



Applying for a Student Visa

a guide for students applying from within the UK

Contents

About this guide

Overview of Student visa process

Checklist – documents needed for your Student visa application

Some top tips

Applying for a Student visa - criteria

Confirmation of Acceptance for Studies (CAS)

Immigration Health Surcharge (IHS)

Financial requirements

How much money do I need to show the UKVI?

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

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

Scholarships

Loans

Supporting documents

How to apply for your visa

Problems with your application

Your visa

Advice, guidance and support

Help documents

Example of a CAS document

Template bank statement

Money flowchart

Evidence of money list

About this guide

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

If you do not read all of the relevant information, you may miss key points, which could lead to a refusal of your visa as you may not meet all of the Home Office requirements.

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 a conditional offer



Check you are eligible to apply from within the UK

The gap between the end of your current leave and new course start date should be no more than 28 days.



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
- A CAS cannot be issued more than six months before your course start date



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 [page 6](#) for help
- The University's [Student Immigration team](#) can be contacted for any guidance you may need or to check up to date documents

Overview of Student visa process

Apply for your visa before your current leave expires

- This can be done [online](#)
- You will need to pay for your [Immigration Health Surcharge](#), Biometrics fee (currently £19.20) and application fee
- Select mode of application - standard, priority or super priority, see page 20 for further details
- The application form will then direct you to the [UKVCAS](#) website to book your appointment to enrol your biometrics

Booking an Appointment

UKVCAS - core service centre

- 6 core locations across the UK
- Appointments are free to book
- Additional services such as document scanning will be charged an extra fee, so be sure to scan and upload your documents before your appointment
- Take your documents with you to your appointment for them to be checked

Enhanced Service Centre

- 50 locations across the UK
- Bedford central library is the location closest to Cranfield, other options would be Cambridge, Birmingham or Hemel Hempstead
- The cost of an appointment starts from £60 prime-time and weekend appointments will likely be charged extra
- Document checking and scanning is included in the price of the appointment, but we recommend scanning and uploading your own documents before your appointment if you get the option to do so

At Your Appointment

- We recommend you scan and upload your documents to your online UKVCAS account before attending your appointment
- Take your documents with you to your appointment
- Your documents will be checked and you'll be able to enrol your biometrics. Staff will be available to assist you with this if needed
- Take your documents home with you at the end of your appointment

Decision on your Application

How long you wait for a decision will depend on the service you purchased:

- Standard service - 8 weeks from applying
- Priority Service - 10 working days from the appointment
- Super Priority Service - the day after your appointment

BRP issued

- Check that all of the details on your BRP are correct including the length of your leave. If you notice any errors please inform studentimmigration@cranfield.ac.uk for advice on how to have the error corrected
- Once you received your new BRP card you must bring it along with your passport to Building 45 on campus and ask for the Student Immigration team. We will need to see and scan the original for our records

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

If you have not received your visa by your course start date, you can still register using your document checklist and proof of appointment booking at a UKVCAS centre.

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 Guidance to make sure that all your documents meet the requirements of the Home Office.

Document	Guidance notes	✓
Completed visa application form	You will need to print off and take your document checklist with you to your appointment.	
Current valid passport		
Previous passports	These are required to show your previous travel history.	
Documents and evidence used to obtain your CAS	You will need to submit 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 include the CAS number in your online application form. Also, you will need to submit your CAS document with all the other supporting documents.	
Translations	Where documents have been translated, the translation must contain confirmation of the following from the translator: <ul style="list-style-type: none"> • that it is an accurate translation of the original document • the date of the translation • the translator's full name, signature and contact details. 	
English language test certificate	If you are required to complete a Secure English Language Test (SELT), you must submit your 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 up to 30 working days to be issued.	
Financial documents	<p>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).</p> <p>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.</p> <p>The evidence should meet the criteria in the Evidence of money list - see page 31</p> <p>Where you are applying for permission to stay in the UK, having already been in the UK for at least 12 months with valid permission on the date of application, you automatically meet the financial requirement and do not need to show evidence of funds.</p>	

Evidence of an official financial sponsor or government sponsor	<p>If Cranfield University is giving you any funding, the details will be included on your CAS.</p> <p>In any other circumstances you must provide an official headed letter of confirmation bearing the organisation's official stamp.</p> <p>The evidence should meet the criteria in the Evidence of money list - see page 31</p>	
No objection letter from your official (government) financial sponsor	<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>	
Living costs	<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.</p> <p>£680 per month per dependent for up to nine months if your course of study is more than nine months.</p> <p>The evidence should meet the criteria in the Evidence of money list - see page 31</p>	

Some top tips

1 Do not leave it too late

You must apply for your new visa before your current leave expires - do not leave it too late to organise your documents for your visa application. If your new course start date is more than 28 days after the expiry date of your visa you must apply from overseas.

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. Instead you should use your EU/EEA/Swiss passport to travel to the UK.

3 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) if you have not already been in the UK for 12 months at the time of your visa application. You will need your CAS which will be issued by Cranfield University. If you do not hold enough funds or are missing your CAS, 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.

4 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.

5 Documents to submit with your visa application

It is very important that you remember to scan and upload your documents in advance of your appointment, and that you take them with you to your appointment just in case they are needed. If you do not your appointment will not be successful and your visa could be delayed or even refused.

6 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

7 Do not make any travel arrangements before you get your visa

You should not make any travel plans before your visa application is decided. Even though you can keep hold of your passport you cannot use it to leave the UK whilst your application is being decided as this will result in your application being withdrawn. We advise you only make travel bookings once you have your BRP card granted.

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 Student visa on or after 5 October 2009.

As the application process in the UK takes much longer than overseas, you may choose to apply in your home country before returning to the UK. If you apply for a Student visa outside the UK, it is cheaper, faster and you will have your visa ready to begin your studies.

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 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.

You can start studying at Cranfield University while your Student visa application is being processed. Standard applications can take approximately eight weeks from the date you pay for your online application. Alternatively, you can purchase Priority Visa Service for a decision within 10 working days of submitting your biometric information, or Super Priority Service for a decision the day after submitting your biometric information. For a same-day decision you would need to purchase the VIP Premium Lounge service suitable for groups of up to ten people.

Important - when you obtain your new Student visa, you will only be able to study at Cranfield University.

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

Non-student immigration permission

If you are currently in the UK on a visitor visa, you will not be able to apply for your Student visa inside the UK. The immigration rules do not allow you to switch from the visitor category into the Student visa category from within the UK.

If you have different immigration permission, you can check with Student Immigration and Funding (SIF) at Cranfield University whether or not you can apply to switch into the Student category from inside the UK.

Current Cranfield University students starting a new Cranfield programme

If you have already studied a course at Cranfield University and currently hold a Cranfield University visa, your eligibility for will depend on:

- your programme of study
- your mode of study
- your current immigration status.

Do you have more than 28 days between the end date of your current visa and the start date of your new course?

NO

You can apply for the Student visa in the UK or Overseas

YES

You must return home to apply for your visa

Overstayers

If your visa expires and you have not made a valid immigration application, you will become an **'overstayer'** in the UK. This means that you have no legal status in the UK.

There is no 'grace period' of overstay; an overstay of even one day is illegal and may affect all future immigration applications.

If you do become an overstayer, please contact the Student Immigration and Funding team at Cranfield University as soon as possible. They can advise you on your options, as it may affect your ability to remain in the UK and registered on your course. They will share this information with other Cranfield University departments.

In November 2016 the UKVI amended the policy which gave students 28 days to make a valid application after overstaying if they had an exceptional circumstance – this has now been reduced to 14 days.

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 full-time 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.

Visa extensions for current Cranfield University students

If you are a current student at Cranfield University and need an extension, you will be sent your new CAS by the University's Student Immigration and Funding team. Cranfield University will only issue a CAS if:

- you will be studying on a full-time programme
- the University's Student Immigration and Funding team has received your CAS Request Form
- your course director/supervisor confirms that you are making satisfactory progress and that you are needed to be in the UK for your extension
- your extension has been approved by the University's registry team
- you have all the supporting documents required to make a successful visa application.

Refer to the Help Documents on page 27 of this guide for an example of the CAS document.

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 and Funding team](#) for information about IHS.

If you believe that you have been charged incorrectly, you should contact the [Student Immigration and Funding 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 Guidance
- Calculate how much money you need: use the [Money Flowchart](#) and [Evidence of moneylist](#) on page 29 and 31
- 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.

How much money do I need to show the UKVI?

If you have been living in the UK with permission to stay for 12 months or more on the date of your new application, you will automatically meet the financial requirement and do not need to show evidence of funds.

Tuition fees

You will need to show any outstanding tuition fees. 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 and Funding team 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.

Related Home Office guidance

See Pages 39-50 of the Home Office [Student visa Guidance](#) (version 12/2020)

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 (not a business account, stocks, shares, pensions, investments, credit cards or overdrafts).
- The documents must be issued by a financial institution where UKVI can make satisfactory verification checks. The financial institution must be regulated by the appropriate regulatory body for the country in which that institution is operating and the financial institution must use electronic record keeping.

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 29 and 32 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 financial institutions that have not provided satisfactory information during verification checks. If you submit documents from financial institutions that do not meet UKVI requirements, your application will be refused.

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.

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 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 31 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 12/2020)



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 Guidance for exact details of what the letter needs to show. Also see the [Evidence of money](#) list on page 31.

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 the national government, the state or regional government or 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.

If you decide to apply for your visa from overseas then the loan must be made available to you before you travel to the UK.

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 Page 47 of the Home Office [Student visa](#) Guidance (version 12/2020)

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 Student visa 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 you are living or applying for further permission to stay 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 scan and upload your documents (plus any official translations if applicable) when you book your appointment 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-sessional 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 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 submit the evidence with your application. You will need to confirm with the University first.

Related Home Office guidance

See Pages 85-87 of the Home Office [Student visa Guidance](#) (version 12/2020)

Related Home Office guidance

See the Home Office Appendix [English Language Guidance](#) (version 12/2020)

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.

Academic Technology Approval Scheme (ATAS)

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

Not all nationalities are required to obtain an ATAS certificate for postgraduate study. If you are 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.

If you have been in the UK for less than six months before you apply for your visa extension, you will not be required to submit a valid TB test certificate.

Related Home Office guidance

See Page 78 of the [Home Office Student visa Guidance](#) (version 12/2020)

Related Home Office guidance

See Pages 88-89 of the [Home Office Student visa Guidance](#) (version 12/2020)

Related Home Office guidance

See the Home Office guidance on TB testing for further details.

[TB testing](#)

How to apply for your visa

Go to the [Home Office](#) website and select 'Extend your visa' to apply online.

The 'date of application' is the day that you pay online. If you do not have your supporting documents prepared, do not pay for your application until they are available to you. Please contact the University's Student Immigration and Funding team for advice.

If you are a new student applying for a Student visa in order to start a new programme at Cranfield University after studying at a different institution in the UK, you must apply for your Student visa for Cranfield University before you register for your programme. The diagram in the 'Applying for a Student visa – criteria' section will help you decide whether or not you can apply for your Student visa in the UK.

The following table provides more information about applying for a Student visa from within the UK.

	Cost in GBP	What is the date of the application?	When do I give my biometric information?	How long does it take to make a decision	When will I receive my Biometric Residence Permit?
Standard Service	475	The day you pay for your application online	At the appointment	Approximately eight weeks	Within 5-10 working days from the receipt of your decision
Priority Service	475 plus an extra 500	The day you pay for your application online	At the appointment	Five working days	Within 5-10 working days from the receipt of your decision
Super Priority Service	475 plus an extra 800	The day you pay for your application online	At the appointment	Next working day	Within 5-10 working days from the receipt of your decision

Interviews

You may be asked to attend an interview as part of your application in the UK. These take place across the country and you may be required to travel.

Changing your address

If you know that your home address will be changing when you apply, you can use a 'correspondence address' to receive any documents including your biometric invitation letter, your passport and Biometric Residence Permit when your application is decided.

If your address changes after you apply, you will need to inform the Home Office by completing a [Migrant Change of Circumstances form](#). You also need to update Cranfield University via your EVE account so that we have the correct contact details for you.



Using the Super Priority Service in the UK

To get a next-day decision on your application you will need to select and pay for the Super Priority mode of visa application when applying online. This will mean that the UKVI will make a decision on your application the day after you enrol your biometrics.

To make the most of the Super Priority next-day service, you may find that you will need to pay extra when booking your visa appointment with Sopra Steria if you need the appointment as soon as possible. Alternatively, you could choose to travel further for a cheaper appointment but please bear in mind travel costs may negate the benefit of a cheaper appointment.

Once your documents have been checked and you've successfully enrolled your Biometrics you will be able to leave the appointment with your documents.

You should receive a decision on your application the day after you provide your biometrics at the appointment. Your BRP card will then be posted to you 5 to 10 working days after the decision is made.

Remember to bring your BRP card to building 45 for us to see and copy for our records.

Points to be aware of

- If you're joining Cranfield from another university in the UK, you will be required to apply and pay for your visa application online and provide proof of payment before you can register on your Cranfield course.
- If you're extending your visa in the UK and staying with Cranfield for a new course, you must apply for a new Student visa within 6 weeks of registering onto your new course.
- If you're extending your visa in the UK to remain on the same course we advise you give yourself three months before your visa expiry date to prepare the necessary paperwork, and apply within the last 28 days of your current visa. If you do not apply before your visa expires this could jeopardise your studies and you will be asked to leave the UK.

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.

Invalid or returned applications

There are some errors that would make your application invalid, for example:

If your existing visa has not yet expired, you can apply again with fresh documents. This means financial documents must be dated no more than one month before the date that you are submitting the new application and the CAS must still be valid. If you have problems, please contact the University's Student Immigration and Funding team for advice on how to avoid repeating errors before submitting a new application.

If your visa has expired, you become an '[overstayer](#)' from the date that your application is returned to you. We strongly advise you to contact the University's Student Immigration and Funding team if your application is returned invalid and your visa has expired, as it may affect your ability to remain registered on your programme.

Refusals

You will receive a letter from the Home Office stating the reasons why your application has been refused.

You may or may not be eligible for an Administrative Review (see below). Please keep all the documents returned to you, including the envelope the information was delivered in, as you may need to submit these.

When you are informed of your refusal, you may also be served with a 'Section 47 Removal Direction'. This means that the Home Office will have retained your documents and you may be asked to leave the UK if you do not submit an administrative review. Please contact the University's Student Immigration and Funding team immediately and they will advise you on your options, including signposting you to external specialist immigration advice.

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.

 **Related Home Office guidance**

Page 92 of the Home Office [Student visa Guidance](#) (version 12/2020)

Your visa

Receiving your visa

If your visa application is successful, the Home Office will email you informing you of the decision. Your visa will be in the form of a Biometric Residence Permit (BRP) card and will be sent to you within 10 days of the decision.

You will need to ensure you post back your old BRP card to the UKVI. You could face a fine of £1000 if you fail to return the old card.

Please post the card to:

BRP Returns
P.O. Box 195
Bristol
BS20 1BT

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. If you are not sure, please contact the Student Immigration and Funding team at the University for advice. Part-time students cannot undertake any work in the UK.

Errors

If you notice that there is an error on your BRP card please contact the Student Immigration and Funding team 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 and Funding 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

Only new students are required to register with the police. If you change your address you should notify the police and have your certificate updated. 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 326 of the [Immigration Rules](#).



Advice, guidance and support

Cranfield University Student Immigration and Funding team

The team offers immigration advice to prospective and current students at the University. They advise on the Student 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; studentfunding@cranfield.ac.uk

Find them in Building 45.

Cranfield University Admissions team

Contact them:

- T: +44 (0)1234 758540
- E: 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 - <http://www.ukvisas.gov.uk/>

Your CAS number
Cranfield University sponsor licence number
Student information
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

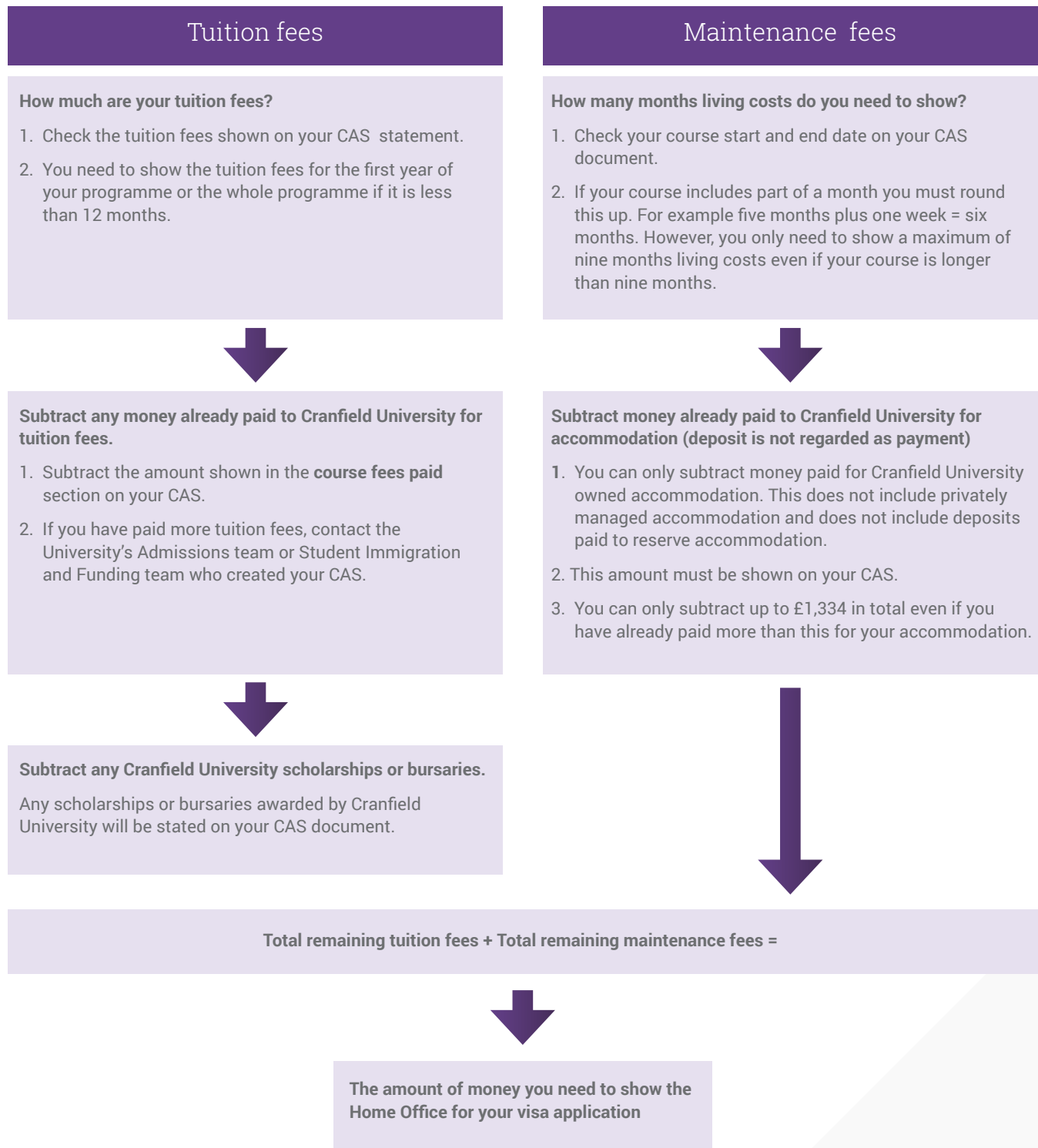
Type of bank account (i.e. current account/current savings account).

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

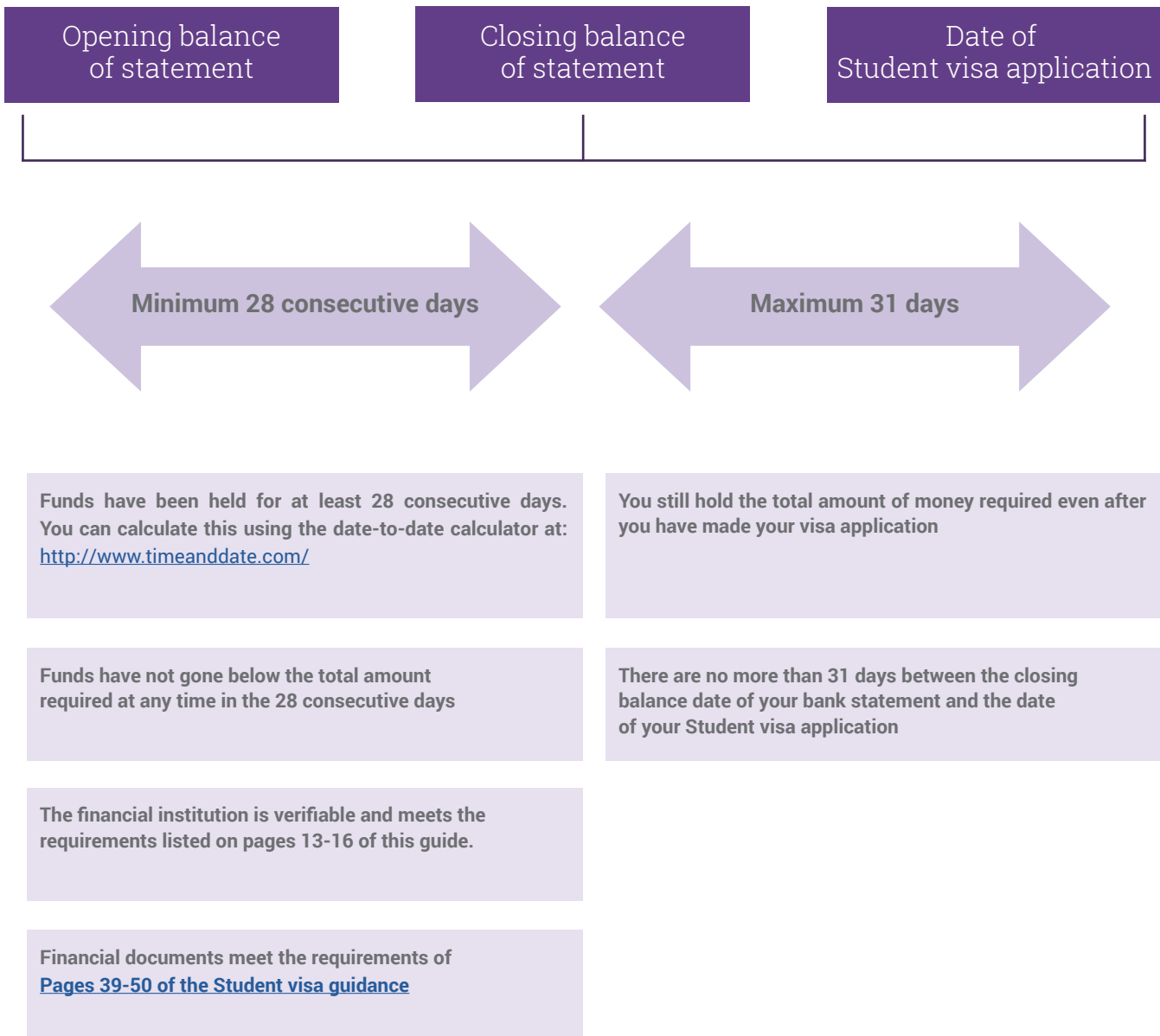
The above template is an example to show the information you need to show on the bank statement. The amount of money you have to show in your account may vary depending on the length of your course and any remaining tuition fees. Please see the relevant section of this handbook for advice on financial 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>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.</p>	<p>The letter must show:</p> <ul style="list-style-type: none"> • Your name • The name and contact details of your official financial sponsor • The date of the letter • The length of your sponsorship • 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
<p>Date of application</p>	<p>This is the date the visa fee is paid for online.</p>
<p>Personal bank or building society statements covering a consecutive 28 day period ending no more than 31 days before the date of your application.</p>	<p>Your personal bank or building society statements must show:</p> <ul style="list-style-type: none"> • 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 <p>Bank statements printed on the bank's letterhead are acceptable as evidence.</p> <p>Electronic bank statements must contain all of the details listed above.</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>Building society pass book covering a consecutive 28 day period ending no more than 31 days before the date of your application.</p>	<p>Your building society pass book must show:</p> <ul style="list-style-type: none"> • 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
<p>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.</p>	<p>Your letter from a bank or building society must show:</p> <ul style="list-style-type: none"> • Your name or your parent's/legal guardian's name • The account number • The date of the letter • The financial institution's name and logo • The money in your account • That there is enough money in the account to cover your course fees and living costs

<p>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.</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"> • Your name or your parent's/legal guardian's name • The account number • The date of the letter • The financial institution's name and logo • The money in your account
<p>Letter from a regulated financial institution confirming a loan</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"> • Your name • The date of the letter • The financial institution's name and logo • The money available as a loan • That the loan is provided by a national government, their state or regional government, a government sponsored Student Loan Company or is part of an academic or educational loans scheme <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>There must be no conditions placed on the release of the loan funds to you, other than your Student visa application being successful.</p> <p>You cannot use loans held in the name of your parent(s) or legal guardian(s) as evidence of money held by you.</p>
<p>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.</p>	<p>The further supporting document should be one of the following:</p> <ul style="list-style-type: none"> • Your birth certificate showing the names of your parent(s)/legal guardian(s); or • Your certificate of adoption showing names of both parent(s) or legal guardian(s); or • A court document naming your legal guardian(s). The document use must be the original legal document or a notarised copy
<p>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).</p>	<p>The letter must confirm:</p> <ul style="list-style-type: none"> • The relationship between you and your parent(s) or legal guardian(s); and • That your parent(s) or legal guardian(s) have given their consent to you using their funds to study in the UK.

<p>Evidence of money that is available to you - countries with differential arrangements</p>	<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 Appendix ST 22 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>
<p>Evidence of money that is available to you – single and multiple bank statements</p>	<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>
<p>Certificates of deposit</p>	<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"> • you must apply for your visa within 31 days of the certificate issue date • the account opening date must be at least 28 days prior to the certificate issue date.
<p>Unacceptable documents</p>	<p>Other accounts or financial instruments such as shares, bonds, overdrafts, credit cards and pension funds 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>