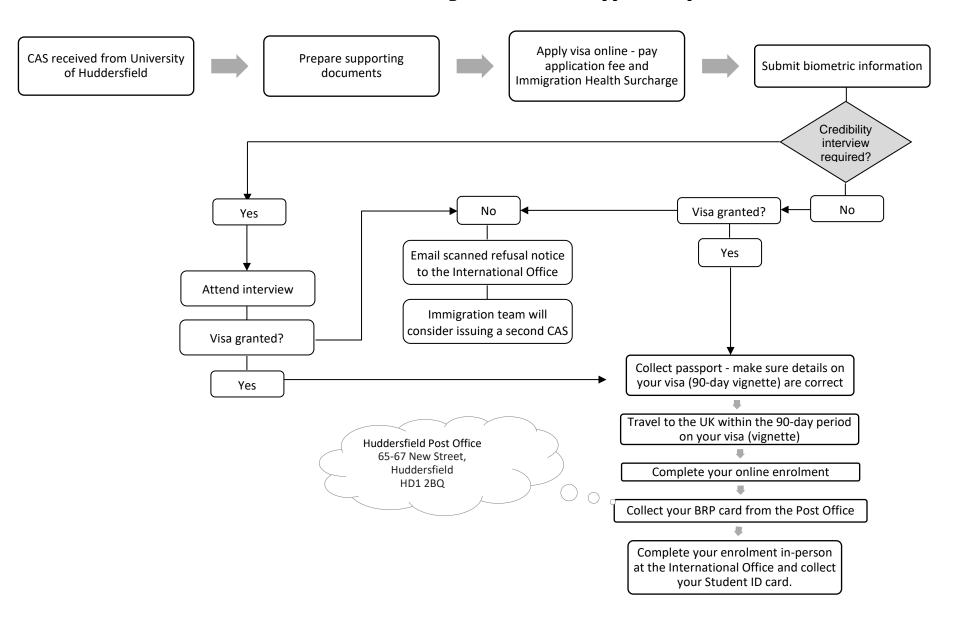
Visa refused – what to do next?

See <u>our website</u> for the next steps in case your visa application is refused.

Arrange travel to University of Huddersfield

See <u>our website</u> for useful information about planning your travel to the University of Huddersfield as well as enrolling for your course.

Flowchart showing the Student visa application process



Important: The UKVI or the Home Office regularly make changes to the immigration rules. Whilst the information in this document is provided in good faith, and every effort is made to keep it up to date, The University of Huddersfield accepts no legal responsibility for its accuracy.