

Applying for a Student visa from inside the UK

- The earliest you can apply for a Student visa is 3 months before your course starts. You must apply before your current visa expires and your new course must begin within 28 days of your current visa expiring. You'll usually get a decision within 8 weeks. **You should not travel outside the UK while you are waiting for a decision on your visa, otherwise it will automatically withdraw your application.**
- The process is to submit your application online, pay the Immigration Health Surcharge fee (IHS), biometric enrolment fee and the application fee. Once you have submitted the online application you will be directed to Sopra Steria's website to upload your documents. [More information about the fees.](#)
- You may be able to book an appointment at a UKVCAS centre to give your biometric information. Depending on the availability of appointments and your current immigration status, you may be emailed by UKVCAS to download an app by which you can update your biometric information.
- Before you start your application, it's important that you check you can apply from within the UK. For guidance, please refer to our [Can I apply in the UK](#) web page and [contact ISAT](#) if you are unsure.
- You will need your CAS number before you can submit your application. For guidance on how to get this, please go to our [How to get your CAS](#) web page. Please refer to the information in your CAS when completing your visa application.
- Please use the guide below to help you complete the online visa application form and [contact ISAT](#) if you are unsure about anything. You can access the Student visa application form at the [UKVI Student visa web page](#)
- If you have been in the UK for less than 12 months you will need to show you have enough money to support yourself. For detail and guidance please [see ISAT's Financial evidence for a Student visa](#). If you have been in the UK for more than 12 months, you will not need to show financial evidence but if your previous visa was not a Student visa please [check with ISAT](#) to make sure you can switch from this visa in the UK.

- Read the instructions on UKVI's How to apply on the [Extend or Switch to Student](#) webpage

How we use your data

The Home Office will use the personal information you provide to consider your application. We may also share your information with other public and private sector organisations in the UK and overseas. For more detail please see the [Privacy Notice for the Borders, Immigration and Citizenship system](#). This also sets out your rights under the Data Protection Act 2018 and explains how you can access your personal information and complain if you have concerns about how we are using it.

Apply now

Click here to start your application

- You will be asked if you are **currently in the UK-**

Are you currently in the UK?

Yes No

Save and continue

Cancel

You **must** be in the UK to complete this application, if you are not you should refer back to <https://www.gov.uk/student-visa/apply> to apply outside of the UK

- 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.
- You will then be asked if you have an **Immigration Adviser in the UK**.

Do you have an immigration adviser based in the UK?

Immigration advisers can advise you on matters relating to immigration and citizenship. For more information, click [here](#).

Unless you are using an Immigration lawyer or solicitor you will need to answer 'no' for this question.

Yes No

Save and continue

[Return to this application later](#)

▶ [Show and edit answers](#)

- You will be asked to enter your **name** exactly as it appears in your passport. If you do have a passport or travel document you can use a Biometric Resident Permit, immigration Certificate or birth certificate
- 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

▼ [I do not have both a given name and a family name](#)

Enter your name(s)

- **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](#)

- You will be asked for **your contact email address and telephone** number and whether these details can be used in the UK.

Provide your telephone number

Only include numbers, and for international numbers include the country code. We may contact you by telephone if we have any further questions about your application, or about your immigration status after your application has been decided. This may be a home, work or mobile number.

You must notify us immediately if the contact telephone number you provide as part of this application changes. [Find out how to change your details here.](#)

I cannot be contacted by telephone

Where do you use this telephone number?

You can select more than one option

For use whilst in the UK

For use whilst out of the UK

Can we use this email address to contact you?

If possible, we will use this email as your correspondence address. We will use this to contact you about your application and may use it to contact you about your immigration status after your application has been decided. If your application is successful, we may issue a [biometric residence permit \(BRP\)](#) to you. We will use this email address to make the arrangements to deliver the BRP to you. Emails may go to your spam, junk or trash folders.

You must notify us immediately if your email changes. [Find out how to change your details here.](#)

Yes No

Save and continue

Cancel

- You will then be asked for your **postal address**. This is where your new Biometric Residence Permit (BRP card) will be posted.

Enter a UK postcode

Find UK address

[Enter address manually](#)

Choose an address

Is this where you live?

Yes No

When did you start living at this address?

Enter the date format in MM/YYYY

Month Year

When you receive your BRP card it's important that you check the information on it is correct.

Your BRP card will state the hours you are allowed to work, this should be either 20 or 10 hours per week depending on the level of your course.

Check the expiry date of your visa.

Courses 12 months or longer should get a visa that lasts until 4 months after the course end date.

Courses from 6 up to 12 months long should get a visa that lasts until 2 months after the course end date.

Courses less than 6 months long should get a visa that lasts until 7 days after the course end date - unless it is a pre-session course, in which case the visa should end one month after the course end date.

If you think you may not have been given the correct time, please [contact ISAT](#).

- Once you have received your new BRP card, please send a copy of both sides of the card is isct@brookes.ac.uk immediately as the International Student Compliance Team need a copy of this to update your record.

- **Your relationship status**

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

- Male
- Female
- Unspecified

What is your relationship status?

▶ [I am unsure of my current relationship status](#)

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.

- **Your nationality, country and date of birth**

Country of nationality

If you have previous or additional nationalities, you will be able to add these later in the application.

Country of birth

Place of birth

Enter your place of birth (for example, the city or province), as shown on your passport or travel document.

Date of birth

For example, 31 3 2020

Day Month Year

If your place of birth is not given in your passport, enter the location that you know to be true. If you do not know this information you can enter 'unknown'.

• Your passport

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

Passport number

Issuing authority

On your passport this could also be referred to as 'country of issue' or 'place of issue'.

Issue date

For example, 31 3 2020

Day Month Year

Expiry date

For example, 31 3 2020

Day Month Year

Confirm you can provide this passport

I can provide this passport if required

Save and continue

If you can't access your current passport or your passport has expired, please [contact ISAT](#).

• Your identity card

Do you have a valid national identity card?

This includes identity cards, issued from non-UK governments. This does not include driving licences. If you have an internal passport, provide the details here.

Yes No

You are not required to submit this document as part of your visa application but if you do have one you should still enter the details here.

• 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

• **Your current immigration status**

Do you currently have a visa or leave to remain?

Yes No

What type of visa or leave to remain do you have?

Tier 4 (General) leave to remain

▶ [I have a different visa or leave to remain](#)

What is the start date of your current visa or leave to remain?

Enter date in the format DD MM YYYY

Day Month Year

What is the end date of your current visa or leave to remain?

Day Month Year

• **Revocation, cancellation or curtailment**

Has your visa or leave to remain ever been revoked, cancelled or curtailed?

This means your visa or leave was withdrawn after it had been granted. You would have been informed by the Home Office.

Yes No

'Leave to remain' is a visa granted in the UK

If you are extending your Tier 4 visa, select Tier 4

If you are switching from a different visa that is not listed in the drop down options you can click here to type in the visa you are currently on. You should also provide a covering letter to explain your situation. You will be able to upload this, along with your BRP, at the end of the application. ISAT can help you with this.

You cannot switch into the Student visa if you are currently on a Visit visa, Short term Student visa, Parent of a Student Child / Tier 4 Student child visa, Seasonal worker visa, Domestic worker visa or you have leave outside of the immigration rules.

This information will be in the front on your Biometric Residence Permit (BRP) card or in the vignette in your passport. If you do not have access to your card please [contact ISAT](#) as we have a record of these details

This may apply to you if you did not complete a previous course or you have finished a course early, for example if you cancelled a placement.

Your visa may have also been cancelled if you have been on approved or unapproved temporary withdrawal.

If you are unsure please contact ISAT. It's important that you declare any previous cancelled visas.

- **Your most recent leave**

Was your most recent leave as a Tier 4 student, as a Student or as a Postgraduate Doctor or Dentist?

Yes No

'Leave' means visa

- **Time in the UK**

How long have you lived in the UK?

Year(s) Month(s)

Enter the total time you have lived in the UK

Save and continue

Cancel

[Return to this application later](#)

▶ [Show and edit answers](#)

- **Parents- you will need to provide you parents' detail. You'll need to give details about both parents if you know them, if you can't provide all the details, complete as much as you can**

▼ [What if I do not have my parents' details?](#)

I do not know any details about my parents

If you do not know your parents details you will be able to tick a box to bypass this question

- **Biometric Residence Permit**

Yes, I have a biometric residence permit

Enter your permit number

This is the number in the top right hand corner on the front of your BRP

No, I had a biometric residence permit for my most recent leave, but I do not have it now

No, I did not have a biometric residence permit for my most recent leave

Save and continue

- **National Insurance Number**

What is your current National Insurance number?

Example QQ 12 34 56 C

You will have needed to get a National Insurance number if you have worked part time in the UK

I do not have a National Insurance number

This is not a mandatory document in the visa application so if you don't have a National Insurance number this will not be a problem

Save and continue

- **Driving Licence- You only need to answer yes if you have a UK driving licence. If you do you will need to provide the driving license number.**

- **World travel history. You will need to provide details if you have visited any of the countries you have visited that are not on the list. You will be asked for details of which countries, the reason for your visits and the dates you were in those countries.**

Have you been to any other countries in the past 10 years?

Do not include visits to the UK, USA, Canada, Australia, New Zealand, Switzerland or the European Economic Area.

▶ [Which countries are part of the European Economic Area \(EEA\)?](#)

Yes No

Save and continue

Cancel

[Return to this application later](#)

- **English Language Assessment**

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

You must have provided evidence that you either:

- scored level B1, B2, C1 or C2 on an approved English language test which assessed your reading, writing, speaking and listening skills
- have a degree which was taught in English
- have an English GCSE, A level or Scottish National 4 or 5, Higher, or Advanced Higher qualification

Yes No

Save and continue

Cancel

If you are on a visa where you previously had to meet the English Language requirement you must chose 'yes'. You should not have to provide documents to show this as the Home Office will look at your previous application

If you select no you will be asked the following-

- English Language Assessment (cont.)

You must be able to provide this certificate. If you are not sure if you have this qualification please contact ISAT

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 'no' to the previous two questions, you should be answering 'yes' to the next question - **If you are studying at a Higher Education Provider, have they assessed that you meet the English language requirement, or that you are a 'gifted student'?**

You can find this information on your Confirmation of Acceptance of Studies (CAS) statement.

If you are studying at a Higher Education Provider, have they assessed that you meet the English language requirement, or that you are a 'gifted student'?

You can find this information on your Confirmation of Acceptance of Studies (CAS) statement, if you have one.

Yes No

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

Does the Higher Education Provider have 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

• Immigration history

For either the UK or any other country, have you ever been:

- Refused a visa
- Refused entry at the border
- Refused permission to stay or remain
- Refused asylum
- Deported
- Removed
- Required to leave
- Excluded or banned from entry

Yes No

Save and continue

Cancel

Breach of UK immigration rules

Have you ever:

- entered the UK illegally
- remained in the UK beyond the validity of your visa or permission to stay
- breached the conditions of your leave, for example, worked without permission or received public funds when you did not have permission
- given false information when applying for a visa, leave to enter, or leave to remain
- breached UK immigration law in any other way

Yes No

Save and continue

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

• Medical treatment in the UK

Have you ever been given medical treatment in the UK?

For example, if you visited a doctor, clinic or hospital, this counts as having medical treatment

Yes No

Were you told that you had to pay the hospital, clinic or doctor's surgery for your medical treatment?

This does not include the Immigration Health Surcharge

Yes No

Save and continue

If you answer 'yes' to this questions you will be asked details on the next page. These details include of where you received the medical treatment and when you started and finished the medical treatment.

You do not need include prescriptions. The Home Office need to know if you have outstanding debt the National Health Service. If you have had to pay for treatment you will be asked if you have completed the payment. If you answer no to this questions please [contact ISAT](#)

- **Public funds**

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

This includes benefits for people on low incomes, such as housing or child benefits.

Yes No

Save and continue

[Return to this application later](#)

▶ [Show and edit answers](#)

If you are on a student visa in the UK you are not entitled to public so you should be entering 'no'. If you think you have received public funds in the past please discuss this with ISAT

Council tax exemption (which students are entitled to) is **not considered** a public fund

- **Local authority care** – If you answer 'yes' to this question you will You will need to provide a letter from your local authority with your application confirming that you are living in their care. If you do not provide a letter with your application, it may be rejected as invalid. If you book a premium appointment, you must bring this letter to your application

- **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.

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

- 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 [contact ISAT if 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 you 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'.

- **Sponsor license number and address-** this information will be on your CAS document.

What is your sponsor licence number?

Sponsor licence number is V2244NC83

Sponsor's address

Town/City

Postcode

Save and continue

Our address is:
Oxford Brookes University
Gipsy Lane
Oxford
OX3 0BP

- **Place of study**

What type of sponsor will you be 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 Institution with a track record of compliance

- **Primary site of study**

Is this the site where the majority of your study will take place?

Oxford Brookes University
Gipsy Lane
Oxford
OX3 0BP

Yes No

Save and continue

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](#)

- **UCAS details**

Did you apply for your course through UCAS?

Yes No

What is your UCAS personal identification number?

123456789

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.

For most postgraduate or foundation courses you will not have applied through UCAS.

► [What is UCAS?](#)

- **Academic Technology Approval Scheme (ATAS)**

Students of certain sensitive subjects, knowledge of which could be used in programmes to develop weapons of mass destruction or their means of delivery, will need to apply for an ATAS certificate before they can study in the UK. You can [find out if you need an ATAS certificate here](#).

Do you need to obtain permission from the ATAS?

Yes No

Save and continue

If you need an ATAS certificate this will be indicated on your CAS document. If you do need to obtain permission from ATAS you will need to apply for a certificate before applying for your visa. Please see [the Home Office guidance applying for an ATAS certificate](#). You will need to provide this certificate as part of your visa application.

- **Current or past official financial sponsor**

Are you currently receiving money from an official financial sponsor - or have you received money from an official financial sponsor in the past 12 months?

Yes No

▶ [What is an official financial sponsor?](#)

Save and continue

[Return to this application later](#)

An official financial sponsor will be one of the following:

- The British government
- The government in your home country
- An international organisation
- The British Council
- An international company with a trading presence in more one than one country ([contact ISAT](#) if you are not sure)
- A university
- An UK independent school

ATTENTION: If in the last 12 months, you have completed a course of study in which you received a scholarship or sponsorship from a Government or international sponsorship agency, you need to get a letter from that sponsor that confirms they give their consent for you to extend your immigration permission in the UK. If you do not provide this letter with your application it may be refused.

• Future financial sponsor

Will you be receiving money from an official financial sponsor for your continuing studies?

Yes No

▶ [What is an official financial sponsor?](#)

If you are being wholly sponsored by an official financial sponsor how will you prove this?

- My Tier 4 sponsor has confirmed this information on my CAS
- Letter of official financial sponsorship
- I am not being wholly sponsored

A 'scholarship' from Oxford Brookes (for example the International student 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 Tier 4 application](#) web page

Save and continue

• Course information

Name of sponsor institution (school/college/university)

Course name

Qualification you will get

This is the level of the qualification you will receive at the end of your course. If you are unsure about the level of your qualification, [find out what qualification levels mean here](#) or ask your sponsor institution.

Are you going to be a student union sabbatical officer?

▶ [What is a student union sabbatical officer?](#)

Yes No

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, please make sure you give the correct RQF level here.

- **Course dates**

Course start date

Provide the start date of your main course of study, but do not include any other courses you may be taking before.

Enter date in the format DD MM YYYY

Day Month Year

Course end date

Day Month Year

You will find this information on your CAS document.

Please make sure you enter the original start date of your course.

Save and continue

- **Doctorate Extension Scheme**

Are you applying for the Doctorate Extension Scheme?

The Doctorate Extension Scheme is for students who have almost finished their PhD or other eligible doctorate degree. It allows them to stay in the UK for 12 months after their course has ended in order to gain further experience in their chosen field, seek skilled work or develop plans to set up as an entrepreneur

Yes No

You can only apply for the Doctorate Extension Scheme (DES) if you have completed a PhD.

If you have completed a PhD and are applying for DES, please make sure you have discussed your application with ISAT and you are applying at the right time

Save and continue

- **Accommodation payments**

Have you or your parent(s)/legal guardian(s) already paid any money to your sponsor for accommodation?

This is only money paid to your sponsor. For example, this does not include money paid to a private landlord or housing organisation. There is a limit on how much of this will count towards your maintenance requirement, and this is set out in the guidance [here](#)

If you have not paid Oxford Brookes any money for accommodation, select no.

Oxford Brookes is your Tier 4 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 is £1265, 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.

Yes No

How much has been paid?

£ 1275

How can you prove this amount has been paid?

My sponsor has confirmed this information on my CAS

Receipts

You will need to provide receipts of any accommodation payments you have made.

- **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

Your CAS should show the figure for your Tuition fees.

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

How much has been paid?

£ 1000

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.

How can you prove this amount has been paid?

My sponsor has confirmed this information on my CAS

Receipts

Save and continue

- **Student loan**

Are any of the maintenance funds required for this application in the form of a student loan?

Yes No

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.

Save and continue

- **Maintenance funds**

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 £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.

You must show that you have enough money to cover your course fees and living costs. [Read the guidance document](#) to find out how much money you need to show and what documents you can use as evidence.

Are all of the maintenance funds required for this application in a bank account with your name on it?

Yes No

If your financial evidence is in your name select 'yes'

You can only show financial evidence in yours or your parents/legal guardians' name so only select 'yes' if you are using your parents/legal guardians' funds

Are you relying on money held in an account under your parent(s) or legal guardian(s) name?

Yes No

How can you prove they are your parent(s) or legal guardian(s)?

- Birth certificate
- Adoption certificate
- Court document

You will need to provide this proof as part of your financial evidence, please check with ISAT to make sure that it meets UKVI requirements.

• Your Confirmation of Acceptance of Studies number

You will only be able to proceed with the form if you have your CAS number ready to enter

Do you have a Confirmation of Acceptance for Studies (CAS) number?

Yes No

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 for to avoid error.

Confirmation of Acceptance for Studies reference number

If you have not yet received your CAS please see your [How to get you CAS](#) web page

Continuing students will need to have had their financial evidence checked by ISAT before they receive their CAS.

Save and continue

- **Applicant(s)- You can now check and edit your answers and you will have the option for you add dependants to your application**

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[← Back](#)

Applicant(s)

Once the questions for the main applicant have been completed, you will be able to add additional applicants to this application, such as a family member or dependant

Tier 4 (General) student
Mr Example Student
9 September 1999
Completed

[Edit responses about this applicant](#)

Additional applicant

To add another applicant, select their relationship to you.

I would like to add a:

[Add this applicant](#)

[Continue](#)

If you are adding dependants, please read our [guidance on Dependant visas](#) and check with ISAT that you can provide the right documents for your dependants.

Documents- You will now need to give details about the type of evidence you are using.

If you are a nationality that qualifies for the differentiation arrangements you will not be asked to provide financial evidence with your application. To check if you are from a country that qualifies for these arrangements please see [Differential evidence requirements on the Home Office Appendix ST: Student web page](#). However, make sure you are have access to documents showing you have the [required amount of money](#) as you could asked by the Home Office for this information as part of a 'spot check'. Your application could be refused if you are not able to provide the required documents.

If you are a not from a country that qualifies for the differentiation arrangements and you have been in the UK for less than 12 months you will need to have your financial documents checked by ISAT before getting your CAS. Please make sure you are using the same documents you have had checked by ISAT

The following guidance is for students who do not qualify for differentiation arrangements and need to provide evidence of finances and qualifications and have been in the UK for less than 12 months

- **Documents showing the required maintenance funds**

Are all of the maintenance funds required for this application in a bank account with your name on it?

Yes No

Are you relying on money held in an account under your parent(s) or legal guardian(s) name?

Yes No

Do you have permission from your parent(s) or legal guardian(s) to use this money?

Yes No

How can you prove they are your parent(s) or legal guardian(s)?

Birth certificate

Adoption certificate

If you are using your parents' funds as your financial evidence select 'yes' here and indicate that you can show you have their permission and you can prove your relationship with them. If you cannot, please contact ISAT.

- **Documents- you will then be asked to confirm the mandatory documents you will provide for your application**

Mandatory documents

These documents are mandatory and you must provide them as part of your application. Tick the box to agree that you will provide each document:

The biometric residence permit for

The passport issued by India for

You will be able upload copies of these documents later in the application. You can provide originals or copies. **All passports must be originals**

Other documents

If you do not provide these documents, your application may be delayed or refused.

- The birth certificate for
This must be a full birth certificate that shows the names of both of your parents.
- A letter of permission from your legal guardian(s)/parent(s) confirming use of their money and relationship to you
- If you provided any qualification evidence to your sponsor for them to issue your CAS, you must submit this evidence (including translations). For example, you might have sent your sponsor your certificate of qualification or transcript of results.
- Evidence to show that has paid for any treatment they have already had in the UK

Verification Consent

The Home Office will check that the information and supporting documentation from a bank or utility company that you supply as part of this application is correct. You must download, sign and return the following declaration to confirm that you consent for the Home Office to request verification checks:

[Declaration of consent for the Home Office to request verification checks](#)

You should download and print this declaration now. A copy will also be available to download once you have paid for your application.

- I will provide a declaration signed by me to confirm my consent for the Home Office to request verification checks

Save and continue

[Return to this application later](#)

You will be asked to provide other documents depending on the answers you gave in your application.

This list may not include the financial evidence you need to provide if you have been in the UK for less than 12 months, or if you do not qualify for the differentiation arrangements. **However, you will still need to upload these at the end of the application**

You may need to provide a Police registration certificate. Please see our [Police Registration](#) web page to find out if you are from a country where this is required. On this page you will also find details on how to update your certificate.

You will need to download and complete this form to give permission for the Home Office to make verification checks on the financial evidence you provide with your application.

You will need to sign part 1

If you are using evidence of joint bank account, the other bank holder will need to sign part 2

If you are using your parents bank statements, they will need to sign part 3

• Conditions

If your application is successful, there will be conditions on your visa or leave to remain. This will include, for example, whether you are able to work in the UK.

If you stay in the UK without permission:

- You can be detained
- You can be prosecuted, fined and imprisoned
- You can be removed and banned from returning to the UK
- You will not be allowed to work
- You will not be able to rent a home
- You will not be able to claim any benefits and can be prosecuted if you try to
- You can be charged by the NHS for medical treatment
- You can be denied access to a bank account
- DVLA can prevent you from driving by taking away your driving licence

You will be asked to confirm you understand the conditions of a Student visa. We recommend you use the information on UKCISA's [Protecting your Student status](#) web page to familiarise yourself with these conditions

I confirm that I understand and accept these conditions

Save and continue

• Declaration

I confirm that:

- I am the applicant aged 18 or over
- I am the applicant aged under 18
- I am the parent or legal guardian of the applicant who is aged under 18 and completing and submitting the form on their behalf
- I am submitting the form on behalf of the applicant

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

I accept the above

- You will then be given the opportunity to check your answers before you continue to the next section.
- **Immigration Health Surcharge (IHS) - You will now be redirected to the IHS payment site. You will be asked to review your answers from your application and add additional information**

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.
[Check your answers](#)

[Go to IHS website](#)

Your details

Applying from UK	Yes
Staying in Isle of Man, Jersey or Guernsey?	Add where you are planning to stay
Full name	Example Student
Email	
From	
Visa route	Tier 4
Visa type	Tier 4 (General)
Course start date	Add your course start date
Course end date	Add your course end date
Continuing course	Add whether you are continuing a course

'Are you applying to stay in Jersey or the Isle of Man?' **Select NO**
'Are you applying in the UK?' **Select YES**

Enter the course start and end dates given on your CAS

Is your course at NQF 7?

Yes No

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'

Is your course a Master's degree?

Yes No

Is your course for 13 months or less?

Yes No

This refers to the total course duration, not just the length of time you are extending your visa

Please select the location of your course

other

Oxford Brookes is not on this list so please select 'other'

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.

You will then need to pay for your visa application

Scholar Google | Google | Inbanc | Dinet | Earthdata Login | ORNL DAAC Spatial... | Funabi Keyboard | Important | Thematic Issue - Food... | NCBI | Agricultural Systems... | News (FR) | Media | World Bank News

GOV.UK Visas and Immigration

BETA This is a new service - your [feedback](#) will help us to improve it.

Continue your application

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

! You must now pay for your application.

[Continue](#)

appointment...

Select a service from the options below. You will not be able to change this after you have submitted your application.

Standard service : pay 494.20 GBP, most people get a decision within 8 weeks of submitting their on-line application

The amount you pay for each service option includes the 19.20 GBP biometrics enrolment fee for each applicable person on this application.

UK Visas and Immigration will contact you if it will take longer to process your application.

[Save and continue](#)

[Return to this application later](#)

*You may also be able to select 'Priority service' (£975, decision in 5 working days of attending your biometrics appointment) or 'Super Priority (£1275, decision in one working day of attending your biometrics appointment) *Priority service may not be available due to delays caused by COVID-19

Click here to be taken to 'Worldpay' where you can pay with a debit or credit card

Once you have completed the payment you will be prompted to 'Save and continue to final tasks'

GOV.UK Visas and Immigration PRAKASH SINGH PANIN

1. Start 2. Application 3. Documents 4. Declaration 5. Pay 6. Further actions

Further actions you must complete

There are some more actions below that you must complete. **Your application may not be successful** if you do not complete the mandatory actions.

Mandatory actions

Attend an appointment to provide your documents and biometrics by 23 September 2020

You must book and attend an appointment with UK Visa and Citizenship Application Services (UKVCAS) to provide your evidence and biometrics (fingerprints and facial photograph). We will send you a reminder after this date if you have not attended an appointment.

If you are under the age of 16, you must be accompanied by the responsible adult named on your application. You must both bring an acceptable form of ID. [Find out more information here.](#)

Your BRP will be sent to you by courier. You'll usually receive it within 7 to 10 days of getting your 'decision letter' from the Home Office. More information is available on the [Getting your BRP](#) GOV.UK page.

[Book appointment](#)

sopra steria UKVCAS Official partner of UK Visas & Immigration

Help and support

Get your access code

Click the button below to confirm your email address and setup an account with Sopra Steria.

Email address
15132198@brookes.ac.uk

[Email my access code](#)

Help Contact us Privacy & cookies Terms & conditions © Copyright 2020 Sopra Steria

sopra steria

Once you have submitted and paid for your application you will need to set up an account with 'Sopra Steria' to access the booking system and book your appointment

This will take you to the 'Sopra Steria' website which is the appointment booking service for UK Visa and Citizenship Application Service Centres.

You will receive an email from Sopra Steria with a link to their appointment website and a unique access code. If the email does not arrive, check your junk mail folder.

Create a password to set up an account

We use cookies to make this website work better. If you continue to use this website you are agreeing to their use. Find out more in our [Privacy Policy](#) Continue

Set up your account

Enter the access code and choose a password to set up your account.

Email address

Access code

Enter the 6-digit access code that was emailed to you

[Resend Access Code](#)

Password

Password must be at least 8 characters and contain at least 1 uppercase character, 1 lowercase character, and 1 number

Retype password

[Set up account](#)

Remember to accept cookies or you will not be able to proceed

We use cookies to make this website work better. If you continue to use this website you are agreeing to their use. Find out more in our [Privacy Policy](#) Continue

Log in to your account

Email address

Password

[Reset your Password](#)

[Log in](#)

- **Appointment booking**



Make sure you read the service updates as these will contain information about if and when you can book an appointment depending on when you submitted your visa application

Due to delays caused by COVID-19, it is likely you will not be able to book an appointment. You may find that there are 'no available appointments' when you search. Make sure you check all the locations near you (Croydon, Birmingham, Reading) for any available appointments.

If you are able to book an appointment please see our [How to apply in the UK](#) web page for information about what will happen at your appointment.

If you are not able to book an appointment you will be contacted by UKVCAS and they will let you know if you are eligible to submit your biometric information using the UK Immigration: 'ID Check' app, meaning that you will not need to attend an appointment in person

It is likely that you will be invited to use the UK Immigration: 'ID Check' app if you have already been granted a visa in the UK.

If you are not able to book an appointment, or have not been contacted by UKVCAS to use the UK Immigration: 'ID Check' app within 2 weeks of submitting and paying for your visa application please contact ISAT and we can make an enquiry with UKVI about the status of your application.

If you made an in time application then you are legally permitted to remain in the UK while you wait for an appointment and the decision of your visa application.

- Document upload

The screenshot shows the top of the UKVCAS website. At the top left is the 'sopra steria UKVCAS' logo. To the right, it says 'Official partner of UK Visas & Immigration'. Below this is a red navigation bar with links for 'Home', 'Appointment booking', 'Document upload', 'Help and support', and 'Log out'. Underneath the navigation bar, there is a support line number and two status banners: 'UKVCAS SERVICE STATUS' and 'SERVICE POINT STATUS'. A large blue banner below the status banners reads 'Welcome to UK Visa and Citizenship Application Services' with an image of a smiling couple.

Click on 'Document upload' to upload the documents you listed in your application. These will be listed in the checklist you can download after submitting your visa

Mandatory documents for

Below is a list of mandatory document categories for your application. Each category tab contains a description of the documents required. Please ensure that you provide a document in each of these categories.

Note: If a document has a status of 'submitted' then it cannot be removed.

Document Type

▶ Proof of Identity / Travel History

Status

UPLOADED 1 FILE

▼ Proof of Application

The passport issued by India for:

Upload a file

Choose File | No file chosen

Description (optional)

For example, year or other description

My uploaded files

No files have been uploaded.

The mandatory documents will be Proof of Identity (your most recent BRP) and Proof of Application (your passport)

You can upload the rest of the documents listed on the checklist under 'optional documents'.

▶ Other
 ▶ Residence in the UK
 ▼ Finances UPLOADED 4 FILES

Upload a file
 No file chosen

Description (optional)
 For example, year or other description

My uploaded files

Birth certificate.pdf	Birth Certificate	Remove File
Parent cons... letter.pdf	Parents consent letter	Remove File
Finance Document 2..pdf	HDFC Fixed Deposit 2	Remove File
finance document 1..pdf	HDFC Fixed Certificate 1	Remove File

▼ Education UPLOADED 5 FILES

Upload a file
 No file chosen

Description (optional)
 For example, year or other description

My uploaded files

LPC Transcr...ificate.pdf	University of Law LPC	Remove File
Masters tra...script.jpeg	Masters Transcript	Remove File
MASTERS CER...TE copy.png	Masters Certificate	Remove File
LLB Transcript.jpg	LLB Transcript	Remove File
LLB Degree ...e copy.jpeg	LLB Degree Certificate	Remove File

Financial evidence such as bank statements and can go under finances. If you are using your parents' funds, your birth certificate and parental consent letter can also go here.

Qualifications that you would have provided to get your CAS (e.g. certificates or transcripts) should go under 'Educational'. If you are not sure, these should be listed in the document you were sent that contained your CAS

Note: If a document has a status of 'submitted' then it cannot be removed.

Document Type	Status
▶ Other	
▶ Residence in the UK	
▶ Finances	UPLOADED 4 FILES
▶ Proof of Business	
▶ Life Events	
▶ Medical Information	
▶ Sponsors / Employment	
▶ Educational	UPLOADED 5 FILES

When you have finished you should be able to see the total number of files uploaded

If you are unsure where to upload other documents that are included on your checklist please [contact ISAT](#)