



# Applying for a Student Visa

a guide for students applying from outside the UK

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# About this guide

**This guide is for students starting a new course at Cranfield University and who are applying for their Student visa from outside the UK.**

The information given is not exhaustive and should be used alongside the [Student visa Guidance](#) and immigration rules - look out for the references highlighted throughout this guide as illustrated below.



## Related Home Office guidance

See Pages 9-113 of the Home Office [Student visa Guidance](#) (version 12/2020)

Each student's requirements will vary so it is important that you understand what is and is not required from you at each stage. To help, a flowchart and document checklist have been included within this guide.

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# Overview of Student visa process

## Offer received

You have applied to Cranfield University and receive an unconditional offer

## Apply for ATAS

([Academic Technology Approval Scheme](#)) if your offer letter states this is required

## Upload all documents required by Cranfield University to obtain a CAS (if applicable)

- You will need to complete the 'CAS request task' – look out for an email asking you to do this
- Once completed you will be issued a CAS via email

## Take a [Tuberculosis test](#) if applicable

You'll need to have a tuberculosis (TB) test if you're coming to the UK for more than 6 months and are resident in any of the [listed countries](#).

## Check you meet all of the [Student visa requirements](#)

You will not be able to apply for your visa until six months at the earliest before your course start date

## Check you have all of the supporting documents for your visa application

- Use the checklist on the next page for help
- The University's [Student Immigration team](#) can be contacted for any guidance you may need or to check up to date documents

## Apply for your visa

- This can be done [online](#) or via paper if your country does not support online applications
  - Paper applicants should print out and complete [VAF2](#)
- You will need to pay for your application fee and [Immigration Health Surcharge](#).

## Book an appointment at your nearest Visa Application Centre

- Attend your appointment and provide your biometrics
- You may be required to attend a Credibility Interview if requested

## Visa decision made

- Your documents will be posted back to you (if applicable)
- Please check all details on your visa are correct, including the length of leave granted

## Travel to the UK on or after the 'valid from' date on your visa

- Collect your biometric residence permit (BRP) from your chosen Post Office within 10 days of arriving in the UK or on a date provided by the UK Visas and Immigration (UKVI)

## Arrival at Cranfield University

- During registration you will need to present your passport and visa to the University
- If your visa states you need to register with the Police, you can do this when the Police visit the University

# Checklist – documents needed for your Student visa application

This checklist is not intended to be used on its own – please refer to the detailed guidance in this document and the Home Office Student visa Policy Guidance to make sure that all your documents meet the requirements of the Home Office.

Document	Guidance notes	✓
Completed visa application form	In some countries you can only apply online. Please check the Home Office <a href="#">supported countries page</a> to see if you should make an online application. If you make an online application you must also print it off and submit it with your supporting documents. If your country does not support online applications you must complete and submit form <a href="#">VAF2</a> .	
Current valid passport		
Previous passports	These are required to show your previous travel history.	
Evidence of your permission to be in the country where you are applying, if you are not a national of that country	This must show your current immigration status. It could be a residence permit, 'green card' or valid visa.	
Two passport size photos	Please see the Home Office <a href="#">photographic requirements</a> .	
Documents and evidence used to obtain your CAS	You will need to include the evidence that the university has included on your CAS. You can see this information on your CAS document. If not, you must get this information directly from the University before you apply.	
Confirmation of Acceptance for Studies (CAS) number	You will need to write the CAS number on your application form.	
Entry qualifications	You will need to include evidence to support the information included within your CAS and this will be highlighted on your CAS document.	
English language test certificate	If you are required to complete a Secure English Language Test (SELT), you must submit official score report with your application.	
Academic Technology Approval Scheme (ATAS) certificate	If you are not sure whether you have to submit an ATAS certificate, please confirm with the University. These take approximately 20-30 working days to be issued.	
Financial documents	You must show that you hold and will continue to hold the required maintenance funds to support yourself and pay for your course. You must show your course fees for the first year of your course (or for the entire course, if it lasts less than a year). Some nationalities qualify for differential arrangements with the Home Office, meaning in some cases you will not need to provide financial evidence when you submit your visa application. However, you must still have the required funds in place with the correct financial evidence prior to your visa application. The Home Office can still request to see your documents at any point during the visa application process. You can find out if you qualify for differential arrangements in Appendix Student ST22. <b>Appendix Student ST22</b>  When we assign your CAS, the University can include details of money you have already paid. If any money you have already paid is not indicated on your CAS, you must include evidence of payment in your application.	

Document	Guidance notes	✓
<b>Evidence of an official financial sponsor or government sponsor</b>	<p>If Cranfield University will be your Official Financial Sponsor, the details will be included on your CAS letter.</p> <p>If you have a different Official Financial Sponsor, you must provide a letter of confirmation on headed paper..</p> <p><b>The evidence should meet the criteria in the Evidence of money list - <a href="#">see page 27</a></b></p>	
<b>No objection letter from your official (government) financial sponsor</b>	<p>If you are currently financially sponsored by a government or an international scholarship agency or your financial sponsorship ended within 12 months of your application being made, you will need your sponsor's permission to stay in or re-enter the UK. You must provide the UKVI with your financial sponsor's unconditional consent in writing. This must confirm that your sponsor has no objection to you continuing your studies in the UK. If your financial sponsor does not give consent, the UKVI will refuse your visa application.</p>	
<b>Living costs</b>	<p>You must provide evidence of your ability to meet living costs as follows:</p> <p>£1,023 per month up to nine months if your course of study is more than nine months.  £680 per month per dependent for up to nine months if your course of study is more than nine months.</p> <p>If you have paid fees to Cranfield University for your University accommodation, up to £1,334 of this can be used towards your living costs for visa application purposes. If you plan to use your accommodation fees towards your living costs the amount must be mentioned on your CAS letter.</p> <p><b>The evidence should meet the criteria in the Evidence of money list <a href="#">see page 27</a></b></p>	
<b>Translations</b>	<p>Where documents have been translated, the translation must contain confirmation of the following from the translator:</p> <ul style="list-style-type: none"> <li>• that it is an accurate translation of the original document</li> <li>• the date of the translation</li> <li>• the translator's full name, signature and contact details.</li> </ul>	
<b>Tuberculosis screening</b>	<p>You will need to present a valid medical certificate if you are applying for a visa from a country listed on the Home Office <a href="#">TB tests</a> list. This must be issued by a UKVI approved medical practitioner, confirming that you have undergone screening for active pulmonary tuberculosis and that this tuberculosis is not present.</p>	



# Top ten tips

## 1 Do not leave it too late

You cannot apply for your visa more than six months before your course start date. However you should not leave it too late to apply as you could risk missing your course start date.

## 2 If you are an EU/EEA/Swiss citizen

EU/EEA/Swiss citizens do not need to get immigration permission to study in the UK if you arrive in the UK by 11pm on 31st December 2020. If you are arriving in the UK after 11pm 31st December 2020, you will have to apply for Student visa if your course is full-time and more than 6 months.

## 3 Apply for your visa in your home country

It is important to apply for your visa where you hold normal residence. Therefore if you wish to travel before you get your visa you will need to return home to make your application. You should apply online for your visa. If you live in North Korea, you cannot apply online, instead there is a paper application available.

## 4 Only apply for your visa if you have your CAS, the required supporting documents and funding

You are required to show your tuition fees plus nine months maintenance (£1,023 per month, total £ 9,207). You will need your CAS which will be issued by Cranfield University. If you do not hold enough funds or are missing your CAS letter or ATAS certificate (if required), it is likely your visa will be refused. This would mean losing the application fee and having a refusal on your record. You could also miss the start date of your course due to the delays in re-applying for another Student visa. If you are unsure, please contact the Student Immigration team before you apply.

## 5 Do not use the same CAS twice

Once you have made your visa application, the CAS number has been used. If your visa is refused and you need to make a new application, you must get a new CAS. If this happens, please contact the Student Immigration team immediately for advice.

## 6 Include correct documentation with your visa application

It is very important that you only submit correct documents, including your passport and any translations, with your visa application. If you do not, your visa could be delayed or even refused. Please ensure you take your original documents or printed copies of these with you when you attend your visa appointment.

## 7 Print copies of every document that you submit with your application

You should keep copies of all your documents. The copies should also be carried with to your visa appointment and when you enter the UK. This is useful in case any documents are lost or you have any problems with your application.

## 8 If your visa is refused, contact Cranfield University immediately

The University's Student Immigration team can advise you on where you may have gone wrong and help correct the outcome if a mistake was made by the UKVI. Make sure you include the refusal notice in an email to the team –

E: [studentimmigration@cranfield.ac.uk](mailto:studentimmigration@cranfield.ac.uk)

## 9 Do not make any travel arrangements before you get your visa

You should not plan to enter the UK before the 'valid from' date on your visa. If your visa application is delayed for any reason, you could risk losing your travel expenses and having to re-book if you make arrangements prior to receiving your passport and temporary visa.

## 10 Think carefully before travelling via the Republic of Ireland

If you do, your passport may not be stamped and your permission to study in the UK may not appear valid. If you do wish to transit through the Republic of Ireland you should contact your airline to ensure UK immigration control will be present. If you arrive and your passport is not stamped, you should contact the Student Immigration team immediately.

# Applying for a Student visa - criteria

## Students who have previously studied in the UK

This section is only relevant to students who have applied for a Tier 4 (General) or Student visa.

If your Student visa is not for Cranfield University and you have insufficient time for an application to be processed overseas before the start of your programme, the Home Office has confirmed that you may be able to re-enter the UK showing your old valid visa and your CAS from Cranfield University. We advise you to carry a print out of your CAS document to show when you enter the UK. Check with the University's Student Immigration team before you make any travel arrangements.

When you return to the UK, you will have to apply for a new visa to study at Cranfield University before you will be able to register at Cranfield University and begin your programme. There is no guarantee that you will be granted your student visa and the decision will be based on your application.

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**Start early as there are many documents to prepare and your funds need to be in place for 28 consecutive days before you apply.**

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# Confirmation of Acceptance for Studies (CAS)

## What is a CAS?

CAS stands for Confirmation of Acceptance for Studies. You can start preparing your Student visa application but you cannot apply until you have received a CAS from Cranfield University. The CAS number is generated when Cranfield University provides the Home Office with information about you and your programme of study.

A CAS is only valid for six months, and it can only be used once. The CAS links you to Cranfield University and means you can only use it to study at Cranfield University. If you apply for a Student visa using a CAS from another university in your application, you will not be able to use it to study on a programme at Cranfield University.

## When do I get my CAS?

If you are joining Cranfield University you will receive your CAS from the Admissions team once they have reviewed the documents you have sent. The University will only issue a CAS if:

- you will be studying on a full-time programme
- you have provided official proof of your English language scores (if required)
- your offer is unconditional and you have accepted your offer online via the [EVE portal](#) for Cranfield campus

**You can only apply for a visa within six months of your course start date.**

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**Refer to the Help Documents on page 23 of this guide for an example of the CAS document**

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# Immigration Health Surcharge (IHS)

The IHS was introduced on 6 April 2015 and paying it means you will be entitled to use the NHS (National Health Service) in the UK. Payment is included as part of the online visa application form. In addition to emergency health care, you will not be charged for hospital treatment or further medical treatment. Please note that you will still need to pay for certain types of services (e.g. prescriptions, dental treatments and eye tests.)

The sum is an annual amount and you will be charged the full amount when you apply for your visa. It is not an optional charge and failure to pay or pay the correct amount can lead to your visa being rejected or refused.

If you will receive a UK Government scholarship, eg. Chevening, Commonwealth, etc., please contact the [Student Immigration team](#) for information about IHS.

If you believe that you have been charged incorrectly, you should contact the [Student Immigration team](#) for advice.

If your visa is refused, you will receive a refund for your IHS payment. You will not receive a refund if you enter the UK and then decide to leave earlier than expected.

## Related Home Office guidance

Details on the immigration health surcharge and how to calculate it can be found on the [Home Office website](#).



# Financial requirements

You can only apply for a visa within six months of the start date of your course.

Meeting the financial requirements for the Student visa is an area where most students make mistakes, so please read this section carefully.

## What do I need to do?

- Read the relevant Student visa Policy Guidance
- Calculate how much money you need: use the Money Flowchart and Evidence of money list on page 25 and 27
- Decide which documents you are going to use, and find out how long it will take to get them
- Plan to get the documents dated near to the time you will apply.

### Related Home Office guidance

See Pages 39-50 of the Home Office [Student visa Guidance](#) (version 10/2020)

## How much money do I need to show the UKVI?

### Tuition fees

When applying for your visa, you only need to show funds for the **first year** of your course. If you have not paid any of your tuition fees, you will need to show that you have held the full amount in your bank account for 28 consecutive days from the closing balance date of your bank statement. If you have paid some of your tuition fees this will show in your CAS statement and you will only need to show the remaining amount of fees that you have to pay.

If you have paid some of your fees and this is not shown on your CAS, please contact the Admissions and Student Immigration teams at Cranfield University **before** applying for your visa. Please note: it can take several days or weeks for payments to show in the Cranfield University account depending on how you pay. If you include details of tuition fees you have paid in your application form and your CAS has not been updated, your application could be refused.

Check the [fees and funding section](#) on the University website for details on how to pay.

### Living costs

Cranfield University is classed as outer London so the maintenance level is set at £1,023 per month.

If you are applying to come to the UK to study for the first time or extending your Student visa (excluding Doctorate Extension Scheme), you will need to show:

£1,023 living costs for each month up to a maximum of nine months (£9,207). It does not matter if your course is longer than nine months, this is all the Home Office requires you to show. You must have held these funds for 28 consecutive days from the closing balance date of your bank statement.



## Providing evidence of funds – what documents does the UKVI accept?

Most refusals of a Student visa application, made by new Cranfield University students, are because they have not shown sufficient funds for the required period of time or they have submitted unsatisfactory financial documents. You must ensure that your bank statements meet the following requirements:

- The closing balance must be no more than 31 days prior to the date of your Student visa application (the day you pay for your online application)
- Your bank statements must show that the entire amount has been in your account for 28 consecutive days before the closing balance of your statement (and has not fallen below the required amount at any point in the 28 days). Use <http://www.timeanddate.com/> to calculate if you have held your required funds for 28 days
- The bank account should be a personal or savings account (including current, deposit, savings, pension from which the funds can be withdrawn or investment account) provided the account allows the funds to be accessed immediately (not a business account, stocks, shares, pensions, investments, credit cards or overdrafts from which the funds cannot be withdrawn immediately).
- The documents must be issued by a bank/financial institution that the UKVI accepts.

The bank statement must show the following:

- your name or your parent's/legal guardian's name
- the account number
- the financial institution's name and logo
- the amount of money available.

Check the example bank statement and evidence of money list on page 24 and 27 to see what information should be on the statement.

When you submit an application for a Student visa, you are declaring that the money you are showing is genuinely available to you and will remain available to you unless used to pay fees and living costs.

The UKVI will not accept documents from banks/financial institutions that have not provided satisfactory information during verification checks. If you submit documents from a banks/financial institutions the funds will not be considered by UKVI if any of the following apply:

1. the decision maker is unable to make satisfactory verification checks; or
2. the financial institution is not regulated by the appropriate regulatory body for the country in which that institution is operating; or
3. the financial institution does not use electronic record keeping. your application will be refused.

If you are unsure whether your documents meet the requirements for your visa application please contact the Student Immigration and Funding team.

### Points to be aware of

**Overseas currency:** Be aware of currency fluctuations and ensure that your bank account holds the required amount throughout the required period of time. The Home Office use <https://www.oanda.com/> to calculate exchange rates. If the money falls below the required amount for just one day, your application will be refused.

**Make your documents easy to understand:** You may submit an explanatory note about your bank statements if you think that anything is unclear. If your documents could be misread, we advise you include a letter from the bank confirming that the account is a cash account and accessible to you.

**Documents not in English:** If your bank statements are not in English, you must provide an official translation that can be verified by the Home Office. If you are using an overseas account, include a conversion of the amounts on your statements using <https://www.oanda.com/> It is possible to use overseas accounts when applying inside and outside the UK.

**Multiple accounts:** If you are using multiple accounts, the Home Office will look at the combined total of all your accounts during the 28 days before your closing balance. We advise you include a brief summary of the accounts to make them as easy as possible to read.

## Using your parents'/legal guardians' funds or a joint account

You can choose to submit your parents' financial documents as proof that you meet the financial requirements. In addition to submitting your parents' bank documents (which must meet all of the requirements as listed on page 12), you must also submit original legal documentation to confirm your relationship.

You must provide one of the following:

- your birth certificate showing your name and the name of your parents
- certificate of adoption showing your name and the name of your parent(s)
- court document stating the name of your legal guardian(s) and your name.

You must also provide a letter from your parent(s) or legal guardian(s) confirming their relationship with you and that they consent to you using their funds to pay for your tuition fees and living costs in the UK (see Evidence of money list on page 27 for more information).

It is possible to use a joint account as evidence providing that you are named on the account. You do not need to submit the additional legal documents proving the relationship.



### Related Home Office guidance

See Page 50 of the Home Office [Student visa Guidance](#) (version 10/2020)



## Scholarships

The Home Office Student visa Policy Guidance states that an official financial sponsor is 'Her Majesty's Government, the student's home government, the British Council or any international organisation, international company, university or UK independent school'. If you are receiving financial support from another type of body or organisation, or from your relatives, this does not count as official financial sponsorship. Please note the following:

- **US Federal Loans:** they are not classified as scholarships because they are an educational loan scheme.
- **Current sponsorship/scholarships:** If you are receiving financial sponsorship or a scholarship to study on your current course, you will need to show evidence of this.
- **Past sponsorship/scholarships:** If you have received a scholarship from a government or an international scholarship agency within the last 12 months which covered all of your tuition fees and living costs, you will need to show evidence that they consent to you continuing to study in the UK and permit you to extend your visa.
- **If you have a Cranfield University scholarship:** your scholarship will be shown on your Cranfield University CAS. Check your CAS document to make sure the details are correct.
- **If you are receiving an external scholarship:** You will need a letter from your official financial sponsor. Check the Student visa Policy Guidance for exact details of what the letter needs to show. Also see the [Evidence of money](#) list on page 27.

## Loans

If you want to use a loan letter as evidence of your funds the Home Office guidance states that this letter must confirm that: "the loan is provided by a government, a government sponsored student loan company or is part of an academic or educational loans scheme". The financial institution must be regulated by either the Financial Conduct Authority, the Prudential Regulatory Authority or, in the case of overseas accounts, by the home regulator (the official regulatory body for the country the financial institution is in and where the money is held) for the purpose of student loans.

The Home Office has not defined academic or educational loan schemes. However, it must be a recognised scheme and your bank should not confirm that a personal loan is part of an educational loan scheme if this is not the case.

If the Home Office is unable to verify a scheme, you risk your visa being refused and receiving a ban from immigration applications to the UK for deception. Please see the information on all other loans at the end of this section.

You cannot use loans held in the name of your parent(s) or legal guardian(s) as evidence of money held by you.

There must be no conditions placed on the release of the loan funds to you, other than your Student visa application being successful.

**All other loans:** If you are using a loan from any other source (a bank, a personal sponsor a relative etc.) you cannot submit a loan letter as evidence. You must receive the funds and transfer them into your own bank account (or that of your parents or legal guardian) and wait 28 days before you can apply for your Student visa.



### Related Home Office guidance

See Pages 47-48 of the Home Office [Student visa Guidance](#) (version 10/2020) and FIN 9.1 of the Home Office [Appendix Finance Guidance](#).



### Related Home Office guidance

See FIN 9.2 of the Home Office [Appendix Finance Guidance](#).



## Supporting documents

Some nationalities do not have to submit documentary requirements under the Student route of the points-based system as the Home Office has allowed for differential arrangements.

However, you may be asked for these documents at any point in the application process so we do advise that you are aware of the requirements regarding financial and educational documents.

You will qualify for the differentiation arrangement if:

- you are sponsored by a licensed Student sponsor
- you are applying for entry clearance in the country or territory where they are living or applying for further permission within the UK
- you are a national (or citizen) of one of the countries listed in [Appendix Student](#) ST22 of the Immigration Rules.

## Qualifications

Cranfield University will list on your CAS any qualifications that were used to assess you for the course. See the section 'Evidence we have used to assess your application to Cranfield University' to check which qualifications were used.

You must submit the documents listed on your CAS letter (plus any official translations if applicable) when you apply for your visa or your application may be refused.

## English language requirements

To study at Cranfield University your English language must be at the required level of your course.

You can meet this required level in a number of ways:

1. If you are a national of a country listed on the Home Office's differential arrangements in the immigration rules, you will not have to show English language documents. Your CAS will inform you if you need to provide an English language test certificate.
2. You were assessed based on previous study in English and Cranfield University will state that we have made our own assessment based on the University's criteria and you won't have to submit further documents.
3. If you are attending a pre-session programme, you may be required to provide evidence of your English language ability in your applications. The University's Admissions team will confirm if this is required.
4. If you have previously completed an academic qualification equivalent to a UK degree which was taught in a "majority English speaking" country. You will need to provide official documentations produced by UK NARIC which confirms the translation.

Regardless of whether you fulfil the English language requirement, you will still need to submit other academic documents. Each document must be the original and must show:

- your name
- the title of the award
- the date of the award
- the name of the awarding institution

Your CAS will state what evidence we have used and you will need to send the evidence with your application.



### Related Home Office guidance

See Pages 85-87 of the Home Office [Student visa Guidance](#) (version 10/2020)



### Related Home Office guidance

See Pages Appendix ST 13 of the [Home Office Appendix Student Guidance](#)

## Translations of documents

If you are outside the UK and your documents are not in English they must be:

- accompanied by a fully certified translation by a professional translator/translation company
- include details of the translation/translation company's credentials
- confirm it is an accurate translation of the original document and the translator/translation company's contact details
- must be dated and include the original signature of the translator.

If you are submitting an overseas qualification or award certificate it will not be taken as a direct translation of the academic level of that award. Instead the UKVI will use UK NARIC to assess the equivalency of overseas qualifications.

## Photographs

Check the Home Office detailed photograph [guidance](#) to ensure that you meet the requirements.

## Academic Technology Approval Scheme (ATAS)

ATAS is only for students studying certain science, engineering or technology subjects. If you need an ATAS certificate, Cranfield University will confirm this on your offer letter and on your CAS document.

If you are not sure whether or not you need an ATAS certificate, please check with the Admissions team at Cranfield University.

[Read more information and find out how to apply.](#)

## Tuberculosis (TB) screening

If your course is more than six months and you will be applying from a country where TB testing is required for visa purposes, you will need to obtain a TB certificate otherwise your visa application will be refused.

If you are a national of a country that the Home Office have on their TB screening list, then you will need to be tested before you arrive in the UK.

Some countries do not have approved testing centres so you will need to get tested in a neighbouring country.

Who doesn't need to be tested

- Diplomats accredited to the UK.
- Returning UK residents who haven't been away for more than two years.
- Individuals who have lived for at least six months in a country where TB screening is not required by the UK, and they have been away from that country for no more than six months.



### Related Home Office guidance

See Page 78 of the Home Office [Student visa Guidance](#) (version 10/2020)



### Related Home Office guidance

See Pages 88-89 of the Home Office [Student visa Guidance](#) (version 10/2020)



### Related Home Office guidance

[See the Home Office guidance on TB testing for further details.](#)

# How to apply for your visa

How you apply depends on the country you are applying from and where your visa application will be processed.

## Where can I apply?

You apply in the country where you are living.

If you are just visiting another country (e.g. as a tourist) you will need to return to your home country to apply for a Student visa. Whilst the visa application form is online (except in North Korea), you will still have to travel to a visa application centre to give your biometric information and submit your passport and supporting documents. There is not a visa application centre in every country, so you may need to travel to another country for the visa appointment so please ensure that you budget accordingly. Contact the Student Immigration team at the University if you are unsure what to do. For countries that do not support online applications, please complete forms VAF9.

[Find out where your nearest visa application centre is.](#)

## How long will my visa take to process?

You can get an indication of recent processing times [online](#).

If you are worried that your arrival may be late due to visa processing times, please inform the Admissions team at Cranfield University. Please note: the University cannot assist in expediting your visa application.

If you receive any correspondence about your application and you are unsure what to do or if you require support, please contact the Student Immigration team at Cranfield University.

### Points to be aware of

- Make copies of all documents you are submitting to the Home Office before you apply.
- You can apply within six months of the start date of your programme. If you apply before that time your application will be refused. Apply as early as you can within the six months.
- Your date of application is the day that you submit your online application or pay the fee for your application. You must ensure that all of your documents are prepared before you submit or pay for your application (whichever comes earlier). The checklist at the beginning of this guide will help you plan the documents you need to send.



# Problems with your application

If your application has been refused, you should contact the Admissions team and Student Immigration and Funding team at Cranfield University immediately and send the refusal letter to them. They will then advise you accordingly.

## Administrative Review

If you think that the Home Office has made a mistake with your application (for example they may have misread or ignored a document), you can submit an administrative review. The Entry Clearance Manager in the visa processing centre (who did not make the original decision) will review the application. The Home Office state that they will make decisions within 28 days, however, it can take much longer. Please note: if you made a mistake, an administrative review will not be successful.

You cannot submit an administrative review while making a fresh application.

## Credibility interviews

If your application has been refused on the basis of a credibility interview, you will need to request an administrative review before you can apply again. Unless you can prove the first decision was wrong, the Home Office is likely to refuse your application again. If you have been refused on the basis of a credibility interview, it is not guaranteed that Cranfield University will be able to issue you another CAS. In this situation, please contact the Student Immigration team for advice immediately.

## Applying again

If you are applying again, you will need new bank statements dated no more than one month before you apply and a new CAS. You cannot apply again with the same CAS number. The number of refusals an institution's students have, affects the institution's ability to hold a Student sponsor licence. You must ensure you let Cranfield University know if your visa has been refused.

 **Related Home Office guidance**

Page 92 of the Home Office [Student visa Guidance](#) (version 10/2020)



# Your visa

## Receiving your visa

If your visa application is successful, you will be given a temporary vignette (sticker) in your passport which will be valid for 30 days and will allow you to enter the UK. The vignette is not your visa for the whole period of your course.

You must ensure that you can collect your Biometric Residence Permit (BRP) from the nominated Post Office within 10 days of arriving in the UK (or a nominated date by the UKVI) in order to remain compliant with the conditions of the visa you have been granted.

[Read more detailed information about BRPs.](#)

## Checking your visa

When you receive your visa from the Home Office, in addition to your personal details (name, date of birth, etc.), check that the following information is correct:

### Sponsor Licence Number

Each institution has its own Sponsor Licence Number. You need to check that your Student visa sticker has the correct sponsor licence number for Cranfield University. This is listed on your CAS. You cannot study at Cranfield University if you are issued with a Student visa for a different institution so it is essential that your visa has the correct sponsor licence number.

### End date of your Student visa

You can check the Student visa Guidance for the full amount of time that you should be granted on your visa.

- Programme of study is 12 months or longer: you will be granted until the end of your programme plus **four** months.
- Programme of study is between 6 and 12 months: you will be granted until the end of your programme plus **two** months.

## Work conditions

Full-time students at Cranfield University on a Student visa can work up to 20 hours a week in total during term time (subject to the University policies). If you are not sure, please contact the Student Immigration team at the University for advice. Part-time students on a Student visa are not permitted to work in the UK.

## Errors

If you notice that there is an error before your travel to the UK, you can inform the visa application centre that you applied to and request that it is amended. If you do not have time to amend it in your own country, please contact the Student Immigration team when you arrive at Cranfield University and they will advise accordingly.

When you email, please provide these details:

- Full name
- Date of birth
- Nationality
- Passport number
- BRP number
- Application case reference number or Home Office reference number
- Telephone number
- Details of the error on the BRP

If there is a problem with your grant of leave or you have been given the incorrect working permission, please contact the Student Immigration team for advice immediately. It is not guaranteed that any late administrative reviews will be accepted. This could affect the length of time you are able to remain in the UK.



## Police registration

Some nationalities need to register with the police. It will be written on the vignette sticker in your passport and will say 'Police registration required' or 'Must register with the Police within 7 days'.

If your country is on the list but police registration is not listed as a condition on your visa, please contact the [Student Immigration team](#).

For students who are residing in Bedfordshire area only the police usually visit Cranfield University in October for our main registration period. However, if this date period has passed or you are residing at the Shrivenham site, you will need to go to the police station within 7 days of arriving in the UK.

If you have extended your visa in the UK you will be required to update your police registration certificate with the details of your new visa. Guidance on how to register with the police will be communicated to you on your arrival at Cranfield University.



### Related Home Office guidance

See paragraph 325-326 of the [Immigration Rules](#).





# Advice, guidance and support

## Cranfield University Student Immigration team

The team offers immigration advice to prospective and current students at the University. They advise on the Tier 4 (General) visa application and supporting documents in the following ways:

- In person: one-to-one meetings with an adviser
- T: +44 (0)1234 752970; 754179; 758181
- E: [studentimmigration@cranfield.ac.uk](mailto:studentimmigration@cranfield.ac.uk)

Find them in Building 45.

## Cranfield University Student funding team

Contact them:

- T: +44 (0)1234 758181
- E: [studentfunding@cranfield.ac.uk](mailto:studentfunding@cranfield.ac.uk)

## Cranfield University Admissions team

Contact them:

- T: +44 (0)1234 758540
- E: [study@cranfield.ac.uk](mailto:study@cranfield.ac.uk)

## Home Office

- Website: <https://www.gov.uk/browse/visas-immigration>

## UK Council for International Student Affairs (UKCISA)

- Website: <http://www.ukcisa.org.uk/>

UKCISA is a national advisory body serving the interests of international students. They provide in-depth guidance on Student visa applications on their [website](#).

You can contact the UKCISA advice line for students on:

- T: +44 (0)20 7788 9214
- Monday-Friday, 13:00-16:00.

# Help documents

[Example of a CAS document](#)

[Template bank statement](#)

[Money flowchart](#)

[Evidence of money list](#)

## Example of a CAS document

Date

Dear (Student name)

### Confirmation of Acceptance for Studies (CAS) Document

This document is to confirm that the University is able to support your application for your Student visa. We have now assigned a Confirmation of Acceptance of Studies (CAS) number with the UK Home Office and you will need to provide the CAS with your visa application.

You will need to use the CAS number below and the University's sponsor licence number on the application form for your visa. You do not need to provide this document with your visa application but you should check carefully with the UK Home Office to see which documents you do need to provide - <https://www.gov.uk>

#### Your CAS number

Cranfield University sponsor licence number

Family name (as it appears on your passport)

Given name (as it appears on your passport)

Nationality

Passport number

#### Course information

University reference number

Course title

Course level

ATAS required

Course start date

Course end date

Course fee due for first year

Course fees paid

Maintenance bursary award per month

#### Course information

Is Secure English Language Test (SELT) required?

Reason not required

English language test provider

English language level attained

SELT – speaking score

SELT – listening score

SELT – reading score

SELT – writing score

#### Course progression information

Previously a UK student?

Previous course level

Is new course higher, lower or the same level?

Progression Justification

#### Evidence we have used to assess your application to Cranfield University

Signature

## Template bank statement

Bank's name and  
logo

**Date of statement** (Home Office counts 28 days from the closing balance not the date the statement was printed)

**Your name** (or name of parent/legal guardian)

**Account number**

**Type of bank account** (i.e. current account/current savings account).

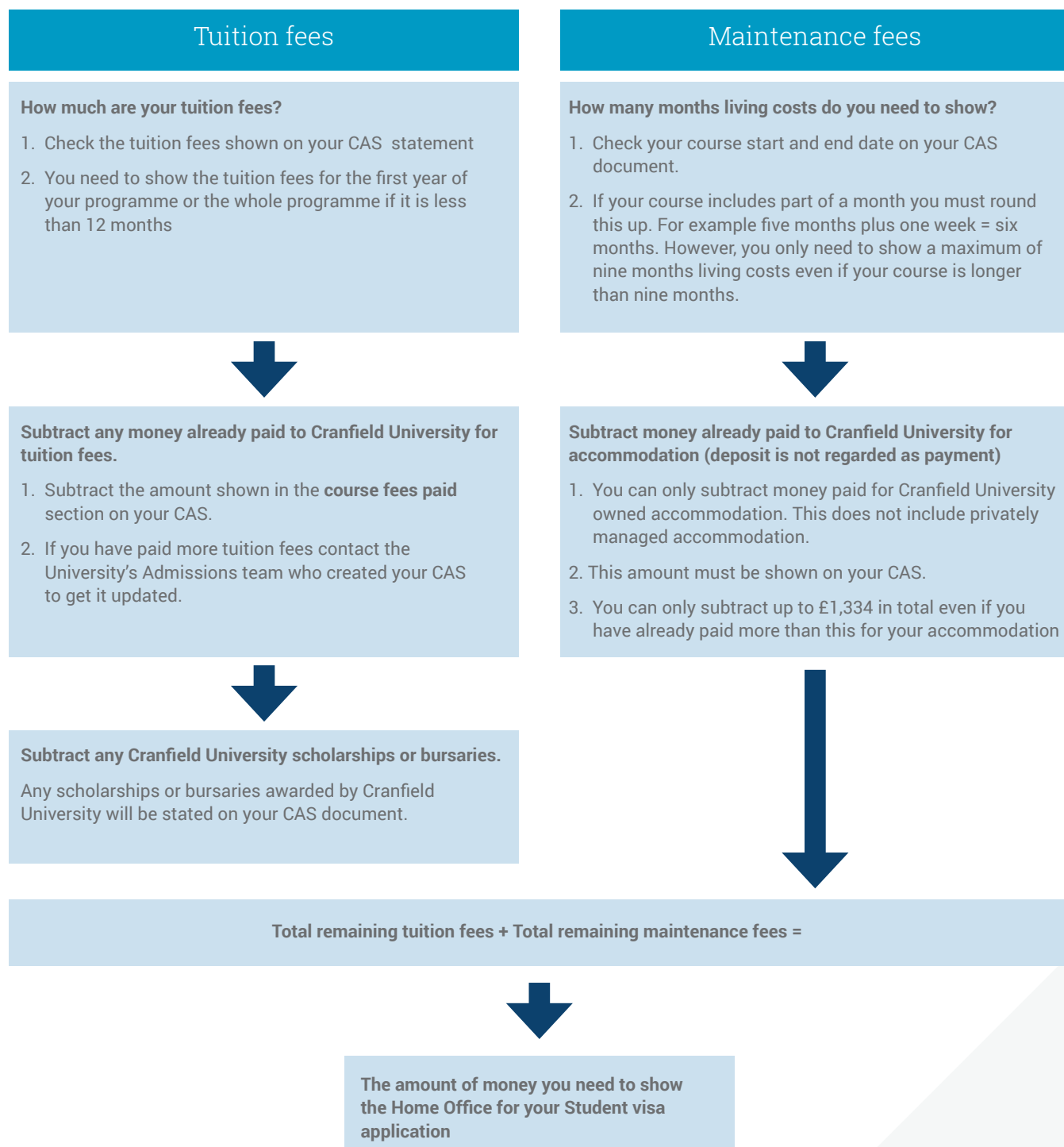
Date		Deposit/Withdrawal	Balance
01/05/2020			£30,000
05/05/2020	Book shop	- £500	£29,500
10/05/2020	Cranfield tuition fees	- £2500	£27,000
20/05/2020	Transfer	- 10000	£17,000
01/06/2020			17,000

The above template is an example to show the information you need to show on the bank statement. The amount of money you have to show in your account may vary depending on the length of your course and any remaining tuition fees. Please see the relevant section of this handbook for advice on financial documents.

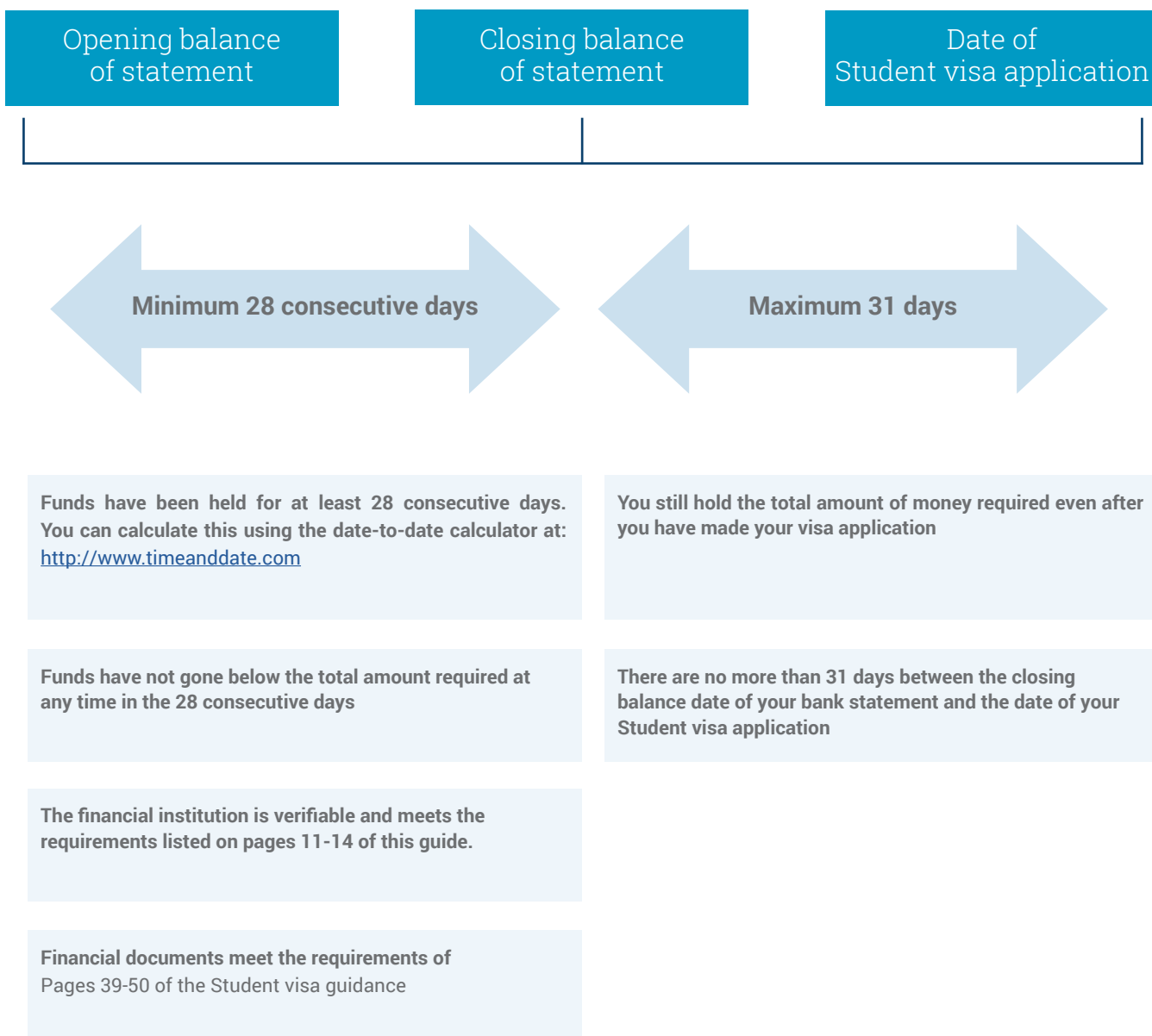


## Money flowchart

### How much money do I need to show the Home Office for my Student visa application?



## How can I prove to the Home Office that I meet the financial requirements?



## Evidence of money list

<p><b>If you are being given Official Financial Sponsorship, you must provide a letter of confirmation from your Official Financial Sponsor on the official letter-headed paper or stationery of the organisation which must have their official stamp on it.</b></p>	<p>The letter must show:</p> <ul style="list-style-type: none"> <li>• Your name</li> <li>• The name and contact details of your official financial sponsor</li> <li>• The date of the letter</li> <li>• The length of your sponsorship</li> <li>• The amount of money the sponsor is giving to you or a statement that your official financial sponsor will cover all of your fees and living costs</li> </ul>
<p><b>Date of application</b></p>	<p>This is the date the visa fee is paid for online.</p>
<p><b>Personal bank or building society statements covering a consecutive 28 day period ending no more than 31 days before the date of your application.</b></p>	<p>Your personal bank or building society statements must show:</p> <ul style="list-style-type: none"> <li>• Your name or your parent's/legal guardian's name</li> <li>• The account number</li> <li>• The financial institution's name and logo</li> <li>• The amount of money available</li> </ul> <p>Bank statements printed on the bank's letterhead are acceptable as evidence.</p> <p>The UKVI will only accept statements which show the balance in the account for the full period needed.</p> <p>If you want to use a joint account as proof of your money, you must be named on the account along with one or more other people.</p>
<p><b>Building society pass book covering a consecutive 28 day period ending no more than 31 days before the date of your application.</b></p>	<p>Your building society pass book must show:</p> <ul style="list-style-type: none"> <li>• Your name or your parent's/legal guardian's name</li> <li>• The account number</li> <li>• The financial institution's name and logo</li> <li>• The amount of money available</li> </ul>
<p><b>Letter from your bank confirming funds have been held for a consecutive 28 day period ending no more than 31 days before the date of your application.</b></p>	<p>Your letter from a bank or building society must show:</p> <ul style="list-style-type: none"> <li>• Your name or your parent's/legal guardian's name</li> <li>• The account number</li> <li>• The date of the letter</li> <li>• The financial institution's name and logo</li> <li>• The money in your account</li> <li>• That there is enough money in the account to cover your course fees and living costs</li> </ul>

<p><b>Letter from a financial institution regulated by either the Financial Conduct Authority, the Prudential Regulatory Authority or, in the case of overseas accounts, the home regulator (official regulatory body for the country the institution is in and where the money is held) for the purpose of personal savings accounts, confirming funds have been held for a consecutive 28 day period ending no more than 31 days before the date of the application.</b></p>	<p>Your letter from the financial institution regulated by the Financial Conduct Authority, the Prudential Regulatory Authority or home regulator must show:</p> <ul style="list-style-type: none"> <li>• Your name or your parent's/legal guardian's name</li> <li>• The account number</li> <li>• The date of the letter</li> <li>• The financial institution's name and logo</li> <li>• The money in your account</li> </ul>
<p><b>Letter from a regulated financial institution confirming a loan</b></p>	<p>The loan letter(s) from a regulated financial institution must be dated no more than 6 months before the date of your application. The letter(s) must be the original (not a copy) and must clearly show:</p> <ul style="list-style-type: none"> <li>• Your name</li> <li>• The date of the letter</li> <li>• The financial institution's name and logo</li> <li>• The money available as a loan</li> <li>• That the loan is provided by a government, a government sponsored Student Loan Company or is part of an academic or educational loans scheme</li> </ul> <p>The financial institution must be regulated by either the Financial Conduct Authority, the Prudential Regulatory Authority or, in the case of overseas accounts, by the home regulator (the official regulatory body for the country the financial institution is in and where the money is held) for the purpose of student loans.</p> <p><b>There must be no conditions placed on the release of the loan funds to you, other than your Student application being successful.</b></p> <p><b>You cannot use loans held in the name of your parent(s) or legal guardian(s) as evidence of money held by you.</b></p>
<p><b>If you are relying on money held by your parent(s)/legal guardian(s) (using a bank statement in their name/s), in addition you must show that you are related to them and must provide a further document.</b></p>	<p>The further supporting document should be one of the following:</p> <ul style="list-style-type: none"> <li>• Your birth certificate showing the names of your parent(s)/legal guardian(s); or</li> <li>• Your certificate of adoption showing names of both parent(s) or legal guardian(s); or</li> <li>• A court document naming your legal guardian(s). The document use must be the original legal document or a notarised copy</li> </ul>
<p><b>If you are relying on money held by your parents(s)/legal guardian, you must also show that your parent(s)/legal guardian have given their permission for you to use this money. You must provide: a letter from your parent(s) or legal guardian(s).</b></p>	<p>The letter must confirm:</p> <ul style="list-style-type: none"> <li>• The relationship between you and your parent(s) or legal guardian(s); and</li> <li>• That your parent(s) or legal guardian(s) have given their consent to you using their funds to study in the UK.</li> </ul>



<b>Evidence of money that is available to you - countries with differential arrangements</b>	<p>Students of designated nationalities attending courses with sponsors that hold Student Sponsor status do not routinely have to present maintenance documents at the visa application stage. However the Home Office reserves the right to ask to see the evidence.</p> <p>The current list of nationalities who benefit from differential arrangements is shown at <a href="#">Appendix ST 22</a> of the Immigration Rules.</p> <p>If you are a student of a nationality not included in this list, you must show that you have held the required money for a consecutive 28-day period (finishing on the date of the closing balance) ending no more than one month before your application.</p>
<b>Evidence of money that is available to you – single and multiple bank statements</b>	<p>If you are providing your evidence of money from a single account, the UKVI will assess the funds available to you from the closing balance given on the document you provide as evidence.</p> <p>If you provide two or more pieces of evidence from a single account (for example, two consecutive bank statements), the UKVI will assess the money available to you from the closing balance of the most recent document. They will always use the closing balance date from the account that most favours you.</p>
<b>Certificates of deposit</b>	<p>Certificates of deposit are only acceptable if they do not indicate that funds are frozen. They should also meet the following points:</p> <ul style="list-style-type: none"> <li>• you must apply for your visa within 31 days of the certificate issue date</li> <li>• the account opening date must be at least 28 days prior to the certificate issue date.</li> </ul>
<b>Unacceptable documents</b>	<p>Other accounts or financial instruments such as shares, bonds, overdrafts, credit cards and pension where funds cannot be withdrawn immediately are not acceptable, regardless of notice period. Certificates of deposit are only acceptable if they do not indicate that funds are frozen.</p>