# STUDENT ADVICE

# Student Visa Application Guide:

Applying from outside the UK (EU, EEA and Swiss nationals)



UNIVERSITY OF WESTMINSTER#

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#### Who is this guide for?

This guide is for students coming to study a full-time course at the University of Westminster who are either funding their own studies, are funded by their parents, have a US study loan, have Official Financial Sponsorship or are using a combination of any of these.

This guide is written specifically for students submitting their application from outside the UK who hold an EU/EEA or Swiss passport. If you do not have an EU/EEA or Swiss passport, please refer to our guide for non-EU overseas applicants which can be found on <u>our website</u>.

The guide gives tips about completing the Student Visa application form. It does not cover all the Student Visa rules and requirements, it does not list all the documents needed and does not explain how to complete the application if you are applying to bring dependants.

We believe this information to be correct at the time of writing in April 2025.

#### Before you apply

You must make sure you have read and understood all the Student Visa requirements and have all the correct documents in the correct format before you complete your visa application. Use the resources below.

Westminster University Visa Pages

Official Student Visa Guidance

Government Website - General Information on Student Visa

#### Prepare your documents

Check that your <u>documents</u> meet the Student Visa requirements, take a <u>TB test</u> if you are required to have one and get a <u>CAS</u> (Confirmation of Acceptance for Studies). A CAS is issued by the University.

The application form is completed online, paid online, and submitted electronically. The date your application is submitted is the date you pay the visa application fee. You must meet the Student Visa requirements on this date. This means that your accompanying documentation must also meet the Student Visa requirements on this date. Bank statements used to prove funds must show the required amount of money has been maintained in the account continuously for at least 28 consecutive days before the application fee is paid.

Although EU, EEA, and Swiss nationals are not required to submit their financial documents with their initial visa application, these can be requested at a later stage, and a failure to provide compliant financial documents upon request will lead to a visa refusal. As such, it is very important to have the documents ready and in the correct format before submitting the Student visa application: <u>Financial Requirements and 28-day rule</u>.

#### Request your CAS

<u>CAS</u> is a mandatory document for the Student visa application.

You must first accept your course offer and, in most cases, pay a <u>tuition fee deposit</u>. If you will be attending the presessional course, you must pay the full fee for that course. Exceptions may apply for students awarded a full University of Westminster scholarship or who have a US or Canadian study loan.

Next, apply for your CAS via the <u>Applicant Portal</u>. You need to complete a Visa Check task and CAS Request task. You will need to submit your passport details, qualifications, and details of any previous UK visas or UK study. The passport you submit must be the passport you will use to apply for your visa.

You can apply for your visa once you have your CAS and are within six months of your course start date. You need the CAS number for your visa application and the course information provided on CAS is essential for the completion of the visa application form.

#### Consider timeframes

The visa process can take several weeks so allow enough time for your visa application to be processed and granted in time to start your course. Check the current visa processing times. In some cases, additional checks on documents or requests for further information can increase the visa processing time.

Latest date to enrol on your course: You will find the latest date to enrol onto your course listed on your CAS under the section 'Latest Date to Enrol'. This is the last date that you will be able to join your course. If you do not arrive in the UK by your latest date to enrol, you could be prevented from entering the UK or starting your course, even if your visa application has been successful.

**Please note**: if you travel to the UK before your Student visa is granted, you may enter the UK as a Visitor. You will not be able to enrol on your course as a visitor, even if your Student visa is granted after you have arrived. You will need to leave the UK and re-enter after your Student visa is granted and becomes valid in order to activate it.

If you do not think you will be able to arrive in the UK with your Student visa and enrol at the University by your latest date to enrol on your course, it is important to liaise with the Admissions Office, you may have to defer your offer to the next academic intake.

If your visa is granted but you do not enrol in time, your visa will be reported to the Home Office and cancelled. You will not be able to use this visa to study a deferred course – you will need to get a new CAS and apply again. You will also not receive refunds on the fees you paid in the visa application process.

# Student Visa Application Process

The visa application fee is £524. There will be additional costs for priority applications. If you are applying with dependants, you must complete a separate form for each dependant. The Student Immigration Health Surcharge is £776 per year and £388 for 6 months.

When completing the online application form, you will need to confirm your identity. This will normally be possible with the use of the <u>ID Check app</u>, as explained later in this guide. However, if for some reason you are not able to use the app or choose not to use it, you will need to book and attend an appointment at a Visa Application Centre in your country. In such case, the visa application process will be different and you should refer to an alternative visa application guide for those who are not using the ID Check app which can be found on <u>our website</u>.



#### Starting your application

To access the visa application form, go to <a href="https://www.gov.uk/student-visa/apply">www.gov.uk/student-visa/apply</a>.

Scroll down the page and click the button 'Start now' under the heading 'Apply outside the UK', as shown on the screenshot.

This will commence your application.



The first question will ask where you are planning to live.

Confirm that you are planning to live in England.

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

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

Continue

Next question will ask about the nationality listed on your passport. This guide is intended for EU, EEA, and Swiss nationals. If you do not have a current EU, EEA, or Swiss passport, please exit this guide, and access a guide for other nationals.

Otherwise, confirm and proceed to the next question.

#### Confirm your identity

You will need a passport with a biometric chip.

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

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

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

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

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

Continue

# Does your passport have a biometric chip?

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







Continue

**Next**: Confirm your identity.

As a part of the visa application process, you need to confirm your identity.

This page explains that you may be able to use an app on your phone and confirm your identity by scanning your passport and taking a picture of yourself.

Read the information and click Continue to proceed.

**Next**: Does your passport have a biometric chip? Check the cover page of your passport to see if it has a biometric chip and answer accordingly.

If your passport does not have a biometric chip, you will not be able to use the ID Check app, as you will not be able to scan your passport through the app. You will still be able to submit the online application form, but you will also need to visit a visa application centre to confirm your identity. If this is the case, answer 'No' and refer to a separate visa application guidance for those who are applying from overseas without the use of ID Check app.

#### 

# Create a UK Visas and Immigration account

To use this service, you need to create an account.

Once you have an account, you can use it to confirm your identity, apply and use other Home Office services.

#### What you need

You will need your:

- · date of birth
- passport
- · email address
- phone number

If you need to give someone application access so they can apply for you, you also need their email address and phone number.

#### Who can create an account

You can create an account for yourself or someone else in some cases - for example, your young child.

Create an account

#### Sign in

If you applied before October 2020, you do not have an account (unless you applied to the EU Settlement Scheme).

To sign in, you need your identity document number and date of birth, and access to your phone or email.

Sign in

#### Creating a UKVI account

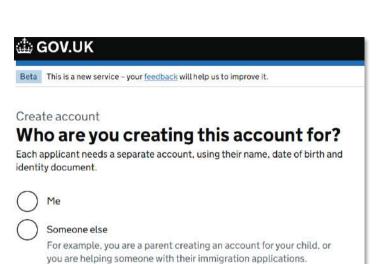
You will now be able to create an account.

Read through the information and click 'create an account' once happy to proceed.

The steps below will show how to create your account.

**Alternatively**, you may be able to sign into your UKVI account, if you already have one. You are likely to have one if you applied for a UK visa after October 2020 and used the ID Check app as a part of the application. If you already have a UKVI account, click 'sign in' at the bottom of the page and proceed to instructions on page 18 of this guide.

Otherwise, please follow the below instructions on how to create your account first.

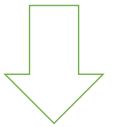


Continue

Next: Who are you creating this account for?

This guidance is for students submitting their visa application and you will typically be creating your own account.

Answer the question accordingly and click 'continue' to move on.



Create account

What is your name?

Enter your name as it is written in your identity document. Use the English spelling if it is written in 2 languages.

If you do not have both a given name and surname, enter your name in the 'Surname' field.

Given names

Your first and middle names

Surname

Include all your surnames

Continue

Create account

**Next**: What is your name?

Include the names that are listed on your passport/CAS, including middle names. Make sure your CAS lists your correct names. If your CAS lists your names incorrectly, you must contact the Visa Compliance team to have your CAS amended.

Put all of your first and middle names in the 'Given names' box.

Put your last name in the 'Surname' box.

#### What is your country of nationality?

If you have more than one, use the nationality in the identity document you are going to apply with. Use the English spelling or the country code.

Continue

**Next**: What is your country of nationality?

Your nationality is the country you come from and where you are a legal citizen.

You can only apply for your visa in your country of nationality or in the country where you are living. Living means that you are in the country lawfully for a reason other than a short-term visit. You must submit evidence of your residency if you are making your visa application in a country where you are not a national.

If you have more than one nationality, make sure to select the nationality stated on your CAS.

# Create account Enter your passport details Your passport details will be linked to your account. Whenever you sign in to your account you will need to enter this passport number. Passport number This can contain letters and numbers. For example, '120382978A'. Country of issue This is usually shown on the first page of your passport, at the top. Use the English spelling or the country code. Does your passport have an expiry date? Yes No Continue

## What is your date of birth?

Forex	ample, 29	03 1976
Day	Month	Year
▶ <u>He</u>	lp with date	e of birth
Con	tinue	

#### Your passport details

Enter your passport details.

The passport you use for your application must match the passport information on your CAS. If you have obtained a new passport since your CAS was issued, you must inform the Visa Compliance team who sent you your CAS. Incorrect passport details on the CAS can lead to a visa refusal and it is your responsibility to make sure this information is correct.

You must enter accurate details of a valid passport that you intend to use to apply for your visa and to travel to the UK.

The issuing authority may be your home country, this information will be on your passport. If your passport does not have an issuing authority, we suggest that you insert the name of the country where your passport was issued.

If you are a dual national, you must choose which nationality you want your visa to be linked to. If you are a dual national British Citizen, you should not apply for a Student Visa.

Next: What is your date of birth?

Confirm your date of birth as stated on your passport.

Create account

# What email address do you want to use when you sign in to the account?

We will send a security code to this email address to check you can use it. We will send a new security code every time you sign in.

When the account is created, we will email you with instructions on how to sign in and manage the account.

Continue

Create account

#### Check your email

We have sent a 6-digit security code to:

Change

You need to use this code within 10 minutes or it will expire.

If you have not received a security code, make sure the email address is correct and you have checked your spam folder.

Security code

Resend security code

Continue

**Next**: What email address do you want to use when you sign in to the account?

Provide your email address.

You will need the access to this email to log into your account in the future and to receive important communication about your visa application.

Next: Check your email

You should now receive an email with a verification code.

Enter the code to confirm your email address is correct and click *continue* to proceed.

Create account

# What phone number do you want to use when you sign in to the account?

We will send a security code by text message (SMS) to this mobile phone to check you can use it. We will send a new security code every time you sign in.

For international numbers include + and the country code. For example, +39 1 33 45 70 90

Continue

Create account

#### Check your phone

We have sent a 6-digit security code to:

You need to use this code within 10 minutes or it will expire.

If you have not received a security code, make sure the phone number is correct.

It may take a few minutes to arrive.

Security code

Continue

**Next**: What phone number do you want to use when you sign in to the account?

Provide your phone number.

You may need this number to log into your account in the future and to view your electronic visa.

Next: Check your phone

You should now receive a text message with a verification code.

Insert the code to confirm your number and click Continue to proceed.

Create account

# Do you want someone else to have access to your account?

This could be a friend, family member or immigration adviser who is helping you. They can access and help with any of your visa or immigration applications. They cannot prove your immigration status or update your details.



Continue

Create account

# Check your answers before you create your account

#### **Identity document**

Passport	
	Change
	Change
	Change
The state of the s	Change
	Change
	Change
	Passport

#### Account security

We will send security codes to the following email or phone so you can sign in:

Email address	
Phone number	

**Next**: Do you want someone else to have access to your account?

If you are completing the application form on your own (e.g., not via an agency), you do not need to give the access to your application to anyone.

Keep in mind that the application will contain your sensitive personal data.

Next: Check your answers before you create your account

Make sure that all the details are correct before creating your account.

If the details entered do not match your passport, you will not be able to proceed with the application and will need to create another account.

Once you have checked that all is correct, click 'Create Account' at the bottom of the page.

### **Account created**

#### What happens next

You will need to use the 'UK Immigration: ID Check' app to verify your identity.

#### Sign in

To sign in, you will need:

- your identity document number
- · your date of birth
- · access to your phone or email

You will be sent a security code to sign in.

Sign in

Next: Account created.

This page confirms that your account has been created successfully.

Click 'sign in' to access your account.

Sign in

# What identity document did you use when you created your account?

If you have updated your identity document since you applied, you must use the details of the updated document to sign in.

Passport

National identity card

Biometric residence card or permit

Continue

#### Sign in

#### What is your passport number?

Passport number For example, 120382978

Continue

#### What is your date of birth?

You should enter this as shown on your passport, for example, 31 3 1980

Day Month Year

Continue

#### Sign into your UKVI account

What identity document did you use when you created your account?

Once you have created your account as shown in the steps above, you will need to sign into the account to continue the application.

As an overseas Student visa applicant, you would have used your passport as your identity document. Select the correct document and click 'continue' to proceed.

Next: What is your passport number?

Confirm your passport number and subsequently.

The information must match the details you used creating your account

Next: What is your date of birth?

Confirm your date of birth.

The information must match the details you used when creating your account.



Sign in

# How do you want to receive a security code?

We will send a code to your phone or email address.

Applicant

Phone (

Email (

Continue

Problems signing in

If you no longer have access to your phone and email, recover your account.

Next: How do you want to receive a security code?

Every time when signing into your account, you will need to use a security code. You can choose whether you prefer to receive it via text or email.

Select your preferred option and click 'continue'.

Next: Check your email/ phone.

Confirm the security code here and click 'continue' to log in.

#### Sign in

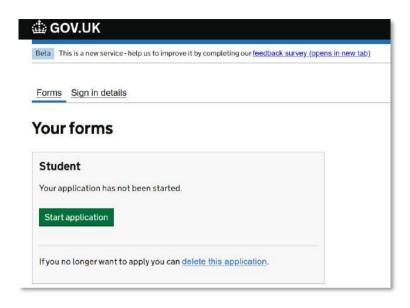
## Check your email

We've sent you a single-use, 6-digit security code by email to:

It may take a few minutes to arrive.

Security code

Continue



Next: Your forms

Once logged in, you will see the application which you have selected. It should confirm that the application is a 'Student' application.

Click 'Start application' to continue.



#### Apply as a Student

Unique application number (UAN): 3434



#### 1. Identity and contact

Confirm your identity	In progress
Immigration adviser details	Cannot start yet
Contact preferences	Cannot start yet
Other names and nationalities	Cannot start yet

#### 2. Prepare application

People applying with you	Cannot start yet
Your location	Cannot start yet
Personal details	Cannot start yet
Family and relationships	Cannot start yet
Living arrangements	Cannot start yet
Travelhistory	Cannot start yet
Criminality	Cannot start yet
Study details	Cannot start yet
English language ability	Cannot start yet
Account security questions	Cannot start yet
Declaration	Cannot start yet

#### 3. Pay and submit application

Immigration health surcharge	Cannot start yet
Application payment	Cannot start yet

#### 4. Provide evidence

Evidence upload Cannot start yet

**Next**: Apply as a Student.

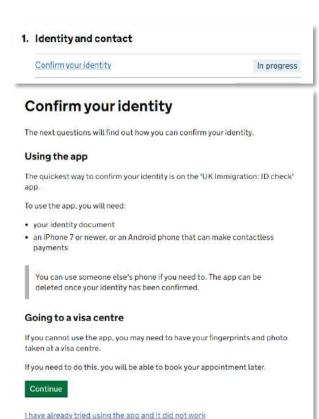
You will now see a summary of the steps to be completed as a part of your visa application.

You will need to open each section in the order in which it appears and answer the corresponding questions.

Once you have completed the required steps in a section, it will show as "completed", which will allow you to proceed to the next section.

The application process is divided into the following parts:

- **1. Identity and contact**: your personal and contact details; confirming your identity using the ID Check app.
- **2. Prepare your application**: the main body of the application where you will be asked more questions about your own details as well as the course and University details please check that your answers match the information on your CAS.
- **3. Pay and submit application**: you will need to make two payments to submit your visa application.
- **4. Provide evidence**: uploading and submitting your evidence.
- **5. Visa centre appointment**: you may see this section but not everyone will need to attend an appointment.



#### Confirm your identity

To proceed with the application, select 'Confirm your identity' at the top of the list.

You will now need to download the ID Check app onto your phone or other compatible device and connect the app to your application.

You need to complete the required steps on the app before being able to proceed with the application.

Make sure to download the correct app (as you will be instructed on the screen) and follow the steps on the app.

If you have any issues at this stage, consult this <u>detailed guide</u> on how to use the ID Check app.

If you cannot use the app and select "I have already tried using the app and it did not work", you will be instructed to start a new application. In such a case, we advise you consult our separate guide which explains how to apply for a Student visa without using the ID Check app. You can find the guide on our website.

# Identity information submitted

#### Complete your application

You can either:

- · continue and complete your application on this phone
- sign out and apply later or on a different device, using the link we sent to

Continue

Sign out

Once you have successfully completed your identity verification via the app, you will need to return to your application form.

You will now proceed to completing each section of the application form.

You will be asked to provide your personal details, information about your course, and other information required by the UK Visas and Immigration to process your application.

Make sure that all information provided is correct, accurate, and that it matches the information stated on your CAS. If you spot any errors on your CAS, contact the Visa Compliance team.



**Next**: Are you using an immigration adviser based in the UK?

This section asks whether you are using a UK-based immigration adviser. Please note that an adviser within the University of Westminster would **not** count for the purpose of this question.

Select the answer correct to your circumstances and Continue.

You will now start the next section: Contact preferences.

# contact you?

We will send your decision letter and all application emails to this address.

If you have entered the email of your immigration adviser, we will always contact them. If you only want to be contacted via your immigration adviser. select your immigration adviser's email below.



Lam applying in the UK and I cannot receive my decision letter by email

Continue

Save and return later

#### Contact preferences

Which email address can we use to contact you?

You must now confirm the email which UK Visas and Immigration will use to contact you. This must be an email that you check regularly. The outcome of your visa application as well as important communications about your visa will be sent to this email.



**Next**: Which phone number can we use to contact you? Confirm your phone number.

We may use this address to send letters to you.

O Yes

O No

Continue

Save and return later

**Next**: Is your address in the UK?

Confirm whether your correspondence address is in the UK or not. It can be your address overseas. Provide address where you can receive letters; most communications are sent via email, but you must confirm a valid postal address as well.



# What is your address?

Address Town/City Province, region or state Postalcode or zipcode Country

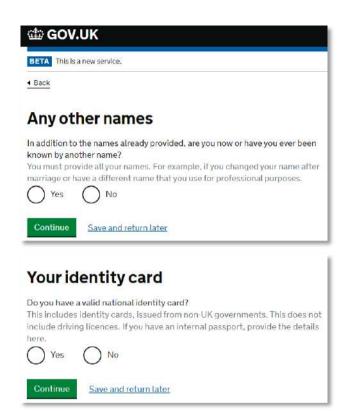
Save and return later

Continue

Next: What is your address?

Confirm the details of your correspondence address and continue.

You will now start the next section: 'Other names and nationalities'.



#### Other names and nationalities

Any other names

If you have been known by any other names you can state them here e.g., if your name on your degree certificate is different/you have changed your name.

You should only say if you have legally changed your name.

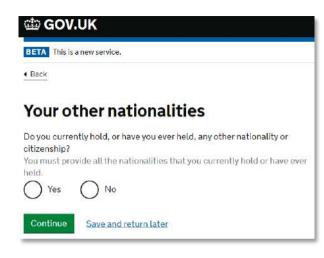
Please don't include any pet names/nicknames you may be called informally.

Next: Your identity card

If your country issues national identity cards and you have a valid card, you must enter its details here after selecting 'Yes'.

If your country doesn't issue national identity cards or your card is invalid, select 'No'. Please note that this is not your passport.

Not every country will issue a national ID card. Even if you have one, you are not required to submit it with your visa application.





#### Next: Your other nationalities

You must enter details of all other nationalities that you hold or have ever held. You will then be asked whether valid passports and ID cards have been issued for these nationalities. If you do have valid passports / ID cards, you will need to enter these details on the form.

The nationality that you wish to enter the UK on should be entered first, when setting up your account. This section is for other nationalities. The UKVI will only process your application according to your main nationality, which will be the nationality you entered first.

#### People applying with you

Are your partner or children applying with you?

You will only select 'yes' if your partner or children are applying for a visa with you as your dependants. Not everyone can bring dependants to the UK.

For more information about bringing dependants with you to the UK, have a look at the UKCISA website.

If you answer 'yes', you will be asked for the details of your dependants.



#### Your location

Where is [your name] applying from?

You can only apply in the country where you usually live or in your country of nationality. You can't apply for a Student visa if you are in another country as a visitor (e.g. if you are on holiday). You normally cannot apply from inside the UK, unless you have a valid UK visa and meet specific requirements. This guide is for applicants applying from outside the UK.

Confirm the country you are applying from.

If this is not the country of your nationality, you may be asked to provide evidence of your lawful residence in the selected country.

# Have you been living in a country listed as requiring a tuberculosis test to enter the UK?

You need to have a tuberculosis (TB) test if you're coming to the UK and have been living in any of these listed countries for more than 6 months.

Yes No

Continue

Save and return later

**Next**: Have you been living in a country listed as requiring a tuberculosis test to enter the UK?

If you have been living in a country listed as requiring a tuberculosis test to enter the UK, you will need to obtain a TB test certificate from a UKVI approved clinic before submitting your application.

Check if you need a TB test.

# Your sex Select the sex that is on your passport or travel document Female Male Other Continue Save and return later

#### Personal details

Your sex

Confirm this in line with the information on your passport.

## Your country of birth

Enter the name of the country as it was when you were born.

This may be on your birth certificate if you have one.

Continue

Save and return later

Next: Your country of birth

Confirm the country you were born in.



Next: Your home address

Confirm your home address. You will be asked to provide the date (month and year) when you started living at this address.

If you have lived at this address for less than 2 years, you will be asked to provide your previous address history (to cover the last two years).

#### Next: About your home

Confirm whether you own or rent the property where you live.

If you do not own or rent your property, for example, if you are living with your parents or family, please select 'Other'; you will then need to explain your circumstances in the free text box.

Select which option applies:

Continue

Save and return later

# Previous address history You must provide any other addresses that you have lived at in the past 2 years Is this a UK address? You will be able to add details of any additional addresses when you continue. Yes No When did you start living at this address? Enter date in the format MM YYYY Month Year Do you still live at this address? Yes No

Next: Previous address history

You will see this section if you've lived at your current address for less than 2 years.

This prompts you to provide your previous address(es). You need to indicate if your previous address in the UK or overseas and then provide more details.

# Where you will stay in the UK

Do you know where you will be staying in the UK?

Yes

Continue



Save and return later

Continue

Save and return later

**Next**: Where you will stay in the UK.

If you know the address where you will be staying in the UK, you must provide it here. If you select 'Yes', you will be asked to provide the postcode of the address and subsequently select the address form the list.

If you do not know your UK address yet, select 'No'.



#### Family and relationships

Your relationship status

You are now asked to confirm your relationship status. Select the correct option and *continue*.

## About your relationship

Have you and your partner been living together as a couple for 2 or more years?

( ) Yes

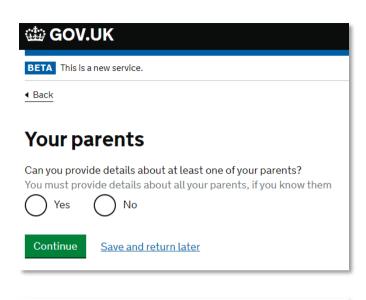


Continue

Save and return later

**Next**: About your relationship

If you are in a relationship, you will be asked to provide more details. If you and your partner are not married or in a civil partnership and have not lived together for 2 or more years, you do not need to provide their details.



#### Next: Your parents

You need to provide details of your parents in this section. If you don't have your parents' details (e.g., because you do not know your parents), please select 'No'.

Please do not do this if you have parents but do not have their details with you at that time, you will need to ask your parents for the details before continuing with the form. If you select 'Yes', you will be prompted to provide their details, including date of birth and nationality.

# Do you have children under 18 who live with you or who you are financially responsible for?

Yes No

Continue

Save and return later

#### Living arrangements

Do you have children under 18 who live with you or who you are financially responsible for?

This is the only question in the 'living arrangements' section.

Please answer accordingly to your circumstances.

# Do you have any family in the UK that you have not already mentioned?

This means your spouse, mother, father or children

Yes No

Continue Save and return later



**Next**: Do you have any family in the UK that you have not already mentioned?

'Family in the UK' section will ask you for details of any immediate family you may have in the UK. If you have any family in the UK and you have not mentioned them in your application yet, you will be prompted to provide their details here.

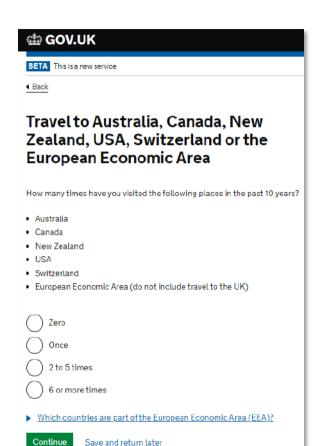
#### Travel history

Your planned travel information

If you are studying a course of 6 months or more; or a presessional course, the earliest your visa will start is 30 days before the course start date on the CAS, or 7 days before your intended date of travel (as per your answer to this question), whichever is later.

If you are applying for a course that is under 6 months (but not a pre-sessional course, and not a continuation of your previous course), your visa should start 7 days before your course start date and should end 7 days after your course end date.

You are strongly advised not to book flights until you have received your visa.



**Next**: Travel to Australia, Canada, New Zealand, USA, Switzerland, or the European Economic Area

You must declare any travel to these countries in the last 10 years.

If you have been to any of these countries, you'll be required to provide more information about the country, purpose of the visit, date, and duration of the travel on the next page. You will need to provide details of your two most recent visits.

If you are a national of these countries, you do not need to declare your visits there as you are living there (unless you are a dual national and it is not your main country of residence).



**Next**: World travel history

In this section, you must provide details of travel to any other countries within the last 10 years (not the countries you already listed in the previous section).

Which country visited – you can only select one country at a time. If you have been to more than one country from this section, you will be able to add it after you have saved the details of the first travel.

You should provide all information as accurately as you can.

◆ Back

# UK travel history

Have you been to the UK in the past 10 years?

O Y∈



Continue

Save and return later

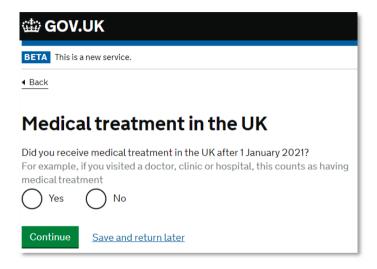
**Next**: UK travel history

You should declare whether you have travelled to the UK within the last 10 years.

If you have been to the UK in the last 10 years, you will need to declare how many times you have been to the UK and provide further details of these visits (up to 3 most recent ones).

If you are not sure how many times you have been to the UK in the last 10 years, please provide an estimate.

The next series of questions will only appear if you confirm you have travelled to the UK in the past 10 years.



**Next**: Medical treatment in the UK

You will see this question if you confirmed you have been to the UK before.

You will be asked whether you have received any medical treatment in the UK. This includes visiting a doctor or a hospital.

If yes, you will be asked whether you paid for the treatment and subsequently, you will need to confirm various details about the visit, such as the name of the clinic/hospital and the month and year when you received the treatment.

If you don't have all the details, try to be as accurate as possible in your estimate.

### National Insurance numbers

Do you have a UK National Insurance number?

Yes No

Continue

Save and return later

**Next**: National Insurance numbers

You will see this question if you confirmed you have been to the UK before.

You will be asked to provide your UK National Insurance number if you have one. You would normally only have one if you worked in the UK in the past.

This is not a policy insurance number, nor your home country insurance number.

# **Driving licence**

Do you have a UK driving licence?

Ye.



Continue

Save and return later

Next: Driving licence

You will see this question if you confirmed you have been to the UK before.

You will be asked to provide details of your UK driving licence if you have one. This refers to a driving licence issued in the UK by Driver and Vehicle Licensing Authority (DVLA), not a driving licence issued by another country.



Next: Public funds

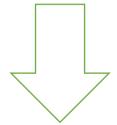
You will see this question if you confirmed you have been to the UK before.

Have you received any public funds (money) in the UK?

This includes benefits for people on low incomes, housing or child benefit. See further information about public funds.

Many UK visas do not permit visa holders to access public funds.

This will be the end of this section.



## 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





Continue

Save and return later

#### Criminality

**Immigration history** 

If you have never experienced any immigration problems, then please select 'No'.

If you have experienced any of these issues in the UK or any other country, please select 'Yes'. You will be required to provide more details on the next screen. This may not affect our visa application for the UK, but it will depend on the issue you faced.

You **must** declare any immigration issues you have had. The Home Office will also conduct their own checks. If you answer 'No' to this question and you have previously been refused a visa or any of the criteria apply to you, this could be viewed as deception. If deception is used, it is likely that your visa application will be refused, and you could be subject to a ban from entering the UK for a period of 10 years.



Save and continue

# Details of an immigration problem Give details of what happened You will be able to add details of any further immigration problems after you click 'Save and continue An application for a visa was refused was refused entry at the border was refused permission to stay or remain was refused asylum was deported was removed was required to leave was excluded or banned from entry Country When did this immigration problem happen? Enter date in the format MM YYYY Give more details of what happened Maximum of 500 characters

Next: Details of an immigration problem

If you answer YES to the above question, you will see this screen.

You must declare if you have had any immigration issues for the UK or any other country in the world.

This may not affect your visa application for the UK, but it will depend on the issue you faced and the reason for it, e.g., if you faced immigration issues due to working illegally, the UKVI may think you will breach your visa conditions again whilst in the UK.

You will be asked to provide additional information. Please give as much detail as possible.

Once you have given details of the immigration problem you experienced, you will be asked whether you have had any other immigration problems.

If you have experienced more than one issue, select 'Yes' and complete the information again.

Please ensure that you complete this section accurately. Failure to declare immigration issues can impact on your visa application, particularly if you fail to declare a previous visa refusal. Failure to declare a refusal may lead to a ban on immigration applications to the UK.

#### 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

O Yes

0

) No

Continu

Save and return later

#### Convictions and other penalties

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

- · criminal convictions
- · driving offences
- · outstanding criminal proceedings
- · cautions or fixed penalty notices
- · court judgements
- · civil penalties for breaking UK immigration law

( ) Ye

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.

Continue

Save and return later

Next: Breach of UK immigration law

Confirm whether you have ever breached any of the laws listed. If you answer 'Yes', you will be asked to include details of the breach on the next screen.

Failure to answer this question correctly could lead to a visa refusal and a ban from entering the UK.

**Next**: Convictions and other penalties

Answer the questions truthfully, including information for ANY country (not just those from within the UK).

You must declare if any of these apply to you and whether they are spent or unspent.

If you need to declare a conviction or are awaiting trial, please contact us for advice.

Selecting an option from the list directs you to another page or free text box where you can add further details.

On the pages following this, you will be asked whether you have ever been involved in the following:

- War Crimes
- Involved with Terrorist activities or organisations
- Held terrorist views
- Extremist Organisation
- Expressed Extremist views

You should read all the guidance on each screen and must click in the box to confirm that you have read this.

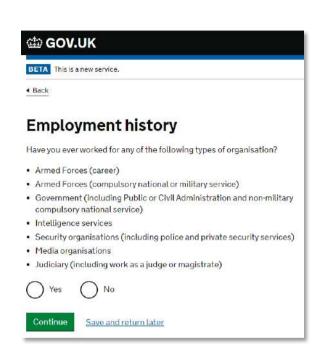
Person of good character
Have you, as a part of your employment or otherwise, undertaken paid or unpaid activity on behalf of a non-UK government which you know to be dangerous to the interests or national security of the UK or its allies?  Yes  No
Have you ever engaged in any other activities which 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
Continue Save and return later

**Next**: Person of good character

You will need to declare that you are a person of good character or include any information regarding your character which you wish to make the UKVI aware of.

Please read the questions carefully.

If you answer 'Yes' to any of these questions, you will be required to provide additional information.



**Next**: Employment history

If you have ever worked in the industries listed (including as an intern), you'll need to select the relevant option.

If you select 'yes', you will be prompted to provide further information about that work.

We recommend that you provide brief details of the job title, scope of work and dates that you worked in that organisation, if this applies to you.

#### Spoken language preference

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

English

Other

Continue

Save and return later

**Next**: Spoken language preference

We advise that you choose English as your spoken language preference.

You may be invited to have a credibility interview. The interview will be used to assess your English language ability as well as your credibility as a student



#### Study details (CAS, Sponsor licence, course details)

Your Confirmation of Acceptance for Studies

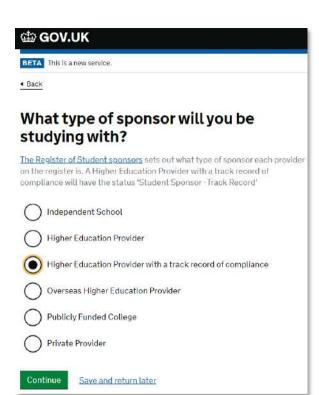
#### Your visa application will be refused if you do not have a CAS.

If you are applying for a Student visa, you must have a valid CAS number. Do not use an old CAS.

Answer 'Yes' (because you must have a current and valid CAS to make a valid application for a Student visa) and then enter your CAS number accurately (copy-paste from your CAS letter).

You must check your CAS very carefully and ensure there are no errors or emissions. If you notice that there is an error on your CAS, contact the Visa Compliance team.





Next: What type of sponsor will you be studying with?

In this section, your "Sponsor" is the University of Westminster.

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

# Study as a doctor or dentist Are you going to be a postgraduate medical doctor or dentist on a recognised Foundation Programme? A recognised Foundation Programme is one which is sponsored by Health Education England Yes No Continue Save and return later

**Next:** Study as a doctor or dentist

Confirm that you **are not** going to be a postgraduate medical doctor or dentist on a recognised foundation programme.

#### **UCAS** details

Did you apply for your course through UCAS?

Yes

No

What is UCAS?

Continue

Save and return later

Next: UCAS details

If you are studying an undergraduate (Bachelors) degree, you will have applied through UCAS, so you'll need to select 'Yes' and then provide your UCAS identification number.

If you are a postgraduate student or if you are studying another programme (e.g., if you are doing General Course or are at Westminster on exchange), select 'No' as you did not apply through UCAS.

#### 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?

KQG71BMB4

Postcode

W1B 2HW

Select an address

UNIVERSITY OF WESTMINSTER, 

Enter address manually

Continue

Save and return later

**Next**: Sponsor licence number and address

The information needed for this section is in your CAS email.

The address contact details, and sponsor licence number are the same for all students.

Insert the sponsor licence number and the postcode and click 'Find address'. Select University of Westminster and *continue*.

Next: Primary site of study

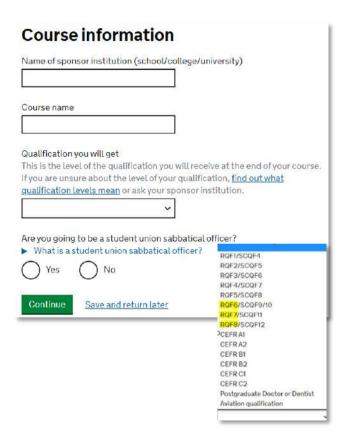
This is the address where your course is held. This could be at the Marylebone, Cavendish, Harrow, or Regent Street address.

If you are studying at Regent Street, select 'Yes' as your primary site of study will be the same as stated earlier.

If you are studying at one of the other sites, select 'No' and insert the address as stated on your CAS.

It is listed on your CAS as the "Main Place of Study".

# Primary site of study Is this the site where the majority of your study will take place? Yes No Continue Save and return later



#### **Next**: Course information

You should complete this section using your CAS and copy the information exactly as it appears on your CAS.

Name of sponsor institution: University of Westminster.

Course name: Copy this exactly as it appears on your CAS, for example, Business Management (Accounting) BA Honours.

Qualification you will get: This question is asking you about the level of your course. Check the course level on your CAS. It's called the "academic level" referred to as RQF followed by a number.

Please note that the online form lists the academic level as RQF/SCQF. It is the RQF number that is important. For example, for an Undergraduate course it is RQF 6, and for a Master's degree course – RQF 7.

Are you going to be a student union sabbatical officer? Answer 'No' and select Save and Continue. If you are applying to be a sabbatical officer, please contact Student Advice for more information.

#### **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

Continue

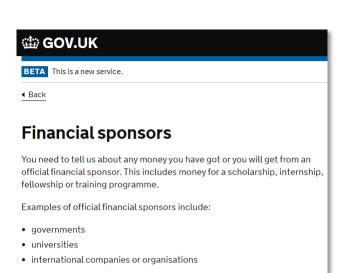
Save and return later

Next: course dates.

**Course Start date:** Copy this information from your CAS. **Course end date:** Copy this information from your CAS.

If you are applying to continue studying on a course which you started before (e.g., you are returning after an interruption of studies, or you are returning to retake modules with attendance) then please put the start date of your course **not** as the original date when your course started but the date when your course is resuming, as confirmed on your CAS (CAS start date).





**Next**: Financial sponsors

Official Financial Sponsors are defined as:

- the UK Government
- your home government
- the British Council
- any international company
- a University
- an independent school
- international organisation

Your parents, family members, family businesses and friends are not official financial sponsors, nor are US Federal loans.

Will you get money from an official financial sponsor for your course?

O Ye

Continue

N

Continue

Save and return later

Save and return later

**Next**: Will you get money from an official financial sponsor for your course?

If you have a scholarship from an organisation that meets the description above, select YES for this question.

If you are not receiving financial aid from any of the above, the answer should be NO.

More details on Official financial sponsorship

# 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. Save and return later How much has been paid? £ How can you prove this amount has been paid?

My sponsor has confirmed this information on my CAS

Receipts

Next: Course fees

What are your course fees for your first year?

Enter the amount stated on your CAS.

Have you or your parent(s) or legal guardian(s) already paid any of your course fees?

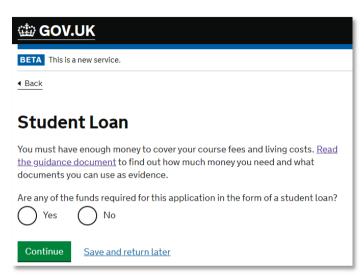
If you have made any payment to the University for your fees (this includes the payment of the deposit, if applicable), you should answer 'Yes' to this question. See if you are required to pay the CAS deposit.

Your CAS should show the same amount as you enter on the application form. You should ensure that all the tuition fees you have paid are shown on your CAS. However, pre-sessional students with a CAS for the pre-sessional course only will not have the deposit payment listed on their first CAS.

#### 'How can you prove this amount has been paid?'

You should select that 'My sponsor has confirmed this information on my CAS'. We do not advise that you present receipts as evidence of your payments.

If the CAS details are not correct, e.g., you have paid more, contact the Visa Compliance team to get your CAS amended BEFORE you continue further with your visa application.



Next: Student Loan

If you answer 'Yes' to this question, you will be asked 'Have you already received your student loan?'

You can only rely on a loan letter if your loan is from:

- Your national government
- Your state/ regional government
- A government sponsored student loan company
- · Part of an academic or educational loan scheme

Your loan must be available to you before you travel to the UK or paid directly to the University before you travel to the UK, with any living cost portion of the loan being made available to you by the time you arrive in the UK.

If your loan is provided by your national government, the loan must be available before you start your course.

**Next**: Scholarships

Confirm whether you are a recipient of a Marshall, Chevening or Commonwealth scholarship.

Only students with these types of scholarships should answer 'yes' to this question.

### Scholarships

Do you hold a Marshall, Chevening, or commonwealth scholarship?

Yes No

Continue

Save and return later

# 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

Yes No

Continue Save and return later

#### 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



#### English language ability

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

This series of questions will ask about your English language assessment. The University has to confirm your English language ability on your CAS.

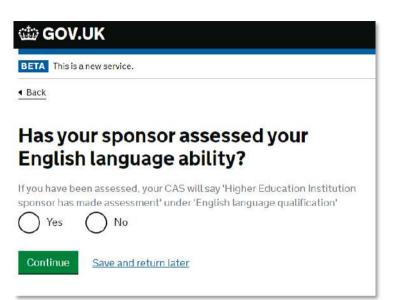
If you have a medical condition which prevents you from taking the English language test and you have an official letter from a doctor confirming that and the University is aware of the condition, select 'yes'. Otherwise, select 'no'.

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

If you have previously been granted a Tier 4 or Student visa and have proven your ability to meet the language requirement at the correct level, choose 'yes'.

Please check your CAS to see how your English language ability was assessed.

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



**Next**: Has your sponsor assessed your English language ability?

If you answered 'no' to the previous question, you will be asked whether your CAS indicates that your English Language ability was assessed by your institution.

#### Check your CAS.

If you are applying for a visa to study at degree level or above, the answer should be 'Yes' – please check your CAS to make sure it confirms this.

If you are applying for a Student visa for a Presessional English Language course and have had to take a UKVI SELT, you will need to declare this.

If you answer 'no' to the above question, you will be asked a series of other questions to determine how your English language was assessed. Check your CAS for English language information and answer the questions in line with your circumstances. If asked whether the University of Westminster has a track record of compliance, the answer is 'yes'.

#### Account security questions

**Next**: Talking to us about your application

You will now need to choose and answer a few account security questions.

Provide answers you will remember – you may be asked these questions if you need to contact the UK Visas and Immigration to speak about your application.

#### Second set of questions Talking to us about your application Give an answer to one of the questions in this set. Answer one question from each set of questions. If you need to talk to us What is the name of the city or town you were born in? about your application, we may ask you to answer these questions. This is to What was the street name of the first house or flat you lived in? make sure we are talking to you. When you were young, what did you want to be when you grew up? Make sure that you make a note of your answers or give answers you will remember. If you contact us and cannot tell us the answers you have given. What is the name of your partner? we may not be able to discuss your application with you. What was the name of your first pet? First set of questions Third set of questions Give an answer to one of the questions in this set. Give an answer to one of the questions in this set. What is the name of the first school you went to? What is your favourite film? What is your partner's mother's name? In what city or town did your wedding take place? Which city or town was your father born in? What is the first job you ever had? What make was your first car? What is the last name of your favourite teacher from when you were What is your eldest sibling's middle name? at school? In what city or town did your mother and father meet? Save and return later

#### **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
- 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

#### **Next**: Conditions

This page informs you that there will be certain conditions linked to your visa if your application is successful. To read more about Student visa conditions, please see <a href="UKCISA"><u>UKCISA</u></a> <a href="website"><u>website</u></a>.

It also warns you what could happen if you stayed in the UK without permission (without visa).

Read this information carefully. You will need to confirm you understand and accept the conditions.

#### **Next steps**

You have four further steps to complete:

#### Declaration

You will be asked to declare that all the information you have provided in your application is true.

After you have completed your declaration, you will not be able to change the answers or information you've provided.

#### Payment of the Immigration Health Surcharge

You will be directed to pay this if it applies to you.

#### Payment of the visa fee

When you pay your visa fee (or we confirm that you do not need to pay a fee) your application will be submitted.

#### Evidence upload

After you have gone through the payment section and submitted your application, we will tell you if you need to upload any evidence to support your application. We will also tell you how much time you have to upload your evidence.

Continue

Save and return later

#### **Next**: Next steps

You have now reached the end of this section. You will need to read and accept the declaration which will appear on the next page and then proceed to visa payments. You will not be able to change any answers once you complete the declaration, so please ensure all your answers are correct before proceeding.

DO NOT SUBMIT AND PAY FOR YOUR APPLICATION UNTIL YOU HAVE PREPARED YOUR SUPPORTING DOCUMENTS. YOU MUST PROVE THAT YOU MEET THE RULES ON THE DAY YOU APPLY FOR YOUR VISA (THE DATE YOU SUBMIT AND PAY FOR YOUR APPLICATION).

#### Pay and submit application

You have now completed the main body of the application and will need to pay the Immigration Health Surcharge and then the visa application fee. Both payments are mandatory for most students. Failing to make the payment when required may result in your application being invalid.

#### **Immigration Health Surcharge**

You will first pay the Immigration Health Surcharge (IHS). It is currently £776 per year of the visa and £388 for any additional period that is 6 months or less. If you are studying a 3-year undergraduate course, you will pay £2716. You will pay £1164 for a 1-year postgraduate course. You should receive a receipt by email once you have made this payment.

You should only be asked to pay the IHS fee if your visa covers more than 6 months.

You will not have to pay the IHS fee if you are a pre-sessional student applying for a visa to attend your pre-sessional course only, or an exchange student coming for one semester, because your visa for this course will last less than 6 months. We advise that pre-sessional students and one-semester exchange students purchase private health insurance to cover the time they spend in the UK. This is because they are not entitled to free UK National Health Service treatment.

The amount of IHS payable is calculated on the length of your visa, including any time granted before the start of your course and after the course end date. Check how much you'll need to pay.

#### Visa application fee

You will then pay the visa application fee. This is £524 for the standard processing service. You should keep copies of receipts for both payments.

The standard service usually takes 3 weeks, although it can occasionally take longer.

If you are making your visa application in advance, this should be fine. If you are worried that you might miss the latest date to enrol onto your course, you could choose one of the other priority services.

Your application is considered as submitted once you have paid the visa application fee.

#### Evidence Upload

Consider whether you need to upload any supporting documents with your application. These will differ depending on your personal circumstances. There will be a document checklist on your visa application form.

If you have any issues uploading your evidence, please consult the guide published by UK Visas and Immigration.

In order to proceed with your application, you must select 'confirm and upload' – either to upload your evidence or confirm you do not have anything to upload. You should receive an email confirming the upload of the documents.

It is only after this step that your visa application will be put in a queue for processing.

#### Visa Centre Appointment

If you were unable to use the ID Check app to confirm your identity, or if for another reason you are required to attend a Visa Centre appointment, you will need to book a biometrics appointment in the last step of the visa application process. Please follow the instructions on your online application carefully.

#### After your Visa Application is submitted

Your visa application will be sent for consideration once you 'confirm and upload' your documents. In case you are required to attend a Visa Centre appointment, your application will only be considered after the appointment.

#### Waiting for the visa decision

Standard visa processing time for overseas applications is 3 weeks. Whilst your application is pending, you may be contacted to provide additional information: please make sure to check your email regularly (including spam) as there will be a deadline on providing additional evidence if requested.

Some students may be invited to attend a credibility interview. For more information, see: Credibility interviews.

#### Receiving your visa

You will receive your visa decision by email. Please make sure to read this email carefully and save it for future reference. The email will outline the conditions of your visa: what you can and cannot do in the UK. It will also show the start and end date of your visa.

Your visa will be issued in an electronic format (e-visa) and you should be able to view it using the <u>Government</u> <u>website</u>. You will not receive a physical visa document, such as a plastic card or a passport sticker.

However, if you had to attend a biometrics appointment as a part of your visa application process (instead of using an ID Check app on your phone), you may first receive an Entry Clearance visa (a visa sticker) in your passport. This visa will normally be valid for a period of 90 days, and you must enter the UK within that window. In such a case, you will typically need to activate your e-visa as well; see <a href="our website">our website</a> for more information.

#### The length of your visa

The length of your visa is determined by the length of your course. Your Student visa should be granted until the end of your course as stated on your CAS plus some additional time at the end:

- A course of 12 months or longer, + 4 additional months
- A course of between 6 months and 12 months, + 2 additional months\*

- A course of less than 6 months, + 7 additional days\*
- If your course is a pre sessional course, + 1 additional month

Please check that your visa was granted for the correct length. If you spot any errors, you can report them on the Government website.

Please see links below to further useful information.

Conditions of your visa | Arriving in the UK

#### Travelling to the UK

It is very important that you travel to the UK only after your visa is granted and becomes valid. The earliest you should enter the UK is on the start date of your Student visa. If you enter the UK before that date, you will be in the UK as a visitor and your Student visa will not be activated. If you are in the UK before your visa becomes valid, you will need to leave and re-enter the UK once your visa is valid in order to activate it.

You will not be able to enrol on your course if you are in the UK with a valid visa but entered before the visa became valid. Please make sure to keep evidence of your flight details as evidence of the date you entered the UK.

#### Further advice

Contact Student Advice if you have questions about your visa application or the documents you need.

<sup>\*</sup> If you are a continuing student and received a new CAS for a visa extension (for example, due to module retakes), your new visa should be granted based on the original length of your course, not the remaining period for which you are returning to your studies (e.g. if your original visa was granted with 4 months at the end, your extension – however short – should also be granted with 4 additional months after CAS end date).