A guide to completing the Student visa application form for applications outside of the UK

The guidance below is to give you an idea of what you expect. You must ensure you complete your application with all your own details. The questions will alter depending on the answers you provide.

You must apply online at [https://www.gov.uk/student-visa/apply](https://www.gov.uk/student-visa/apply)

Student visa

Contents
— Overview
— Your course
— Money you need
— Knowledge of English
— Documents you’ll need to apply
— Apply
— Your partner and children
— Extend your visa
— Switch to this visa

Read the guidance carefully before you start the application.

Please refer to our Supporting documents web page to make sure you have all the documents that are required

The link to applying outside the UK is here.
Apply outside the UK

As part of your application, you'll need to prove your identity. How you do this depends on where you're from and what type of passport you have.

You'll either:

- give your fingerprints and a photograph (biometric information) at a visa application centre
- use the ‘UK Immigration: ID Check’ app to scan your identity document - you'll also create or sign into your UK Visas and Immigration (UKVI) account

You'll be told what you need to do when you apply.

Once you've started your application, you can save your form and complete it later.

Select your language

You can read the questions in a different language, but your answers must be in English.

All words used in any translation are there to help. The English version of the questions will be used to assess your application.

Please select your language:

- [ ] English - please select your language
- [ ] 简体中文 - 请选择您的语言
- [ ] हिंदी - कृपया अपनी भाषा चुने
- [ ] Русский - пожалуйста, выберите ваш язык

Select your nationality and language to continue
These pages may be helpful but Oxford Brookes students are advised to refer to our guidance here https://www.brookes.ac.uk/students/isat/visas/student-visa/

Most students should select ‘Student visa’ (previously Tier 4) as this is the only visa that Oxford Brookes would issue a CAS for.

If you are studying a course for less than six months you could apply to study on a ‘Visitor visa’. If you are studying a course less than 6 months please contact ISAT to check you are applying for the right visa.

You would usually need to submit your visa application and attend your biometrics appointment from the country where you’re a resident.

If you think this does not apply to you please contact ISAT.
Use this link to check the biometric enrolment locations for your country and make sure you are able to travel there.

Please note that you are only able to have dependants on a Student visa if you are studying on a postgraduate course that is longer than nine months.

For further guidance on applying with dependants please see https://www.brookes.ac.uk/students/isat/visas/dependant-

We advise that you read this guidance and contact ISAT if you have any questions or concerns
You will be asked to provide an email address which will be linked to your application. You will then be required to verify your email address by opening a link in the email that will be sent by noreply@visas-immigration.service.gov.uk. After you have verified your email address you can start the application form.

If you are receiving one of these scholarships please inform the International Student Advice Team (ISAT) as this information will need to be included on your CAS. If you have received your CAS but not told ISAT your scholarship please do not proceed with the visa application until this information has been added to your CAS.
You will only be able to proceed with the form if you have your CAS number ready to enter.

This is combination of 14 letters and numbers that you will find in the first section of the document. You should copy and paste this code into the online form to avoid error.

If you have not yet received your CAS please see your How to get your CAS web page.

You will be asked to enter a first name and a family name. If you only have one name, click here and you will have the option to enter a single name.
Any other names

In addition to the names already provided, are you now or have you ever been known by another name? You must provide all your names. For example, if you changed your name after marriage or have a different name that you use for professional purposes.

- Yes
- No

Save and continue

If you have been known by another name then you must declare it and you will be asked for further details. If you have been known by another name but can’t remember if you used it in a previous visa application please contact ISAT.

Your gender and relationship status

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

- Male
- Female
- Unspecified

Please give your relationship status even if you are not applying with your partner as a dependant.

- Single means that you have never been married or in a civil partnership, and that you do not currently consider yourself in a relationship.

- Unmarried partnership means that you currently consider yourself in a relationship but are not married or in a civil partnership.

I am unsure of my current relationship status
'Correspondence address' is the address where you receive letters. If you want any letters sent to you by the Home Office sent to a different address select ‘no’ and you will be given the option to enter another address.

If you do not rent or own the property you live in (for example if you live with your parents) select other and enter details about who owns or rents the property.
Your passport must be valid when you make your application and it must contain at least full page that is blank on both sides.

If your passport is due to expire shortly after you arrive in the UK it is advisable that you renew it before you travel (before you apply for your visa)

If your passport will expire while you are in the UK you should check with the passport issuing authority in your home country that you would be able to renew it in the UK.
If you have a national identity card enter the details here.
This question is country specific. If you are not required to have a national identity card select ‘no’
Although you are asked to give this information, you are not required to submit your identity card with your application.

Enter the information as it is shown on your passport.
The nationality you wish to enter the UK on should be given on this page, the UKVI will only process your application according to your main nationality which should be the nationality you enter on this page.
If you have more than one nationality you will have the opportunity to add these later in the application.

If you are making your application in a country where you are not a national you will be asked what your immigration status is in that country (i.e what visa you have) later in the application form.
Your other nationalities

Do you currently hold, or have you ever held, any other nationality or citizenship?
You must provide all the nationalities that you currently hold or have ever held.

- Yes
- No

Select ‘yes’ if you have more than one nationality, you will be asked to enter additional nationalities on the next pages.

Details of other nationality

Country of other nationality
If you have additional nationalities, you will be able to add these later.

Date held from
Enter date in the format DD MM YYYY
If you are unsure of the exact date, provide the month and year

Day
Month
Year

Date held to
Enter date in the format DD MM YYYY
If you are unsure of the exact date, provide the month and year

Day
Month
Year

Confirm if you still hold this nationality

- I still hold this nationality

If you still hold this nationality do not enter ‘Date held to’, you will just need to tick the box ‘I still hold this nationality’
Do you have a valid passport?

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

- Yes
- No

Save and continue

If you no longer have a valid passport for this nationality select ‘no’.
If you go have a valid passport select yes and enter the details on the next page, as well as details of national identity cards for that country (if you have one)

Your other nationalities (2)

Do you currently hold, or have you ever held, any other nationality or citizenship?

You must provide all the nationalities that you currently hold or have ever held.

- Yes
- No

Save and continue

Repeat the above process if you want to add additional nationalities

Your immigration status

What permission do you have to be in

- I have a temporary visa
- I am a permanent resident
- I do not have a visa and I am not a permanent resident

Save and continue

If you are applying from a country where you do not have nationality, you will be asked what permission you have to be in that country. You will need to take evidence of your permission (i.e. your visa or residency card) to your visa appointment
You will meet the English language requirement if you have already provided evidence that you met it in a previous successful application for a UK visa, at the level required for this application.

If you have not been granted a UK visa before this application, select ‘no’.

If you are unsure how to answer this question please contact ISAT.
English qualification from a UK school

Do you have an English language or literature qualification from a UK school?

This must be from a school you attended when you were under 18. You will need to provide your exam certificate.

You can use a GCSE, A level, National 4 or 5, Higher, or Advanced Higher qualification.

- Yes
- No

If you select ‘yes’ you must be able to provide this certificate. If you are not sure if you have this qualification please contact ISAT.

English language assessment

Are you coming to the UK to study at a higher education provider with a track record of compliance?

See the Register of Student sponsors to confirm whether a Higher Education Provider has a track record of compliance. A Higher Education Provider with a track record of compliance will have the status “Student Sponsor - Track Record”.

- Yes
- No

Oxford Brookes University has a track record of Compliance so you should answer ‘yes’ to this question.

Does your Confirmation of Acceptance for Studies (CAS) statement indicate that your English language ability was assessed by your institution or that you are a ‘gifted’ student?

- Yes
- No

Check your CAS to see if the University has assessed your English Language ability and if it has you can select ‘yes’. This will usually be if you are studying at degree level.

Select ‘no’ if you are studying below degree level (You will need to provide a UKVI IELTS), or if your CAS shows you are from (or have a degree level qualification from) a majority English language speaking country.
This question is asking if you are responsible for providing money for anyone, for example you children. You need to declare this even if this person is not coming to the UK with you.

If you want to bring dependants with you to the UK, your dependants will need to complete a separate application form https://visas-immigration.service.gov.uk/apply-visa-type/dependant

You can only bring dependants with you to the UK if you are studying above degree level (RQF level 7) and your course is longer than 9 months.

If you do not have these details you can bypass this question.
Family who live in the UK

Do you have any family in the UK?

This includes:
- immediate family - such as spouse, civil partner, parents or children
- grandparents or grandchildren
- your child’s spouse, civil partner or partner
- your partner, if you have lived with them for 2 out of the last 3 years

Select ‘yes’ if you have any family living in the UK. If you select ‘yes’ you will be asked to provide information about the family you have in the UK, including what permission they have to be in the UK.
If you answer yes to either of these questions you will be asked to provide details of the group (company name) or other person you are travelling with.

If you select ‘yes’ you will need to be able to enter the postcode. Without the postcode you will not be able to progress in the application.

If you have applied for University accommodation but do not know the address yet you can enter the following

Accommodation Bureau
Lloyd Building
Oxford Brookes University
Headington Campus
OX3 0BP
Accommodation plans in the UK

Where do you plan to stay in the UK?
Give as much detail as possible of where you intend to stay, for example in a hotel, private housing, or with friends. Include the names of anyone else you will live with and their relationship to you.

Maximum of 500 characters

Save and continue

If you selected ‘no’ in the previous question, you will be asked to provide more details about your plans here.
You do not need to know where will be living but you should give details about where you plan to stay when you arrive.

UK travel history

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

- Yes
- No

Save and continue

If you answer ‘yes’ to this question, you will be asked to enter the date of issue of your visa on the next page. You will then be asked about medical treatment in the UK, UK leave to remain and national insurance number (if you had one).

UK visa applications

Have you been issued with a UK visa in the past 10 years?

- Yes
- No

If you answer ‘yes’ you need will need to enter the visa issue date.

Date of visa issue
Enter date in the format MM/YYYY
Month Year

If you have applied for a visa but had the application refused, select ‘no’. You will need to give details of the refusal letter in the application.
If you have visited other countries you will be asked to provide information about your travels of the next pages, including:

- Which country you visited
- The reason for your visit
- Dates of your visit
- Length of your visit

If you have visited more than one country you will have the opportunity to add more travel information on the following page: ‘Any other world history’
If your visa application is successful you will be given a ‘vignette’ that will indicate the dates you can enter the UK. These dates will depend on the information you enter here.

If you are applying for a visa to attend a pre-sessional course or a course shorter than six months, your temporary visa (vignette*) will start 30 days before the start of your course or 7 days before the date of your intended travel, whichever is later.

If you are applying for a course that lasts six months or more, your temporary visa (vignette*) will start 30 days before the start of your course or 7 days before the date of your intended travel, whichever is later. You must travel to the UK within 30 days of your temporary visa issue date as it is only valid for this 30 day period*.

If the 30 days have ended before you travel, you must apply for a replacement vignette and a fee is charged for this.

*90 day vignettes are issued during the COVID-19 pandemic to allow visa holders longer to enter the UK.

It’s very important that you answer these questions honestly, as if you withhold information your visa will be refused. If you are unsure if these problems apply to a situation that you have been in, please contact ISAT who will be happy to discuss this with you.
Convictions and other penalties

- A criminal conviction
- A penalty for a driving offence, for example disqualification for speeding or no motor insurance
- An arrest or charge for which you are currently on, or awaiting trial
- A caution, warning, reprimand or other penalty
- A civil court judgment against you, for example for non-payment of debt, bankruptcy proceedings or anti-social behaviour
- A civil penalty issued under UK immigration law
- No, I have never had any of these

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

- On the next three pages you will be asked if you have had any involvement or been suspected of involvement in war crimes, terrorist activities, terrorist organisations or hold any terrorist views. Please answer these questions honestly as your visa application will be refused if you are found to have withheld any information. If you have any questions or concerns please contact ISAT.

- You will be asked questions relating to you being a person of good character. You will be asked to declare any involvement you have in activities that would indicate if you are not a person of good character. Again it is important to be honest and if contact ISAT you are unsure how to answer.

- You will be asked about your employment history. If you have worked (either paid or unpaid) for any of the types of organisations listed you will be asked to give details. Make sure you are honest in your answers. If you have not worked for any of the listed organisations you can tick ‘I have not worked in any of the jobs listed above’.

It’s very important that you answer these questions honestly as if you withhold information your visa will be refused. If you are unsure if these problems apply to a situation that you have been in, please contact ISAT who will be happy to discuss this with you.
USE THE INFORMATION ON YOUR CAS TO ANSWER THE FOLLOWING QUESTIONS

**Sponsor licence number and address**

What is your sponsor licence number?

Sponsor’s address

Town/City

Postcode

*Sponsor licence number is V2244NC83

*Our address is:

Oxford Brookes University

Gipsy Lane

Oxford

OX3 0BP

*This information will be on your CAS

**Place of Study**

What type of sponsor are you studying with?

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

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

Oxford Brookes University is a ‘Higher Education Provider with a track record of compliance’
If you are studying at Headington campus select yes.

If you are studying at Wheatley, Harcourt or Swindon campus you will need to select no and enter the relevant addresses.

If you are not sure of these details please contact ISAT.

If you applied for your undergraduate course using the UCAS website (UCAS has nothing to do with your CAS) you can select ‘yes’ and enter your number.

If you applied directly to Oxford Brookes University select ‘no’. For most postgraduate or foundation courses you will not have applied through UCAS.
ATAS may be required for some postgraduate engineering or science courses. Your CAS will state if you require an ATAS certificate. If your CAS confirms this, you will need this certificate for your visa application. You must have this certificate BEFORE you apply for your visa and you will need to provide the physical certificate with your visa application.

If you are required to have an ATAS certificate, answer ‘Yes’.

You will then be prompted to provide your ATAS reference number, which can be found on your ATAS certificate.

If you are not required to have an ATAS certificate, select ‘No’.

A ‘scholarship’ from Oxford Brookes (for example the International student scholarship or the Early acceptance scholarship) is not the same as an official financial sponsor.

If you are being funded by an official financial sponsor you will need to have a letter confirming this. Details of the information this letter should include are given on our financial evidence for a Student application web page.
This is not the same as 'official financial sponsor'. Your sponsor institution will be Oxford Brookes University.

Your CAS document will show the qualification level you will get.
- Undergraduate = RQF6/SCQF9/10
- Masters = RQF7/SCQF11
- PhD = RQF8/SCQF12

Your CAS will give your RQF not SCQF level so please make sure you give the correct RQF level here.

You will find this information on your CAS document.
If you have not paid Oxford Brookes any money for accommodation, select no.

Oxford Brookes is your Student sponsor, so if you have paid Oxford Brookes directly for accommodation in any of the University halls you can select yes.

The most money you can show for accommodation payments is £1265 and the amount you have paid will be indicated on your CAS. You can subtract any accommodation payments from the amount you need to show for your maintenance costs up to £1265.

You will need to provide receipts for your Accommodation payments.

Course fees

What are your course fees for your first year?
If your course is shorter than 12 months, state the total course fee. This information is on your Confirmation of Acceptance for Studies (CAS) statement. Alternatively, you can contact your sponsor for this information.

£12000

Have you or your parent(s) or legal guardian(s) already paid any of your course fees?
Please select No if your course does not have a fee.

Yes  No

Your CAS should show the figure for your tuition fees.
If you have already made a tuition fee payment or you have paid a deposit, you can select yes and enter the amount you have paid below.

Make sure this is indicated on your CAS. If it isn’t please contact ISAT as your CAS will need to be updated.

This refers to a loan from a UK Student Loan company. Most international students are not eligible to apply for one of these. Please select no.

This will be £1023 for each month of your course up to nine months (unless you are applying for the Doctorate Extension Scheme for which you need to show £2046)

Please refer to ISAT’s financial evidence for a Student visa application website for details on what documents you need to provide as evidence. Please contact ISAT to have your documents checked before you submit your visa application.

If your financial evidence is in your name select ‘yes’.

You can only show evidence in yours or your parents’ bank accounts. If you are using your parents’ bank account you will need to provide your birth certificate/adoption certificate/court document and a letter from them that gives their permission for you to use their funds (see below).
You will need to provide this proof as part of your financial evidence and would have only been issued your CAS once these documents have been checked by the CAS team/ISAT.

There is usually no need to write anything here. However, if you are using a combination of yours and your parents’ bank statements for your financial evidence, you may want to explain this here.
Please check your answer carefully before proceeding with the application. You can edit your answers by clicking on ‘change’.

Enter the name of the bank in which your financial evidence is from here. Select the type of evidence it is.

If you still have outstanding tuition fees you need to include this amount in your financial evidence.

You must use the same evidence you used to get your CAS number from Oxford Brookes University.

Make sure your evidence is still in date. Documents cannot be older than 31 days before you submit your visa application.
If you are using more than one source of financial evidence you can add them here by selecting ‘yes’. Select ‘no’ when you have added all of them.

This list shows you the documents you will need to provide to support your visa application.

Sometimes UKVI do not list all your required documents on this checklist so please check our Evidence needed too and contact ISAT if you have any questions.

The documents on this this will vary depending on the answers you gave in your application.

This document checklist indicates the documents you will need to take to your visa appointment.
You can view all the documents you will be expected to provide here.

Tick here to confirm you understand what will happen if you stay in the UK without permission.

I confirm that I understand and accept these conditions
Read the information on this page carefully before confirming you are the applicant.

This is a legal declaration so you should make sure that the answers you have given are truthful throughout the visa application.

Check your answers carefully and ensure you have the required documents before going past this screen as you will then not able to change your answers.
YOU WILL NEED TO PAY THE IMMIGRATION HEALTH SURCHARGE TO PROCEED WITH YOUR APPLICATION

Immigration Health Surcharge (IHS)

You must pay your Immigration Health Surcharge (IHS) before you can complete your visa application. You will pay your IHS on another website, then return to this site to complete and pay for your application. If you are exempt, you will still need to get a reference number from the IHS website.

Your IHS reference number will automatically be included on your application once you pay and return to this site.

⚠️ Your answers will be locked when you go to the IHS website, even if you do not pay your IHS straight away. If you need to make any changes to your answers you must do so now.

Click here to go to the Immigration Healthcare Surcharge payment site.

The amount of IHS payable is calculated on the length of your visa, including any time granted before your course and after the course end date. The charge is £470 per year and £235 if your application includes part of a year that is less than six months.

Pay towards your healthcare in the UK

You may need to pay a healthcare surcharge (called the ‘immigration health surcharge’ or IHS) as part of your visa application.

You’ll then be able to use the National Health Service (NHS). You’ll still need to pay for certain types of services, e.g. prescription, dental treatment and eye tests.

Cost

The healthcare surcharge is £400 per year of the visa and is payable in full to cover the maximum length of the visa. If you’re applying for a student visa the healthcare surcharge is £300 per year.

The Immigration Healthcare Surcharge has increased to £470 per year for students. This web page has not been updated to reflect this.
Select the highlighted parts and complete as described below.

‘Are you applying in the UK?’ Select NO

‘Are you applying to stay in Jersey or the Isle of Man?’ Select NO
Enter the course start and end dates given on your CAS

This will be on your CAS as RQF (level). RQF has replaced NQF but they are the same level. If your CAS states RQF7 you should select ‘yes’

Calculate the time between your course start and end dates on your CAS

Oxford Brookes is not on this list so please select ‘other’
Here you will have the chance to edit any of the answers you just gave.

Don’t click this button.

You won’t have been able to add your dependants on this (if you have dependants they will need to apply separately, see https://www.brookes.ac.uk/students/isat/visas/dependant-visas/)

Click here to proceed.
Declaration

I confirm that, to the best of my knowledge and belief, my details are correct and complete.

If I give false information, I, or a person named on this application could be:

- stopped from entering the UK now or in the future
- required to leave or removed from the UK
- required to pay extra for healthcare in the UK

I agree to the terms and conditions and how my information will be used.

Select ‘I agree to continue’

The amount you need to pay for your Immigration Health Surcharge will then be calculated and you will need to make this payment to proceed with the visa application.

If you believe you have been overcharged then please contact ISAT as they can help you get a refund.
Complete
Your IHS reference number is
IHS204413690

We have sent you a confirmation email.

What you need to do next
Finish your visa application. We'll make sure your IHS reference number is included.
If you've applied in-person at a premium service centre, you'll need your IHS reference number when you attend your appointment.

Find out more
Contact UKVI
Immigration health surcharge

Select ‘Return to my visa application’

Continue your application
Your IHS reference number isXXXXXXXXXXXXXXXXXX Your number will be shown on your checklist and application form.

You must now pay for your application.

Continue
If you are a Non EU/EEA national you will receive a BRP card once you arrive in the UK which you can collect from the University.

Select ‘Collect from an alternative location’

Enter the code 2HE77 and select confirm location

**Pay for your application**

You will need to pay for your visa application. You may have the option to choose a service (Standard or Priority).

The fee for a Standard application is £348 which you will usually pay in your currency.

You can choose a ‘priority service’ which you will need to pay more for in order to get a faster decision. You can chose this option if you are making your application late and you need to be in the UK before an enrolment deadline. (Your enrolment may be on so please check with ISAT if you are not sure if this applicable to you).
Attend a visa appointment or use the ‘UK Immigration: ID Check’ app

EU/EEA/ Swiss students will need to upload a photo of yourself using an app but you will not have to attend an appointment.

Non- EU/EEA nationals will need to make an appointment at a Visa Application Centre (VAC). At your appointment you will provide your biometric information (your fingerprints and a digital photo), your passport and your supporting documents that are listed on your ‘document checklist’). You will also take a short interview with UKVI (usually by Skype). Please see our Credibility interviews web page for information and tips on these interviews.

You will then need to wait for the UKVI’s decision on your application which will usually take three weeks. You can check the latest processing times in your country here.

UKVI’s decision on your application

If your visa is granted:

EU/EEA/Swiss nationals will receive a ‘secure digital status’ which will confirm you have immigration permission as a student. You will not be issued a vignette in your passport or issued a Biometric resident permit (BRP)

Non-EU nationals will receive a 90 day entry-permit vignette in your passport and you will be issued with a Biometric resident permit (BRP) which will be posted to you when you are inside the UK if you requested it be sent to the university.

For more information about using your 90 day entry vignette or secure digital status please see the UKCISA guidance on when your visa is issued
If your visa is refused:

If the UKVI refuses your visa application, the UKVI will provide you with a Refusal Notice which will explain the reasons for your refusal. Please send a copy of every page of this letter to isat@brookes.ac.uk along with your name and student number, and the International Student Advice team can advise you of your options.

Please note that you can only use a CAS once, so if your application is refused and you are able to make another application, you will need a new CAS number. If your visa is refused because of credibility reasons it is unlikely that Oxford Brookes will issue another CAS unless you make a successful administrative review.