GUIDE TO COMPLETING THE STUDENT VISA ONLINE APPLICATION

Applying in the UK

(Updated April 2024)

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 guidance. 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

PART 1 – HOW TO FILL-IN YOUR ONLINE VISA APPLICATION

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:

Click the green ‘Start now’ button

Follow the instruction in the screenshot.
Do you have a current EU, EEA or Swiss passport?
The EEA includes the EU countries and Iceland, Liechtenstein and Norway

☐ Yes  ☐ No

Continue

Most students would answer this as No but if you have an EU, EEA or Swiss passport then answer Yes and you will then be asked to upload a passport scan.

Do you have a valid UK biometric residence permit (BRP)?
You will need your BRP to confirm your identity. If you have lost your BRP, select No.

☐ Yes  ☐ No

Continue

Answer Yes if you have a valid BRP card. Select No if you have a digital immigration status instead whereby you prove your immigration status via a share code.

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

☐ Yes  ☐ No

Continue

Answer ‘Yes’ if your details on the BRP match your passport.
If you can’t use the IDV app to prove your identity, you will have to apply for Student visa a different way. As part of the application, you will need to book and attend an appointment to have your fingerprint and photo taken after you apply. Please read the information on the next section, then click ‘Apply now’.

If you have a smartphone which supports contactless payment click ‘continue’.

Information about the IDV can be accessed [here](#).

If not, click on the option below the ‘continue’ box ‘[I do not have a phone that can use the app](#)’.
Click the green 'Apply now' button
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.

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 -
You will need to verify your account using the email you receive from the Home Office.

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

Click 'The applicant' for this section and then 'save and continue'.

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

**Important**: choose a new password as you will be sharing this with your immigration adviser to check your visa application.
Next, you will start answering questions about yourself. Click the green box 'Answer questions about this applicant' to begin.
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 name later).
You must notify us immediately if your email changes. Find out how to change your details here.

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

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

Alternatively you can tick the ‘I cannot be contacted by telephone’ option.
On this page you will enter your UK home address. It is important that you enter the correct address as your BRP will be sent to this address. Please note from 01 Jan 2025, the UKVI are transitioning to a new digital system for visas, see our webpage for detail.

Next, you will confirm the date since when you have been living at this address.

Most students will choose ‘I rent it’ in which case you will have to enter your landlord’s name, phone and address detail in the next section.

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

click ‘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.

Confirm that you have a valid passport. You will only select ‘No’ in case your passport is lost or expired, and you are in the process of getting a new one.
Next, enter your passport details and confirm if you can provide this passport to the Home Office, if required. Then click ‘save and continue’

Most students would answer this questions as ‘No’ but if you answer as ‘Yes’ you will be asked to enter details of your National Identity Card.
Confirm if you currently hold any other nationality

You must be completing this application whilst your current visa is still valid. Select Yes 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, select ‘Tier 4 (General) leave to remain’ as this is the new name for ‘Tier 4 visa’
Enter the start and expiry dates of your current visa.

Double check these dates on your BRP or digital immigration status.

Most students will answer this as No but 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.

Enter the number of years you have lived in the UK, including the time you have spent on any previous visas.
In this section, you will be asked to provide details of both of your parents. Select the first parent, then provide the required details.

Next, you will be asked to complete the details of the second parent.

Then click ‘Save and Continue’.
Click ‘Yes’ if you currently hold a **BRP** for your current visa and enter your permit number.

Choose the second option if you have lost your BRP, and third option if your visa is a sticker inside your passport (vignette).

See examples below:

**Vignette (sticker inside passport)**

**Biometric Residence Permit (BRP)**

**Your National Insurance number**

Next, enter your National Insurance Number (NI number), or confirm that you don’t have one.
If you have a UK driving licence, select ‘Yes’, then provide the licence number.

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.
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 approved English language test which assessed your reading, writing, speaking and listening skills
- have a degree which was taught in English
- have an English language or literature GCSE, an International GCSE, an A level, or a 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

Select ‘Yes’ as your CAS should confirm Option 3

If you need help with this question, email your visa adviser in the Immigration Team.

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.

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

It is very important to declare any immigration problems or breaches otherwise your visa application will be refused and you will be required to leave the UK.
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.
Public funds or benefits are usually not allowed to international students on Student visa. e.g. family credit, income support etc.

See this link for a full list.
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?

- 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 cauton, 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.

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
Read and select as appropriate, then click ‘Save and continue’.
Person of good character

Have you, as 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

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

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

Read and select as appropriate, then click ‘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

University of Huddersfield is a ‘Higher education provider with a track record of compliance’
Next, confirm as ‘Yes’

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.

Confirm if you applied for your course through UCAS (https://www.ucas.com/)
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.

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’.

- If the University of Huddersfield is sponsoring your study (e.g. you have a fee waiver and/or a bursary to cover your living cost), 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 may need to show the remaining amount in personal or parental bank statements. Talk to your immigration adviser.
Enter your course name and choose the correct course level from the drop-down menu.

Select ‘No’ for sabbatical officer

↩️ See screenshots
Enter the course start and end dates from your CAS. If you are applying for a visa extension the course start date will be your visa expiry date plus one day.

If your CAS is not issued yet, enter any approximate dates to continue further in your application. Later on double check the correct dates on your CAS or with your adviser in the Immigration Team.

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.

These details should be on your CAS. If your CAS is not ready yet, enter any approximate amounts to continue further in your application. Later on double check the correct dates on your CAS or with your adviser in the Immigration Team.

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

Most international students will answer this as 'No'. However, if you are in receipt of a student loan or Education loan in your country, you must answer as 'Yes'.
As per the new rules, if you have been living in the UK on a valid visa for the last 12 months or longer, you won't need to provide a bank statement for a visa extension.

If you have been living in the UK for less than 12 months:

- Click Yes if the funds are in your bank account
- Click No if your parents are funding your study. In this case you will also need to provide a scan of your birth certificate as well as a scanned letter of consent signed by your parent (sample text below). See also our factsheet for self-funded students.

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**Sample – Parental Letter of Consent**

Date

To whom it may concern:

I can confirm that I am the [insert father/mother] of [insert student’s name] whose date of birth is [insert student’s date of birth].

I give my consent to [insert student’s name] to use my money to cover course tuition fee as well as all living costs in the UK, throughout the period of [his/her/their] study at the University of Huddersfield, United Kingdom.

Should you need any further information please do not hesitate to contact me.

Yours sincerely,

[Signature of parent]

[Name, address, and contact detail of parent]
All students must have an valid CAS to be able to apply for Student visa so the Univeristy will issue you with a new CAS. You cannot 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 immigration adviser so they can double check and advise you of next steps.

Important: If your CAS has not yet be issued, please contact your immigration adviser directly or the Immigration & Compliance team at immigration@hud.ac.uk

When you have got your CAS, enter the CAS number and this would mean that your application is now complete.

Adding Dependants/Family

If you want to add a dependant (husband/wife/partner and/or a children), use the ‘Additional applicant’ option on the main page of your online visa application and then complete their visa applications as well - see screenshots below:
What next?

The next step is to submit your visa application. See our separate PDF guide “How to submit Student visa application - applying in the UK”

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.

You do not need to book an appointment for biometric enrolment if you submitted your student application form via the IDV App.