

GUIDE TO COMPLETING THE STUDENT VISA ONLINE APPLICATION

Applying *in* the UK

(Updated Oct 2020)

Before beginning your visa application, you must ensure that you read the Home Office's [Student Visa Guidance](#)

This screenshot guide explains the process of completing the Student visa online application applying from **inside** the UK.

If you are applying for Student visa from **OUTSIDE** the UK, you **cannot** use this application.
Instead you must visit: [Apply for student visa from outside the UK](#)

For further detail please refer to Home Office [Student Visa Guidance](#)

GETTING STARTED

To begin your application, setup an online account via the online link below:

<https://www.gov.uk/student-visa/extend-your-visa>

Scroll down to the bottom of the page and click on the 'Apply now' – see screenshot 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 >

You must not travel outside of the UK, Ireland, the Channel Islands or the Isle of Man until you get a decision. Your application will be withdrawn if you do.

Click the green
'Start now' button

Important: This online application can only be used for applying in the UK. If you are applying from overseas, please contact us so we can advise you regarding the correct application you need to complete.

What is your country of nationality?

This is the country written on your identity document. If it is written in two languages, use the English spelling.

Continue

Complete your nationality
and click the continue
button

Student

Apply to extend or switch to Student.

How to apply

To apply to extend or switch to a Student you need to:

- fill in the application form
- have your documents ready
- pay the application fee
- pay the health surcharge
- have your biometrics taken (fingerprints and a photo)

[Find more information](#) on the requirements for a Student, including the documents you will need to submit with your application.

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 another time if you need to.

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

Postgraduate studies

If you are taking a postgraduate course in certain subjects you might need an Academic Technology Approval Scheme (ATAS) certificate. [Find out if you need an ATAS certificate](#).

You can [apply online](#) if you need an ATAS certificate.

Fees

Standard service	Priority service	Super priority service
A decision within 8 weeks after attending your biometrics appointment	A decision within 5 working days after attending your biometrics appointment	A decision the next working day following your biometrics appointment
475.00 GBP	975.00 GBP	1275.00 GBP

Healthcare surcharge

You will also have to [pay a healthcare](#) surcharge (called the 'immigration health surcharge' or IHS) in addition to your visa fee.

The exact amount you have to pay will depend on the length of your visa. [Check how much you will have to pay](#) before you apply.

Biometric information

As part of the application process, you are also required to apply for a biometric immigration document, commonly known as a [biometric residence permit \(BRP\)](#).

You will only be considered for Student permission to stay. 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](#)

Click the green
'Apply now' button

Your location

Are you currently in the UK?



Yes



No

Save and continue

Click 'yes' then 'save and continue' button

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 to the Home Office which have not yet been decided then submitting this application varies those previous applications. This means that only this application, which you are now completing, will now be considered.



Yes



No

Save and continue

The next question will ask you if you have any other visa application pending with the Home Office. Most students will answer this as 'No'.

Important: If you have made another application on which a decision from the Home Office is still pending, you must answer 'Yes' and then enter your other application reference number



Yes



No

Provide the reference number for this other application

[Add another application reference number?](#)

Next, you will need to create an account, therefore please provide your email address and create a password. Please note down the email address and password created so that you can log in with ease at your appointment with us in order to check your form.

The Home Office will send you an email with a link -

Your email and password

Email address
You need an email address and password so you can save your application and go back to it later.

Create a password
Your password must:

- be at least 8 characters long
- contain at least one letter
- contain at least one number or symbol such as @ or %

Repeat your password

[Save and continue](#)

[▶ Show your answers](#)

Enter your **university email or Unimail** address in this box

Create a password for your visa application as per the required criteria.

Important: choose a new password as you will be send this to your adviser to check your visa application.

Immigration adviser

Do you have an immigration adviser?

Immigration advisers can advise you on immigration law. For more information, click [here](#).

☐ Yes ☒ No

[Save and continue](#)

This is if you have a solicitor helping you with your application.

For the purpose of this application click 'No' and then click the green button to 'save and continue'

Next, you must confirm if you are using your own email address:

Contact email

Who does this email address belong to

☒ The applicant

☐ An immigration adviser based in the UK

☐ Someone else

[Save and continue](#) [Cancel](#)

Click 'the applicant' for this section and then 'save and continue'

Check your answers

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

Personal information

Are you currently in the UK?	Yes	Change
Do you currently have an application with the Home Office for leave to remain for which you have not yet received a decision?	No	Change
Email address	u1234567@unimail.hud.ac.uk	Change
Who does this email belong to?	The applicant	Change
a.fayyaz@hud.ac.uk		

Immigration adviser

Do you have an immigration adviser based in the UK?	No	Change
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[Continue](#)

The next screen asks you to check the information you have completed so far. Please check the answers and if they are not correct click on the 'change' box to amend. If the details are correct then click on the green 'continue' box

Next, you will start answering questions about yourself. Click the green box '[Answer questions about this applicant](#)' to begin.

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](#)

Your name

Enter your name, as shown in your current passport or travel document.

Your given name is usually your first name. Your family name is the surname that is shared by your family. 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 names. You must tell us all your given names.

▶ [I cannot enter my name using a current passport or travel document](#)

Title

Given name(s)

Family name

▶ [I do not have both a given name and a family name](#)

[Save and continue](#)

Choose your 'Title' e.g. Mr, Mrs, Miss, Ms, Doctor etc.

Then enter your Given name (first name) and Family name (Surname) in the boxes provided, please ensure these match with the name as it appears in your current passport

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](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

Most students will choose 'No'. Click 'Yes' only if you have been known by another name in the past.

Important: This does not include any nicknames. It refers to official names only (e.g. if you were born with a different name and then changed this later)

Contact email

Can we use this email address to contact you?

immigration@hud.ac.uk

If possible, we will use this email as your correspondence address. We will use this to contact you about your application and may use it to contact you about your immigration status after your application has been decided. If your application is successful, we may issue a [biometric residence permit \(BRP\)](#) to you. We will use this email address to make the arrangements to deliver the BRP to you. Emails may go to your spam, junk or trash folders.

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

☐ Yes ☐ No

[Save and continue](#)

Confirm if you can be contacted to the email address you provided. Click 'Yes', then 'Save and continue'.

Telephone number

Provide your telephone number

Only include numbers, and for international numbers include the country code. We may contact you by telephone if we have any further questions about your application, or about your immigration status after your application has been decided. This may be a home, work or mobile number.

You must notify us immediately if the contact telephone number you provide as part of this application changes. [Find out how to change your details here.](#)

☐ I cannot be contacted by telephone

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

Save and continue

Enter your contact number and then confirm where do you use this number.

Alternatively you can tick the 'I cannot be contacted by telephone' option

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

Find UK address

[Enter address manually](#)

Is this where you live?

☐ Yes ☐ No

Save and continue

On this page you will enter your postal address. It is important that you use the correct address as your BRP will be posted to this address.

Then confirm the date since when you have been living at this address.

Your gender and relationship status

What is your gender, as shown in your passport or travel document?

- ☐ Male
- ☐ Female
- ☐ Unspecified

What is your relationship status?

Single

Married or a civil partner

Unmarried partner

Divorced or civil partnership dissolved

Separated

Widowed or a surviving civil partner

Click the option to confirm your gender and then choose your relationship status from the drop-down menu.

click 'save and continue'

Your nationality, country and date of birth

Country of nationality

If you have previous or additional nationalities, 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

Enter date in the format DD MM YYYY

Day Month Year

Save and continue

Enter your nationality, country of birth and place of birth, then enter your date of birth

These details must match your passport.

Your passport

Do you have a valid passport?

Use your passport to complete this section. If you cannot supply your current and valid passport as part of your application, select No.

☒ Yes ☐ No

Save and continue

Confirm that you have a valid passport

Passport number

Issuing authority

On your passport this could also be referred to as 'country of issue' issue'.

Issue date

Enter date in the format DD MM YYYY

Day Month Year

Expiry date

Enter date in the format DD MM YYYY

Day Month Year

Confirm you can provide this passport

☐ I can provide this passport if required

Save and continue

Next, enter your passport details and confirm if you can provide this passport to the Home Office, if required.

Then click 'save and continue'

Your identity card

Do you have a valid national identity card?

This includes identity cards, issued from non-UK governments. This does not include driving licences. If you have an internal passport, provide the details here.

☐ Yes ☐ No

Save and continue

Most students would answer this questions as 'No' but if you answer as 'Yes' you will have asked to enter details of your National Identity Card.

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

Confirm if you currently hold any other nationality

Your current UK immigration status

Do you currently have a visa or leave to remain?

☒ Yes ☐ No

What type of visa or leave to remain do you have?

Tier 2 (Intra-Company Transfer): Established Staff
Tier 2 (Intra-Company Transfer): Graduate Trainee leave to remain
Tier 2 (Intra-Company Transfer): Long Term staff leave to remain
Tier 2 (Intra-Company Transfer): Short Term staff leave to remain
Tier 2 (Intra-Company Transfer): Skills Transfer leave to remain
Tier 2 (Minister of Religion) leave to remain
Tier 2 (Sportsperson) leave to remain
Tier 2 (General) leave to remain
Tier 4 child
Tier 4 (General) leave to remain

Confirm if you have a valid visa for UK and then choose your visa type from the drop-down menu.

If you are on student visa, choose 'Tier 4 (General) leave to remain'

Your current visa or leave to remain

What is the start date of your current visa or leave to remain?

Enter date in the format DD MM YYYY

Day Month Year

What is the end date of your current visa or leave to remain?

Day Month Year

You must submit your application before your current leave expires

Save and continue

Enter the start and expiry dates of your current visa.

Double check these dates on your visa or BRP

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.

☐ Yes ☐ No

Save and continue

Confirm if your current or most recent visa has ever been revoked, cancelled or curtailed (shortened) e.g. you finished your previous course early and are now applying to study a new course.

Your most recent leave

Was your most recent leave as a Tier 4 student, as a Student or as a Postgraduate Doctor or Dentist?

☒ Yes ☐ No

Save and continue

Students on a Tier 4 visa must answer this question as 'Yes'

Police registration

During your current or last grant of leave in the UK, were you required to register with the police?

Certain nationalities are required to register with the police as a condition of their leave. If this condition applied to you, you will have been instructed to register with your local police station when you were granted your last period of leave in the UK. The requirement to register with the police may also feature on your visa or your Biometric Residence Permit, if you are required to have one.

☐ Yes ☐ No

Save and continue

Confirm if you have been required to [register with the police](#) for your existing visa. If you answer 'Yes' you will be required to provide your up to date police registration certificate.

Time in the UK

How long have you lived in the UK?

Year(s) Month(s)

Save and continue

Enter the number of years you have lived in the UK, including the time you have spent on any previous visas.

About your first parent

You must give details about both parents if you know them. If you only have some of your parents' details, you should fill in as much as you can.

► [What if I do not have my parents' details?](#)

What is this person's relationship to you?

- ☐ Mother
- ☐ Father
- ☐ Stepmother
- ☐ Stepfather

In this section, you will be asked to provide the details of both of your parents. Select the first parent, then provide the required details.

Title

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
- ☐ Don't know

Save and continue

Once you completed the details of the first parent, you will be asked to complete the details of the second parent.

Then click 'Save and Continue'.

Driving licence

Do you have a UK driving licence?

☐

Yes

☐

No

Save and continue

If you have a UK driving licence, select 'Yes', then provide the 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.

► [Which countries are part of the European Economic Area \(EEA\)?](#)

☐

Yes

☐

No

Save and continue

This section asks about your travel history to countries other than the UK in the past 10 years. If you select 'Yes', you will need to provide more details about the countries you visited, the reason for your visit and the dates of your visit.

Details of your world travel history

Which country did you visit?

Do not include visits to the UK, USA, Canada, Australia, New Zealand, Switzerland or the European Economic Area. You will be able to add additional details of your trips after you click 'Save and continue'.

► [Which countries are part of the European Economic Area \(EEA\)?](#)

What was the reason for your visit?

☐

Tourism (including visiting family and friends)

☐

Work

☐

Study

☐

Transit (travelling through the country)

☐

Other - provide details

When did you enter this country?

Enter date in the format DD MM YYYY

Day Month Year

When did you leave this country?

Enter date in the format DD MM YYYY

Day Month Year

Save and continue

Previous evidence of English language ability

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

You must have provided evidence that you either:

- scored level B1, B2, C1 or C2 on an approved English language test 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

☐

Yes

☐

No

Save and continue

Select 'Yes' if any of these 3 options applies to you otherwise select 'No' and proceed to next question.

If you need help with this question, make sure you contact your visa adviser.

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

If you select 'No' to previous question, you will be asked if you have an English language qualification from a UK school. Select 'Yes' if you have otherwise, select 'No'.

English language assessment

If you are studying at a Higher Education Provider, have they assessed that you meet the English language requirement, or that you are a 'gifted student'?

You can find this information on your Confirmation of Acceptance of Studies (CAS) statement, if you have one.

☐

Yes

☐

No

Save and continue

If you select 'No' to previous question, you will be asked if your Higher Education Provider made their own English Language assessment. Select 'Yes' if your CAS confirms this.

Are you attending a short-term study abroad programme in the UK as part of a university course in the USA?

Are you applying to study a course on English as a foreign language?

Do you have a degree equivalent to a UK Bachelor's degree which was taught in English?

If you have a research degree, your research must have been done in English.

Have you passed an [approved English language test](#) in the last 2 years?

Do you have a medical condition which prevents you taking the English language test?

You must provide a letter from a doctor to confirm you have a [medical condition which prevents you from doing the test](#).

If you select 'No' to previous question, you will be asked about one of the following options. If this still does not make sense to you please contact your Visa Adviser or Immigration@hud.ac.uk

The next set of questions will ask you to confirm if you have previously had any immigration related problems for the UK or any other countries. You must read and answer each question accurately declaring all immigration related problems as any false information may jeopardise your visa application.

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

☐

Yes

☐

No

Save and continue

If you select 'Yes' to these questions, you will have to give more details of any immigration problems or breach of UK immigration law.

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

It is very important to declare any immigration problems or breaches otherwise your visa application will be refused and you may be banned from entering the UK.

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

☒ Yes ☐ No

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

☐ Yes ☐ No

Save and continue

Select 'No' if you have not received any medical treatment in the UK.

If you select 'Yes', you will have to confirm whether you needed to pay for this service or not.

Details of previous medical treatment in the UK

Where did you go for your previous medical treatment in the UK?

You will be able to add details of any additional medical treatments after you click 'Save and continue'

- ☐ Accident and Emergency (A&E) at a hospital
- ☐ To a doctor, clinic or hospital for non-emergency treatment

Name of hospital, clinic or doctors's surgery

Enter a UK postcode

Enter the hospital's postcode (if you know it)

Find UK address

[Enter address manually](#)

When did you start receiving this medical treatment?

Enter date in the format MM YYYY

Month Year

When did you stop receiving this medical treatment?

Enter date in the format MM YYYY

Month Year

☐ I am still receiving this medical treatment

Save and continue

If you received medical treatments in the UK, you will have to provide details of these.

If you were asked to pay for medical treatments (excluding immigration health surcharge) you will need to confirm whether you paid the full amount or not and provide evidence of this.

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.

☐ Yes ☐ No

Save and continue

Public funds or benefits are usually not allowed to students on Student visa. e.g. family credit, income support etc.

See [this link](#) for a full list.

Local authority care

Are you living in local authority care in the UK?

☐ Yes

☐ No

Save and continue

Usually international students do not live in local authority (in our case, Kirklees is the local authority) If in doubt, please contact your visa adviser or Immigration@hud.ac.uk

Important: the next set of questions refer to any criminal convictions, penalties, war or terror related crimes or activities. Again, you must read and answer each question accurately and truthfully as any false information provided may jeopardise your visa application.

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

You must tell us about spent as well as unspent convictions.

Save and continue

Read and select as appropriate, then click 'Save and continue'.

War crime

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

Terrorist activities, organisations and views

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

► [Terrorist activities](#)

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](#)

Read and select as appropriate, then click '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

► [Extremist views](#)

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](#)

Read and select as appropriate, then click 'Save and continue'.

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?

☐ Yes ☐ No

Have you ever engaged in any other activities which might indicate that you may not be considered to be a person of good character?

☐ Yes ☐ No

Is there any other information about your character or behaviour which you would like to make us aware of?

☐ Yes ☐ No

[Save and continue](#)

Read and select as appropriate, then click 'Save and continue'.

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 will need to provide more details if you have ever worked for any of these types of organisations.

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 will be your Student Visa Sponsor and must enter the University's Sponsor Licence number **HEK2NXJ25** as well as address:

**University of Huddersfield
Queensgate
Huddersfield
HD1 3DH**

Place of Study

What type of sponsor will you be studying with?

The [Register of Student sponsors](#) sets out what type of sponsor each institution on the register is. A Higher Education Provider with a track record of compliance will have the status 'General Student Sponsor – Track Record'.

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

► [What is the difference between a school and a higher education institution?](#)

Save and continue

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
HD1 3DH

☒ Yes ☐ No

Save and continue

Next, confirm as 'Yes'

UCAS details

Did you apply for your course through UCAS?

☐ Yes ☐ No

▼ What is UCAS?

The Universities and Colleges Admissions Service (UCAS) is an organisation whose main role is to operate the application process for British universities. Most undergraduate and some postgraduate students apply to university through the [ucas.com](https://www.ucas.com) website.

Save and continue

Confirm if you applied for your course through UCAS

(<https://www.ucas.com/>)

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

You should check your offer letter or CAS to see if you require [ATAS Clearance](#) and enter your reference number.

If your course is subject to ATAS clearance and you are applying for a visa extension to complete the course, you must obtain fresh ATAS Clearance.

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?

☐ 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

See [our factsheet for sponsored students](#)

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

Confirm if you were previously a self-funded student but you are being sponsored for your current course and visa application.

See examples below if you answer this as 'Yes'.

Will you be receiving money from an official financial sponsor for your continuing studies?



Yes



No

► [What is an official financial sponsor?](#)

If you are being wholly sponsored by an official financial sponsor how will you prove this?



My Tier 4 sponsor has confirmed this information on my CAS



Letter of official financial sponsorship



I am not being wholly sponsored

Save and continue

Cancel

- 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 you will require a new sponsor letter.
- If your sponsorship only covers part of your tuition fees and/or living costs, you will need to show the remaining amount in personal or parental bank statements.

Course information

Name of sponsor institution (school/college/university)

University of Huddersfield

Course name

Qualification you will get

This is the level of the qualification you will receive at the end of your course.

If you are unsure about the level of your qualification, [find out what qualification levels mean here](#) or ask your sponsor institution.

Qualification you will get

- RQF1/SCQF4
- RQF2/SCQF5
- RQF3/SCQF6
- RQF4/SCQF7
- RQF5/SCQF8
- RQF6/SCQF9/10 → Same as QCF_NQF6 (Bachelor / Top-up)
- RQF7/SCQF11 → Same as QCF_NQF7 (Masters)
- RQF8/SCQF12 → Same as QCF_NQF8 (PhD)
- CEFR A1
- CEFR A2
- CEFR B1
- CEFR B2
- CEFR C1
- CEFR C2
- Postgraduate Doctor or Dentist
- Aviation qualification

Enter your course name and choose the correct course level from the drop-down menu.

Select 'No' for sabbatical officer

← See screenshots

Are you going to be a student union sabbatical officer?

► [What is a student union sabbatical officer?](#)

☐

Yes

☒

No

Save and continue

Cancel

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 the course start and end dates from your CAS.

If your CAS is not issued yet, enter any approximate dates to continue further in your application. Your adviser in the Immigration Team will double check these details during the final appointment.

Doctorate Extension Scheme

Are you applying for the Doctorate Extension Scheme?

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

☐ Yes ☐ No

Save and continue

Select 'No' unless you are PhD student applying for a visa extension under the [Doctorate Extension Scheme](#).

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.

Please confirm the amount you have paid for your tuition fees, your adviser will check this to ensure the information is accurate.

Course fees

How much are your total course fees?

This information is on your Confirmation of Acceptance for Studies (CAS) statement, or 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

These details should be on your CAS. If your CAS is not ready yet, enter any approximate amounts to continue further in your application. Your adviser in the Immigration Team will double check these details during final appointment.

If you have paid any course tuition fee to the University, Click the option 'My sponsor has confirmed this information on my CAS'

Student Loan

You must show that you have enough money to cover your course fees and living costs. [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 maintenance funds required for this application in the form of a student loan?

☐

Yes

☐

No

Save and continue

Most students will answer this as 'No'. However, if you are in receipt of a student loan, you must answer as 'Yes'

Maintenance funds

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

Your adviser in the Immigration Team would have explained your maintenance amount to you.

Select 'Yes' if you are using a personal bank statement.

Select 'No' if you are relying on the funds provided by your parents, then select the answers as per the screenshot below



Are you relying on money held in an account under your parent(s) or legal guardian(s) name?

☒ Yes ☐ No

Do you have permission from your parent(s) or legal guardian(s) to use this money?

☒ Yes ☐ No

How can you prove they are your parent(s) or legal guardian(s)?

- ☒ Birth certificate
- ☐ Adoption certificate
- ☐ Court document

All student's must have an valid CAS to be able to apply for Student visa. You can not apply for your Student visa without a new CAS number. Please select 'Yes' to confirm you have a CAS and copy/paste the CAS number form your CAS email. If your CAS is not yet ready, simply SAVE and SIGN OUT of your online application, then forward your online application link and password to your adviser.

Your Confirmation of Acceptance for Studies

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



Yes



No

Confirmation of Acceptance for Studies reference number

Save and continue



Important: When you reach the CAS number question, please stop. Your adviser in the Immigration Team will check your online application and complete the remaining sections with you. Please **DO NOT** go any further from this page as otherwise your adviser may not be able to check and amend any details in your application.

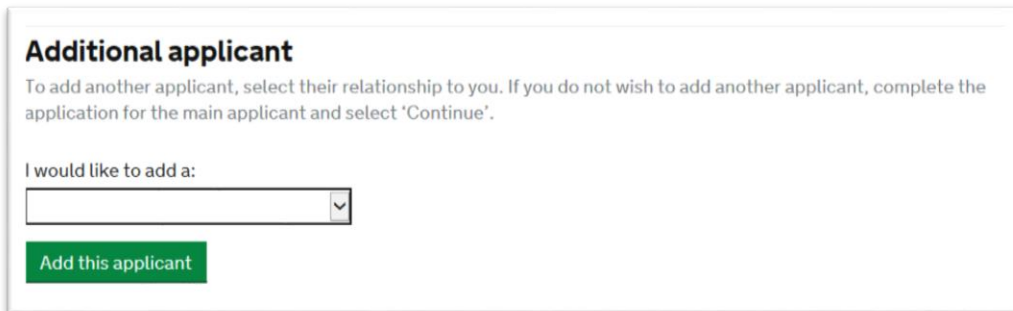
Please click on your name at the top right hand corner and 'Sign out' – see screenshot below:

In order to log out, please click on your name on top right hand corner of the page to **Sign out**.

Please **do not** click 'Continue'.

Adding Dependants/Family

If you want to add a dependant (husband/wife/partner and/or a child), use the 'Additional applicant' option on the main page of your online visa application - see screenshots below:

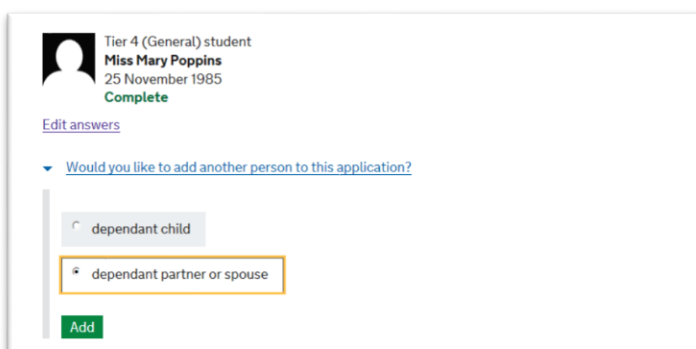



Additional applicant

To add another applicant, select their relationship to you. If you do not wish to add another applicant, complete the application for the main applicant and select 'Continue'.

I would like to add a:

[Add this applicant](#)



 Tier 4 (General) student
Miss Mary Poppins
25 November 1985
Complete

[Edit answers](#)

▼ [Would you like to add another person to this application?](#)

☐ dependant child

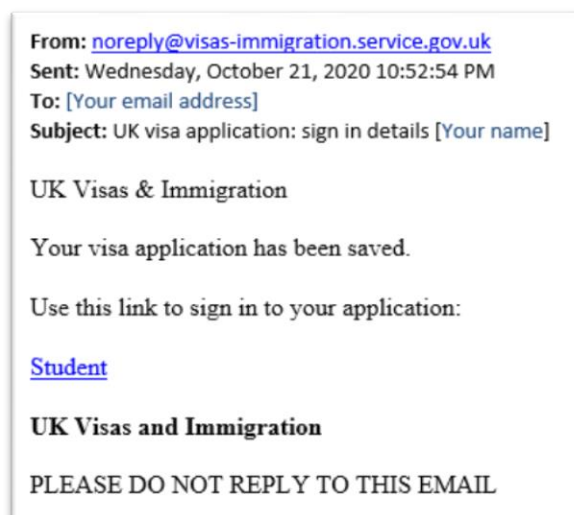
☒ dependant partner or spouse

[Add](#)

What next?

You must now forward the Home Office's email (see screenshot below) with your online visa application link as well as your password to your adviser in the Immigration & Compliance team (International Office).

Your adviser will check your application and make sure its error free. When your application is ready to submit your adviser will email you the next steps, which is when you will pay your Immigration Health Surcharge and visa application fees online using your bank debit/credit card.



From: noreply@visas-immigration.service.gov.uk
Sent: Wednesday, October 21, 2020 10:52:54 PM
To: [\[Your email address\]](#)
Subject: UK visa application: sign in details [\[Your name\]](#)

UK Visas & Immigration

Your visa application has been saved.

Use this link to sign in to your application:

[Student](#)

UK Visas and Immigration

PLEASE DO NOT REPLY TO THIS EMAIL

Biometric enrolment and documents upload

After your application submission, you will upload scans of your supporting document (e.g. passport, BRP, bank statement etc.) and also record your biometrics (fingerprints and photograph) for the new BRP. You will submit your biometrics via the [UKVCAS](#), which is a company that handles this process on behalf of the Home Office.

For some students, the Home Office can re-use the biometrics that they submitted in a previous visa application. If you are one of them, the UKVCAS team will send you an email invitation to use the new IDV mobile app. Alternatively you will be advised to book an appointment in person at one of their centres in Leeds, Wakefield or Manchester etc.

Watch IDV app introductory video here: <https://vimeo.com/447843814/337348f0cd>