

# STUDENT ADVICE

## Student Visa Application Guide: Applying from outside the UK



UNIVERSITY OF  
WESTMINSTER

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## Who is this guide for?

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

This guide is written specifically for students submitting their application from outside the UK who **do not** hold an EU/EEA passport. If you have an EU/EEA passport, please refer to a guide for EU/EEA nationals which can be found on [our website](#).

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

We believe this information to be correct at the time of writing in December 2024.

## Before you apply

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

[Westminster University Visa Pages](#)

[Official Student Visa Guidance](#)

[Government Website – General Information on Student Visa](#)

## Prepare your documents

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

The application form is completed online, paid online, and submitted electronically. The date your application is considered as submitted is the date you pay the visa application fee. You must meet the Student Visa requirements on this date. This means that your accompanying documentation must also meet the Student Visa requirements on this date. Bank statements used to prove funds must show the required amount of money has been maintained in the account continuously for at least 28 consecutive days before the application fee is paid. Please make sure that the documents you sent to the University to obtain your CAS have not become too old to use for your visa application. They must be dated within the last 31 days and the closing balance must fall within the last 31 days, too.

## Request your CAS

[CAS](#) is a mandatory document for the Student visa application.

You must first accept your course offer and, in most cases, pay a [tuition fee deposit](#). If you will be attending the pre-session course, you must pay the full fee for that course. Exceptions may apply for students awarded a full University of Westminster scholarship or who have a US or Canadian study loan.

Next, apply for your CAS via the [Applicant Portal](#). You need to complete a Visa Check task and CAS Request task. You will need to submit your passport details, qualifications, details of any previous UK visas or UK study and your financial documents. The passport you submit must be the passport you will use to apply for your visa.

Your financial documents must prove you meet the [Student Visa financial requirements](#) to make a successful visa application. If you are required to submit financial evidence to support your visa application, the Visa Compliance Team will check your financial documents before issuing you with a CAS\*. You will not be asked to submit your financial documents if your country is listed in [Appendix Student](#) of the Immigration rules, under *Eligibility Requirements*, paragraph ST 22.1. In this case, you must still ensure you have the financial documents ready, as they can sometimes be requested when your application is being processed.

*\*If you are an existing student and are applying for a Student visa to return to your course after an interruption of studies, or to otherwise complete your course, the Visa Compliance team may not ask you to show the financial documents before issuing a CAS. However, you must still ensure that you have the documents ready, as they will be required for the visa application.*

A CAS will only be issued if your financial documents, previous UK study and visas (if relevant) all meet the Student Visa requirements. The CAS is sent by email and confirms the University's sponsorship of your studies and your unique CAS reference number. You can apply for your visa once you have your CAS and are within six months of your course start date. You need the CAS number for your visa application. The course information provided on CAS is essential for the completion of the visa application form.

### Consider timeframes

The visa process can take several weeks so allow enough time for your visa application to be processed and granted in time to start your course. [Check current visa processing times](#). Additional time may be needed to receive your passport back from the Visa Application Centre. In some cases, additional checks on documents or requests for further information can increase the visa processing time.

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

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

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

## Student Visa Application Process

The visa application fee is £490. There will be additional costs for priority applications. If you are applying with dependants, you must complete a separate form for each dependant. The Student Immigration Health Surcharge is £776 per year and £388 for 6 months.

Except for completing the online application form and making the online payments, you will also need to attend a biometrics appointment at a chosen visa application centre once the online application is submitted.

**GOV.UK**

## 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.

**Start now >**

## Starting your application

To access the visa application form, go to [www.gov.uk/student-visa/apply](https://www.gov.uk/student-visa/apply).

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

This will commence your application.

## Where are you planning to live?

England, Scotland, Wales or Northern Ireland

Jersey, Guernsey or the Isle of Man

**Continue**

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

Confirm that you are planning to live in England.



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

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

Yes  No

Continue

**Next:** Do you have a current EU, EEA or Swiss passport?

Answer this question according to your circumstances (in line with the nationality listed on your passport).

### **EU, EEA, and Swiss nationals only:**

If you answered 'yes' to the above question, you may be able to use an alternative visa application form (one that allows the use of the [ID Check app](#) to confirm your identity). You should exit this guide and see our guide for overseas applicants using the ID Check app which you can find on [our website](#).

ID Check app, for those who can use it, replaces the biometric appointment at a Visa Application Centre. The app can only be used within the application process and not separately of it. It is currently only available to EU, EEA and Swiss nationals for overseas applications, and to all nationals who are extending visas in the UK.

If you are an EU, EEA, or Swiss national but you were not able to use the ID Check app, for example, due to technical issues, you can proceed with this guide, as you will need to follow the application process outlined here.

## Select a country to provide your biometrics

To complete your application, you must make arrangements to provide your biometrics (fingerprints and facial photograph) with our commercial partner, which may involve attending one of their centres. You will be able to see the options available to you after you have completed your application and continue to our commercial partner's website.

Enter the country in which you are making your application and wish to provide your biometrics

[Can I enter any country?](#)

Next

### All students:

**Next:** Select a country to provide your biometrics

Whether you confirmed that you did not have an EU, EEA, or Swiss passport, or that you could not use the ID Check app, you will arrive at the page asking you to select a country to provide your biometrics.

This is because, after completing your online application, you will be required to attend a biometrics appointment to provide fingerprints and have your photograph taken at a visa application centre.

You can only apply in the country where you usually live (as a legal resident) or in your country of nationality. You cannot apply for a Student visa if you are in another country as a visitor (e.g. if you are there on holidays).

Choose the country you are applying from. On the next page you will be asked to check whether you can attend a visa application centre in the selected country.

**You will not be able to change the selected country after you submit your application; you will need to book an appointment in the country you selected.**

## Check available visa application centre locations

**i** The continued international effort to limit the impact of the coronavirus (COVID-19) pandemic has resulted in the disruption of services at some of the UK's visa application centres. To check the availability of services at your preferred application centre you can find more information by visiting the website of our commercial partner [VFS Global](#) who operates our centres around the world.

You can find all VAC locations by checking the [Find a visa application centre](#) page on GOV.UK. They are also listed on our commercial partners' websites.

You will not be able to change the location after you have submitted your application.

There may not be a VAC in your preferred location. Try an alternative location if this is the case.

You must select a location even if you believe you are unable to provide your biometrics at any location.

**Afghanistan**

I have identified the location where I will provide my biometrics (or I am unable to provide my biometrics at any location).

I want to choose a different location.

**Next**

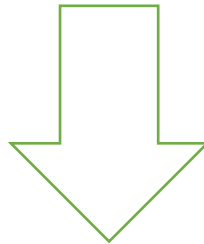
**Next:** Check available visa application centre locations

Please check the available locations on the link provided on the application form.

Some countries will not have their own visa application centre. This means that you will have to submit your application in your home country but attend an appointment in a neighbouring country.

You will be given a list of those countries.

[Find a visa application centre - GOV.UK \(www.gov.uk\)](https://www.gov.uk/find-a-visa-application-centre)



**GOV.UK** Visas and Immigration

## Student visa

Use this form to apply from outside the UK for a Student visa.

You cannot add family members ('dependants') to this application. You must complete a [separate form](#) for your dependants.

### Before you apply

Before you start your application, [read the guidance on:](#)

- eligibility
- how to apply and required documents
- fees

How long it takes you to complete the application will depend on your particular situation. You will be able to save your application and come back to it at another time if you need to.

If you are inactive for 25 minutes you will be automatically logged out.

### How we use your data

The Home Office will use the personal information you provide to decide whether to grant 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 Border, 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.

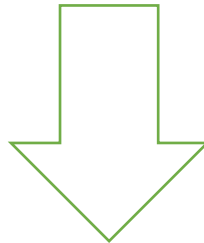
[Apply now](#)

**Next:** You will arrive at the Student visa page.

Please read the information on the page and make sure you have your documents in place before starting the application.

This application is to be completed by you – the STUDENT only; you will need to complete separate forms for dependants if you have any. For more information about bringing dependants with you to the UK, have a look at the [UKCISA](#) website.

If you are happy to progress, select 'Apply now'.



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

## Register an email

Enter an email address and password so you can save your answers. You will then be emailed a unique link to let you log back in to your application at a later point, if needed.

Throughout your application, you can select the option to 'Return to this application later' in order to re-send the link to your latest saved application.

Email address

Create a password  
Your password must be 8 characters or longer and include a letter and a number or symbol.

Repeat your password

## Contacting you by email

We may use email to contact you about your application, for example, we may contact you for further information, or send a decision on your application by email. We may also use email to contact you about your immigration status after your application has been decided.

You must notify us immediately if the contact email addresses you provide as part of this application change.

If your email is wrong, click [here](#) to change it.

Who does this email address belong to?

You

Someone else

[Save and continue](#)

## Contact Details

### Next: Register an email

You must provide some basic details to create your account.

You will be asked to register an email. Enter a valid email address and create a secure but memorable password.

Remember to use an email address that you check regularly as you may be sent emails about your visa application. You must notify the Home Office immediately if your contact email address changes.

### Next: Contacting you by email

You will be sent an automated email to your email address with a link to sign into your visa application form. You can use this link to access your account later, if required.

Confirm that this email belongs to you. If your email is wrong, then you can change it here.

## Additional email

Do you have another email address?

Yes  No

Save and continue

## Your telephone number

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.

You must notify us immediately if the contact telephone number(s) you provide as part of this application change.

Provide your telephone number

Only include numbers, and for international numbers include the country code. You will be able to add any additional telephone numbers after you click "Save and continue".

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

Select whether this is your home, mobile or work telephone number

You can select more than one option.

- Home telephone number
- Business telephone number
- Mobile telephone number

Save and continue

**Next:** Additional email

If you have an additional email address, you will be asked to provide it as well.

**Next:** Your telephone number

The next page will ask about your telephone number.

You should specify whether it is for use inside or outside the UK and whether it is a home, business, or mobile number.

If the number is international, make sure to include the country code. You will not be able to insert a "+" but can proceed the country code with "00" instead (for example, for the UK, it will be 0044 instead of +44).

The UKVI may contact you by phone to discuss your application so it is important that you give a number that you will have access to.

The screenshot shows the GOV.UK 'Visas and Immigration' application process. The current step is '2. Application'. The breadcrumb trail is: 1. Start, 2. Application, 3. Documents, 4. Declaration, 5. Pay, 6. Further actions. A 'Back' link is visible. The main heading is 'Any other telephone numbers'. The question is 'Do you have any other telephone numbers?'. There are two radio button options: 'Yes' and 'No'. A green 'Save and continue' button is at the bottom.

**Next:** Any other telephone numbers

You will be asked to provide additional phone numbers if you have any.

The screenshot shows the GOV.UK 'Visas and Immigration' application process. The current step is '2. Application'. The breadcrumb trail is: 1. Start, 2. Application, 3. Documents, 4. Declaration, 5. Pay, 6. Further actions. A 'Back' link is visible. The main heading is 'Contacting you by telephone'. The question is 'Are you able to be contacted by telephone?'. There are four radio button options: 'I can be contacted by telephone call and text message (SMS)', 'I can only be contacted by telephone call', 'I can only be contacted by text message (SMS)', and 'I cannot be contacted by telephone call or text message (SMS)'. A green 'Save and continue' button is at the bottom.

**Next:** Contacting you by telephone

Sometimes the UKVI may need to contact you by phone about your application and it is important that this is facilitated.

You need to confirm whether you can be contacted by phone. If you do not select the option confirming, you will be asked to explain the reason why you cannot be contacted either by call, text message, or neither.

The screenshot shows the 'Scholarships' section of the GOV.UK visa application process. At the top, there is a navigation bar with 'GOV.UK' on the left and 'Visas and Immigration' on the right. Below this is a progress indicator with steps: 1. Start, 2. Application (highlighted), 3. Documents, 4. Declaration, 5. Pay, and 6. Further actions. A blue 'Back' link is visible. The main heading is 'Scholarships'. The question asks: 'Do you have a Marshall, Chevening or commonwealth scholarship?'. Below the question is a link: 'Check the [postgraduate scholarship guidance](#), if you do not know.' There are two radio buttons: 'Yes' (unselected) and 'No' (unselected). At the bottom is a green 'Save and continue' button.

## Next: Scholarships

In the next stage, you will be asked whether you are a recipient of a Marshall, Chevening or Commonwealth scholarship.

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

The screenshot shows the 'Your Confirmation of Acceptance for Studies' section of the GOV.UK visa application process. It has the same navigation bar and progress indicator as the previous form. The main heading is 'Your Confirmation of Acceptance for Studies'. The question asks: 'Do you have a Confirmation of Acceptance for Studies (CAS) number?'. There are two radio buttons: 'Yes' (selected) and 'No' (unselected). Below the question is a text input field labeled 'Confirmation of Acceptance for Studies reference number'. At the bottom is a green 'Save and continue' button.

**Next: CAS number: your visa application will be refused if you do not have a valid CAS. Do not use an old CAS.**

Confirm that you have a CAS (because you must have a current and valid CAS to make a valid application for a Student visa) and then enter your CAS number accurately (copy-paste it from your CAS letter to avoid any mistakes). Do not use old CAS numbers from previous applications!

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



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## Your name

Enter your name as shown on your passport or travel document. Use the English spelling of your name where provided.

You must tell us your full name.

### Given name(s)

Your given name is usually your first name. If you have middle names, include these with your given name. If your name has a suffix (e.g. Jr), include this with your given name. If you have a patronymic name, include it with your given name. You must tell us all your given names.

### Family name

Your family name is the surname shared by your family.

[I do not have a current passport or travel document](#)

Save and continue

## 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

## Personal details

**Next:** Your name

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

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

If you only have one name (i.e., you don't have both a given and family name), click on the link 'I do not have a current passport or travel document'. Once you have clicked on this option, you will be able to click on the link 'I do not have both a given and family name'. You can then enter your name.

**Next:** Any other names

If you have been known by any other names, e.g., if your name on your degree certificate is different/you have changed your name, you will be asked to confirm your other names. You should only say if you have legally changed your name. Do not include any nicknames you may be called informally.

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## Your sex and relationship status

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

Male  
 Female  
 Unspecified

What is your relationship status?

[Learn more about your relationship status](#)

**Next:** Your sex and relationship status

You need to state your sex and relationship status next. You must be accurate about your relationship status in the application form.

An unmarried partner is someone you have been living with for at least two years. If you are in a relationship but are not living with your partner, select 'single'. You can then explain your relationship situation in the additional information section at the end of the form.

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

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## Your address

Address

Town/City

Province/Region/State

Postal code (if applicable)

Country

Is this address also your correspondence address?

We may use this address to contact you about your application, including after it has been decided.

Yes  No

**Next:** Your address

You must provide your address. If you also have a different correspondence address, then please select 'No' to the question asking if your correspondence address is the same and enter your second address when prompted.

Your correspondence address is the address where any Home Office letters may be sent to. This address may be used to contact you about your application, including after your visa application has been decided. Your supporting documents will be returned to this address, where applicable.

Postal code is often known as zip code in other countries.

## About this property

How long have you lived at this address?

Select a unit of time and enter a value

What is the ownership status of your home?

- I own it
- I rent it
- Other

## Your passport

**i** You must use your passport or travel document to complete this section.

Passport number or travel document reference number

Issuing authority

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

Issue date

Enter date in the format DD MM YYYY

Day Month Year

Expiry date

Enter date in the format DD MM YYYY

Day Month Year

### Next: About this property

Confirm how long you have lived at your address and the ownership status.

If you have lived at the property for less than 2 years, you will be asked for your previous address history.

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

### Next: [Your passport](#)

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

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

The issuing authority may be your home country, this information will be on your passport. If your passport does not have an issuing authority, we suggest that you insert the name of the country where your passport was issued. If you are a dual national, you must choose which nationality you want your visa to be linked to. If you are a dual national British Citizen, you should not apply for a Student Visa.

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## 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

**Next:** Your identity card

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

If your country doesn't issue national identity cards or your card is invalid, select 'No'.

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

**Next:** Your nationality, country and date of birth

In the next step, you must declare the nationality of the passport you will use to apply for your visa (which is also your nationality stated on your CAS).

If you are making your visa application from a country where you are not a national, you will be asked about your immigration permission/status in the country where you are applying.

## Your nationality, country and date of birth

**Country of nationality**  
Enter your country of nationality or citizenship, as shown on your passport or travel document. If you have previous or additional nationalities or citizenships, 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

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## 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

[Save and continue](#)

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

You must have been granted a visa or permission to stay after meeting the language requirement at level B1 or above. For example:

- scored level B1, B2, C1 or C2 on an [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
- if you were a student, your sponsor confirmed on your CAS that you met the required level

Yes  No

**Next:** Your other nationalities

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

The nationality that you wish to enter the UK on should be entered first, in the previous question. The UKVI will only process your application according to your main nationality, which will be the nationality you enter first.

## English language requirements

The next series of questions are concerned with the English language requirement. If you have previously been granted a Tier 4 or Student visa and have proven your ability to meet the language requirement at the correct level, choose 'yes'.

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

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

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## Spoken language preference

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

English

Other

[Save and continue](#)

**Next:** Spoken language preference

Next question asks about your spoken language preference. We advise that you choose English as your spoken language preference.

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

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## 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

[Save and continue](#)

**Next:** English language qualification from a UK school

The next question is again with regards to how you meet the English language requirement. It asks if you have an English qualification from a UK school. You should answer 'No' to this question, unless this is how your English language was assessed and this is confirmed on your CAS.

This will usually only apply to undergraduate students.

## 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

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

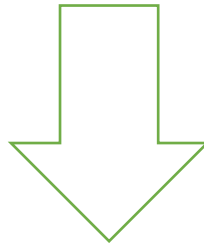
**Next:** English language assessment

If you answered 'No' to the previous question, you will be asked 'Are you coming to the UK to study at a higher education provider?' You should answer 'Yes' to this question.

You will then be asked whether your CAS indicates that your English Language ability was assessed by your institution or that you are a 'gifted' student. Check your CAS.

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

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



## People financially dependent on you

Does anyone rely on you for financial support?

Include both those travelling with you and those who are not.

This could include:

- children under 18
- children over 18 who live with you at home
- children who you look after all the time
- older relatives who need you for accommodation or other support

Yes  No

[Will these dependants be included in my application?](#)

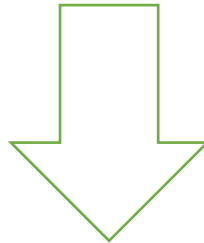
Save and continue

**Next:** People financially dependent on you.

If you have anyone that is financially dependent on you, please include their details in this section. You must include their details whether they will be coming to the UK with you or not.

Someone who is financially dependent on you may rely on you financially for money, clothes, or food.

Remember that you must complete separate forms for any dependants who will join you in the UK. This guide does not cover making a Student Visa application with dependants.





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## Give details about your first parent

Give details about 2 of your parents.

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

What is this person's relationship to you?

Mother

Father

Given names

Family name

If they do not have both a given and family name, enter their name(s) in the Given names field.

Date of birth

Enter date in the format DD-MM-YYYY

Day Month Year

Country of nationality

Have they always had the same nationality?

Yes  No

**Next:** Give details about your first parent

You will be asked to provide details about your parents. If you don't have your parents' details (e.g., because you do not know your parents), please click on the heading 'What if I do not have my parents' details?'. You'll then be able to tick a box to confirm that.

Please do not do this if you have parents but do not have their details with you at that time, you will need to ask your parents for the details before continuing with the form.

If you only have one parent, you should enter the details of that parent only and tick the box confirming that you only have the details of one parent.

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## 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 spouse or civil partner's family
- your child's spouse, civil partner or partner
- your partner, if you have lived with them for 2 out of the last 3 years

Yes  No

**Next:** Family who live in the UK

In this section, you must declare if you have any close family members who live in the UK.

If your answer is yes, you will be asked to provide their details and confirm their relationship to you. Once you confirm their details, you will be asked whether you have any other immediate family members in the UK and you will be able to list more people, if applicable.

You do not need to include details of non-immediate family.

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## Travelling as part of an organised group

Will you be travelling to the UK as part of an organised group?

This includes travel companies or sports, work, or study groups.

Yes  No

Save and continue

**Next:** Travelling as a part of an organised group

Student Visa holders usually do not travel to the UK as part of an organised group, so your answer is likely to be 'No'.

If you are unsure whether you are travelling as part of an organised group, please contact us and provide further details and we can advise.

Examples of organised groups are travel companies, or study groups.

The screenshot shows the 'Travelling with another person' form on the GOV.UK website. At the top, the GOV.UK logo and 'Visas and Immigration' are visible. A progress bar at the top indicates the current step is '2. Application', with other steps being '1. Start', '3. Documents', '4. Declaration', '5. Pay', and '6. Further'. A blue 'Back' link is on the left. The main heading is 'Travelling with another person'. The question is 'Will you be travelling to the UK with someone who is not your partner, spouse, or dependant?'. There are two radio buttons: 'Yes' and 'No'. A green 'Save and continue' button is at the bottom.

**Next:** Travelling with another person

This refers to anyone who intends to travel to the UK with you apart from your partner, spouse, or dependant. If you will be travelling to the UK with someone, you must provide details of their name, nationality, and relationship to you in this section.

For example, you may be travelling to the UK with your parent or your sibling; if this is the case, you would answer 'Yes' to this question.

It does not matter if they have not yet applied for a visa, you must still provide their details. It is ok for them to apply for their visa after you have applied for yours.

If you are travelling on your own, select 'No'.

The screenshot shows the 'Where you will stay in the UK' form on the GOV.UK website. At the top, the GOV.UK logo and 'Visas and Immigration' are visible. A progress bar at the top indicates the current step is '2. Application', with other steps being '1. Start', '3. Documents', '4. Declaration', '5. Pay', and '6. Further'. A blue 'Back' link is on the left. The main heading is 'Where you will stay in the UK'. The question is 'Do you know where you will be staying in the UK?'. There are two radio buttons: 'Yes' and 'No'. A green 'Save and continue' button is at the bottom.

**Accommodation**

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

Do you know where you will stay in the UK? If you have already made accommodation arrangements and have the address where you will be staying, you should select 'Yes'.

You must enter further details on the next screen, where you must explain the type of accommodation e.g., halls of residence, private flat, etc. If you will not be at that address for the whole of your time in the UK, you will be asked to enter details of other accommodation. You will also be asked for the date you will arrive at that address and the date when you will leave.

## 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

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## UK travel history

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

Yes  No

Save and continue

### **Next:** Accommodation plans in the UK

If you answered 'no' to the previous question, you will be asked about your accommodation plans in the UK instead of your UK address. If you will be staying in university halls of residence and are waiting to be allocated your place, you can state the following:

'I have applied for University accommodation at the University of Westminster and I am awaiting confirmation of my room'. Otherwise, please provide detailed information about your accommodation plans in the UK.

## Travel history

### **Next:** UK travel history

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

If you have been to the UK in the last 10 years, you will need to declare how many times you have been to the UK.

If you are not sure how many times you have been to the UK in the last 10 years, please provide an estimate. If you have been to the UK, you will be asked to provide details of up to 3 visits in the next screen.

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## Your previous time in the UK

Select why you were in the UK:

Tourism (including visiting family and friends)

Work

Study

Transit (travelling through the country)

Other reason

Date you arrived in the UK

Enter date in the format MM/YYYY

Month Year

How long were you in the UK?

Select a unit of time and enter a value

**Next:** Your previous time in the UK

If you answered 'Yes' to the previous question, you will now be asked to provide details of your trips to the UK.

**The next series of questions will only appear if you have confirmed that you have travelled to the UK before.**

If you have never travelled to the UK before, you will be taken to the question 'UK visa applications'.

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## 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

[Save and continue](#)

**Next:** Medical treatment in the UK: you will see this question if you confirmed you have been to the UK before.

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

If yes, you will be asked whether you paid for the treatment and subsequently, you will need to confirm various details about the visit, such as the name of the clinic/hospital and the month and year when you received the treatment. If you don't have all the details, try to be as accurate as possible in your estimate.

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## UK leave to remain

Have you applied for leave to remain in the UK in the past 10 years?

Yes  No

[What is leave to remain?](#)

[Save and continue](#)

**Next:** UK leave to remain: you will see this question if you confirmed you have been to the UK before.

The question asks whether you have submitted a visa application in the UK within the past 10 years (this would be an application to extend your UK visa or switch to a different visa whilst in the UK).

If yes, you will be asked to confirm when you applied as well as whether the application was approved or refused.

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## National Insurance numbers

Do you have a UK National Insurance number?

Yes  No

[Save and continue](#)

**Next:** National Insurance numbers: you will see this question if you confirmed you have been to the UK before.

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

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

## Driving licence

Do you have a UK driving licence?

Yes  No

[Save and continue](#)

**Next:** Driving licence: you will see this question if you confirmed you have been to the UK before.

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

## Public funds

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

This includes benefits for people on low incomes, housing or child benefit. If you are applying from inside the UK, you only need to tell us about the public funds you have received since you were last granted permission.

Yes  No

Save and continue

**Next:** Public funds

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

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

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

## UK visa applications

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

Yes  No

Save and continue

**Next:** UK visa applications: will see this question if you confirmed you have not been to the UK in the past 10 years.

You must declare whether you have been issued a UK visa in the last 10 years, even if you did not use this visa to travel to the UK.

If you had a UK visa previously, you will be asked to include the date the visa was issued.



## Travel to Australia, Canada, New Zealand, USA, Switzerland or the European Economic Area

How many times have you visited the following places in the past 10 years?

- Australia
- Canada
- New Zealand
- USA
- Switzerland
- European Economic Area (do not include travel to the UK)

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

- Zero
- Once
- 2 to 5 times
- 6 or more times

Save and continue

## World travel history

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

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

If you have been to any of these countries in the last 10 years, you'll be required to provide more information about the country, purpose of the visit, date, and duration of the travel on the next page. You will need to provide details of your two most recent visits.

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

**Next:** World travel history

The following question asks to provide details of travel to any other countries within the last 10 years (excluding the countries you already listed).

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

Provide all information as accurately as you can.

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## Your planned travel information

Date you plan to arrive in the UK

Enter date in the format DD MM YYYY

Day Month Year

[Why is this information important?](#)

[Save and continue](#)

**Next:** [Your planned travel information](#), i.e., the date you plan to travel to the UK. If you are coming to start a new course, please remember that you cannot travel to the UK any earlier than one month before your course start date as stated on your CAS. You must travel only once your visa is granted and becomes valid.

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

### When will my visa start?

If your course is 6+ months, or a pre-session course, the earliest your visa will start is 30 days before your course start date.

If your course is under 6 months, your visa should start 7 days before your course start date.



Your visa will be issued as a temporary vignette (sticker) in your passport which will normally be valid for 90 days (unless your course is under 6 months' long, in which case the full visa length may be displayed on your visa vignette).

Your visa decision letter will confirm the actual end date of your visa and should instruct you to activate your e-visa (electronic visa record). You can read more about e-visas on [page 63](#) of this guide.

You must travel to the UK within the validity of your temporary visa vignette. Once in the UK, you will use your e-visa to prove your immigration status.

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## 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

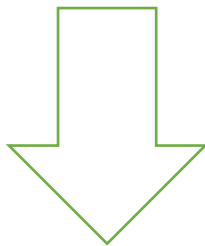
[Save and continue](#)

**Next: Immigration history:** the next question lists various immigration problems and asks whether you have ever experienced any of these in relation to the UK or any other country. If you have never experienced any immigration problems, then please select 'No'

If you have experienced any of these issues, please select 'Yes'. You will be required to provide more details on the next screen.

You **must** declare any immigration issues you have had.

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



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## Details of an immigration problem

Give details of what happened

You will be able to add details of any further immigration problems after you click 'Save and continue'

An application for a visa was refused  
 I was refused entry at the border  
 I was refused permission to stay or remain  
 I was refused asylum  
 I was deported  
 I was removed  
 I was required to leave  
 I was excluded or banned from entry

Country

When did this immigration problem happen?

Enter date in the format DD/MM/YYYY

Month Year

Give more details of what happened

Maximum of 500 characters

[Save and continue](#)

If you answer **YES** to the question above, you will be asked to provide details of the immigration problem(s) you experienced.

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

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

If you answer 'Yes' to this question, you will be asked to provide additional information. Please give as much detail as possible.

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

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

**Please ensure that you complete this section accurately. Failure to declare immigration issues can impact on your visa application, particularly if you fail to declare a previous visa refusal.**

Failure to declare a refusal can lead to a ban on immigration applications to the UK.

## Breach of UK immigration law

Have you ever:

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

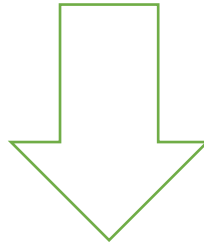
Yes  No

Save and continue

**Next:** Breach of UK immigration law

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

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



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## Convictions and other penalties

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

Only select one answer at a time. If you need to give more than one answer, you can do so on another page.

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 out-of-court 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. You must tell us about any absolute or conditional discharges you have received for an offence.

[Save and continue](#)

### **Next:** Convictions and other penalties

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

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

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

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

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

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

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

## Person of good character

Have you, as a part of your employment or otherwise, undertaken paid or unpaid activity on behalf of a non-UK government which you know to be dangerous to the interests or national security of the UK or its allies?

Yes  No

Have you ever engaged in any other activities which might indicate that you may not be considered to be a person of good character?

Yes  No

Is there any other information about your character or behaviour which you would like to make us aware of?

Yes  No

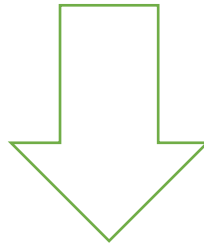
Save and continue

**Next:** person of good character

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

**Please read the questions carefully.**

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



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## Your employment history

Have you ever worked for any of the following types of organisation?

Include information for any paid or unpaid work. Select all that apply.

- Armed Forces (career)
- Armed Forces (compulsory national or military service)
- Government (including Public or Civil Administration and non-military compulsory national service)
- Intelligence services
- Security organisations (including police and private security services)
- Media organisations
- Judiciary (including work as a judge or magistrate)
- I have not worked in any of the jobs listed above

Save and continue

### Next: Your employment history

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

Once you click in one of the boxes, a free text box will appear for you to provide further information about that work.

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



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## Sponsor licence number and address

This information is on your Confirmation of Acceptance for Studies (CAS) statement, or contact your sponsor to get their licence number.

What is your sponsor licence number?

Sponsor's address

Town/City

Postcode

[Save and continue](#)

## Sponsor licence number

**Next:** Sponsor licence number and address

In this section, you will be asked to provide sponsor licence number and address. your “Sponsor” is the University of Westminster.

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

The address details and the sponsor licence number are the same for all students – the screenshot shows how to complete this information, but you can also copy-paste this information from your CAS letter.

## 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

[What is the difference between a school and a higher education institution?](#)

Save and continue

## Primary site of study

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

The University of Westminster  
309 Regent Street  
London  
W1B 2HW

- Yes  No

Save and continue

**Next:** Place of study

In the question about 'Place of Study', you will need to confirm the type of sponsor you will be studying with.

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

Please select this option and proceed.

**Next:** Primary site of study

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

If you are studying at Regent Street, select 'Yes' as your primary site of study will be the same as stated earlier. If you are studying at one of the other sites, select 'No' and insert the address as stated on your CAS.

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

The screenshot shows the 'UCAS details' section of a GOV.UK application form. At the top, the GOV.UK logo and 'Visas and Immigration' are visible. A progress bar indicates the current step is '2. Application', with other steps being '1. Start', '3. Documents', '4. Declaration', '5. Pay', and '6. Further actions'. A 'Back' link is present. The main heading is 'UCAS details'. Below it, the question is 'Did you apply for your course through UCAS?'. There are two radio button options: 'Yes' and 'No'. A link 'What is UCAS?' is provided. At the bottom, there is a green 'Save and continue' button.

**Next:** UCAS details

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

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

The screenshot shows the 'Academic Technology Approval Scheme (ATAS)' section of a GOV.UK application form. At the top, the GOV.UK logo and 'Visas and Immigration' are visible. A progress bar indicates the current step is '2. Application', with other steps being '1. Start', '3. Documents', '4. Declaration', '5. Pay', and '6. Further actions'. A 'Back' link is present. The main heading is 'Academic Technology Approval Scheme (ATAS)'. Below it, there is explanatory text: '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](#).' Below this text, the question is 'Do you need to obtain permission from the ATAS?'. There are two radio button options: 'Yes' and 'No'. At the bottom, there is a green 'Save and continue' button.

**Next:** ATAS certificate

Your CAS may state that you require an [ATAS certificate](#). If you require ATAS, it will be shown on your CAS and in your offer letter, so please check that carefully.

You will be informed by the relevant Admissions team if this is required.

If this applies to you, you will only be able to apply for your visa when you have received ATAS clearance.

You will need to provide your ATAS reference number here if you are subject to the ATAS requirement and select 'Yes'. Otherwise, select 'No'.

The screenshot shows the GOV.UK website interface for the 'Visas and Immigration' section. The breadcrumb trail indicates the user is on step 2, 'Application', of a 6-step process. The main heading is 'Future official financial sponsor'. The question asks: 'Will you be receiving money from an official financial sponsor for your continuing studies?'. There are two radio button options: 'Yes' and 'No'. A link for 'What is an official financial sponsor?' is provided below the options. A green 'Save and continue' button is at the bottom of the form.

## Official financial sponsorship

**Next:** Future official financial sponsor

The next question asks if you will be receiving money from an official Financial Sponsor. Official Financial Sponsors are defined as:

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

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

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

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

## Future official 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 Student sponsor has confirmed this information on my CAS
- Letter of official financial sponsorship
- I am not being wholly sponsored

**Next:** Future official financial sponsor

If you select **YES** to the previous question, you will see additional options.

**Wholly sponsored** means that all living costs and tuition fees for your studies are paid by an official financial sponsor.

If you are being ‘wholly sponsored’ **and** you are in receipt of a University scholarship, you should select ‘My Student sponsor has confirmed this on my CAS’.

If your CAS does not confirm your scholarship, you must contact the Visa Compliance team and ask for your CAS to be updated.

If you are being ‘wholly sponsored’ and are in receipt of any other official financial sponsorship you should select ‘Letter of official financial sponsorship’. This letter will need to meet the requirements outlined in Student Visa guidance.

If your scholarship does not cover all the tuition fees and living costs required, choose ‘I am not being wholly sponsored’. If you select this option, you will be required to show that you have enough funds to cover the remaining living costs and tuition fees which are not paid by an [official financial sponsor](#).

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## 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

**Save and continue**

- RQF 1/SCQF 4
- RQF 2/SCQF 5
- RQF 3/SCQF 6
- RQF 4/SCQF 7
- RQF 5/SCQF 8
- RQF 6/SCQF 9/10
- RQF 7/SCQF 11
- RQF 8/SCQF 12
- CEFR A1
- CEFR A2
- CEFR B1
- CEFR B2
- CEFR C1
- CEFR C2
- Postgraduate Doctor or Dentist
- Aviation qualification

## Course information

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

Name of sponsor institution: University of Westminster.

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

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

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

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

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## 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

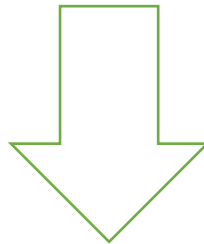
[Save and continue](#)

**Next:** course dates

**Course Start date:** Copy this information as it appears on your CAS.

**Course end date:** Copy this information as it appears on your CAS.

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



The screenshot shows the 'Accommodation payments' section of the GOV.UK visa application process. At the top, the GOV.UK logo and 'Visas and Immigration' are visible. A progress bar indicates the current step is '2. Application', with other steps being '1. Start', '3. Documents', '4. Declaration', '5. Pay', and '6. Further action'. A 'Back' button is located on the left. The main heading is 'Accommodation payments'. The question asks: 'Have you or your parent(s)/legal guardian(s) already paid any money to your sponsor for accommodation?'. Below the question, there is explanatory text: '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](#)'. At the bottom, there are two radio buttons labeled 'Yes' and 'No', and a green 'Save and continue' button.

### Next: Accommodation payments

The next question will ask whether you paid any money to the University for accommodation. Only choose “yes” if you have already paid money to the University towards accommodation for one of the following: Harrow Hall, Alexander Fleming or Marylebone Hall AND your CAS confirms the payment.

Answer “NO” for any other accommodation even if this was obtained through the University.

A maximum of £1,334 can be deducted from the total money you need to prove for your maintenance, even if you have paid more. You can only deduct the money if you have paid the money to the University towards accommodation for one of the following: Harrow Hall, Alexander Fleming or Marylebone Hall. If you decide to pay more than £1,334 towards your accommodation, ensure you still have sufficient funds in your bank account to meet the [financial requirement](#) before you make your visa application.

If you select ‘Yes’, the next question asks you to confirm the document you are using as proof of payment. This should be confirmed on your CAS. If your CAS does not confirm payment for your accommodation, you should contact the Visa Compliance team to have your CAS amended.



**GOV.UK** Visas and Immigration

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

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## Course fees

What are your course fees for your first year?

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

£

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

Please select No if your course does not have a fee.

Yes  No

Yes  No

How much has been paid?

£

How can you prove this amount has been paid?

My sponsor has confirmed this information on my CAS

Receipts

## Course fees and maintenance funds

### What are your course fees for your first year?

Enter the amount stated on your CAS.

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

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

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

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

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

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

The screenshot shows the GOV.UK website interface for the 'Visas and Immigration' section. The breadcrumb trail indicates the user is on step 2, 'Application', out of six steps: 1. Start, 2. Application, 3. Documents, 4. Declaration, 5. Pay, and 6. Further actions. A 'Back' button is visible. The main heading is 'Student Loan'. Below this, there is explanatory text: 'You must show that you have enough money to cover your course fees, and living costs for you and any dependants. [Read the guidance](#) to find out how much money you need to show and what documents you can use as evidence.' The question is 'Are any of the funds required for this application in the form of a student loan?'. There are two radio button options: 'Yes' and 'No'. A green 'Save and continue' button is at the bottom.

## Next: Student Loan

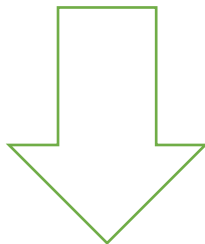
If you answer 'Yes' to this question, you will be asked 'Have you already received your student loan?'

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

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

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

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



The screenshot shows the GOV.UK website interface for the 'Visas and Immigration' section. The breadcrumb trail indicates the user is on step 2, 'Application', out of six steps: 1. Start, 2. Application, 3. Documents, 4. Declaration, 5. Pay, and 6. Further actions. A 'Back' link is visible. The main heading is 'Maintenance funds'. Below this, there is explanatory text: '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.' The question is: 'Are all of the maintenance funds required for this application in a bank account with your name on it?'. There are two radio button options: 'Yes' and 'No'. A green 'Save and continue' button is at the bottom.

## Next: Maintenance funds

The next question asks if all of the funds that you are required to show are in a bank account with your name on it.

You will need to answer 'yes' to this question unless:

- you are fully sponsored by an official government sponsor or an international scholarship agency, **or**
- your funds are in your parent's bank account and in their name.

You are required to demonstrate that you have a specific amount of money as explained on [our website here](#).

You need to show that you have sufficient funds for your living costs (£12,006 for students whose course is at least 9 months long) and you also need to show that you have the money to pay your course fees for the first year. These funds need to be held in a bank account for a consecutive 28-day period and the bank statement submitted with the application needs to be recent and less than 31 days old at the date of the application.

If you are using your parent(s)/legal guardian(s) bank account to cover some of all of the funds, please select 'No'.

## Maintenance funds

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

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
- Court document

If you answer 'No' and your maintenance funds are in one of your parent's accounts, you will be asked whether you 'have permission from your parent(s) or legal guardian(s) to use this money?' You should answer 'Yes' to this question and ensure that you have a written consent from your parent(s) – you will need to submit this with your application.

You will then be asked how you can prove your relationship with your parent(s). Answer appropriately and select 'Save and Continue'.

If you intend to use an adoption certificate or court document, contact [Student Advice](#) to check that your document will be accepted by the UKVI.

You can only use your parent's or legal guardian's financial evidence (in limited cases, it is also possible to use your partner's (e.g., spouse's) financial evidence, but additional requirements must be met here, including them being in the UK (and not on a visit visa) – contact us for advice if this may apply to you).

If any documents are not in English or Welsh, you must provide an official translation. Bank statements, birth certificates, parent sponsor letter and translations must all meet the Student visa requirements. Visit our [visa pages](#) for further information.

**You do not need to include financial evidence with your initial visa application if you meet the Student Visa Differentiation Arrangements and you are applying for your Student Visa in your country of nationality. You can check whether your country is part of the Differentiation Arrangement via [Appendix ST 22.1 of Immigration Rules](#).**

## Additional information about your application

If you needed to add more information about your application but were not able to, you can write it here.

If there is no further information you want to add, click the 'Save and continue' button.

Add further details:

Maximum of 1,000 characters

Save and continue

## Check your answers

Check the information below before you continue to the next section.

**Next:** Additional information about your application

You can add additional information about your application. Use this space to explain anything unusual about your application or anything you felt you were unable to explain fully throughout the application, or which you feel was not covered in the application form, but which may be relevant to a decision.

For example:

- if you have had previous immigration problems or refusals: explain what happened, or
- if you have ever been known by another name you should include these details and provide evidence, or,
- if you did not successfully complete your last course, briefly explain why.

**Next:** Check your answers

You will be given an opportunity to check the answers you have provided on the application form. **Please ensure you check everything carefully before moving on with the form.**

Some errors are minor and can be explained in a covering letter. However, some can lead to a refusal e.g., incorrect passport details or evidence of finances. You must ensure you have completed the form as accurately as possible before submitting it.

The screenshot shows the GOV.UK website interface for the 'Evidence showing the required maintenance funds' section. At the top, there is a navigation bar with 'GOV.UK' on the left and 'Visas and Immigration' on the right. Below this is a progress indicator with steps: 1. Start, 2. Application, 3. Documents (highlighted), 4. Declaration, 5. Pay, and 6. Further actions. A 'Back' link is visible on the left. The main heading is 'Evidence showing the required maintenance funds'. The text explains that evidence is needed to cover living costs and fees. It includes a link to 'refer to the guidance document here'. Below this, it asks for details about the financial evidence. A section titled 'What evidence is accepted?' contains a text input field for 'Financial institution (such as a bank or building society)'. Underneath, there are three radio button options for 'Type of evidence': 'Statements from a personal bank or building society account', 'Building society passbook', and 'Letter from a bank, building society or other recognised financial institution'. A green 'Save and continue' button is at the bottom left.

## Documents

**Next:** Evidence showing the required maintenance funds

You can check the below websites for information about the documents needed for the Student visa application:

[Documents required for a Student Visa | University of Westminster](#)

[Student visa: Documents you'll need to apply - GOV.UK](#)

Not everyone will see the screen shown on the left asking to confirm details about their financial documents.

You may be asked to clarify which financial documents you plan to use to show the required maintenance funds. You can add multiple financial institutions and types of documents.

You will then need to submit the specified documents in support of your application. If you are providing more than one piece of evidence, you will be able to provide details of additional evidence in the next step.

Please ensure that the listed documents meet the UKVI criteria for the financial requirement.

Read more about this [here](#).

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**Documents**

*You do not need to provide evidence of your qualifications or finances as you are a national of a country listed in the differential evidence requirement of the Student rules. Occasionally, UK Visas and Immigration (UKVI) may request this evidence while your application is being considered. If the evidence is requested, your visa application may be refused if you do not provide it.*

**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 passport or travel document for [redacted]

Only certain nationals will see this message.

### Documents listed vary depending on your circumstances.

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 passport or travel document for [redacted]

### Other documents

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

Statements from a personal bank or building society account (Lloyds Bank)

Evidence that you have permission to be in the country you are applying from

For example, a green card, a residence permit, an official letter from an immigration authority or a visa sticker in your passport

### Next: Documents

You will be given a list of documents you are requested to submit with your visa application.

The list you will see depends on your individual circumstances: your nationality, the country you are submitting the application from, your financial arrangements, etc. **The screens shown on the left are examples only** – you must refer to the list on your application form.

Gather your documents as listed on your application form. Tick each box to confirm you have this document.

The form may still ask you to submit the evidence of the qualification listed on your CAS, but this is no longer a requirement under the Student Route. You are welcome to submit the qualification if you wish, but it must be the right document as it will be considered by the caseworker if submitted.

You should also check if you need a TB test certificate before submitting and paying for your Student visa application. One of the most common errors that cause delays to a student's application, is not obtaining a TB test when required to do so.

You will need a TB test certificate from a UKVI approved clinic before submitting your application. [Check if you need a TB test.](#)

### Tuberculosis test results

You may need to be tested for tuberculosis (TB). If your test shows that you do not have TB, you will be given a certificate which is valid for 6 months from the date of your x-ray. Include this certificate with your UK visa application. [Check](#) if you need to get tested.

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## Conditions

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

If you stay in the UK without permission:

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

I confirm that I understand and accept these conditions

[Save and continue](#)

### Next: Conditions

This page informs you that there will be certain conditions linked to your visa if your application is successful. To read more about Student visa conditions, please see [UKCISA website](#)

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

Read this information carefully. You will need to confirm you understand and accept the conditions and sign the declaration which will appear on a separate page.



## Declaration

By sending this application, you confirm that to the best of your knowledge and belief the following is correct:

- the information relating to the application
- the supporting evidence

I understand that the data I have given can be used as set out in the [privacy policy](#)

I consent to organisations, including financial institutions, providing information to the Home Office when requested in relation to this application.

I understand that any passports/travel documents submitted in support of my application, which remain uncollected after 3 months from the date they were ready for collection, will be returned to an office of the authority that issued the document. If this happens, the Visa Application Centre will be able to advise where the document has been sent.

I have discussed with any other applicants that I am acting on behalf of, and confirmed that the contents of the application are correct and complete.

I agree to the [terms and conditions](#).

I understand that if false information is given, the application can be refused and I may be prosecuted, and, if I am the applicant, I may be banned from the UK.

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

I accept the above

### Next: Declaration

Read the declaration carefully and confirm that you are the applicant and whether you are aged 18 or over or under 18.

**Please note that if you are under 18 years old, you will need to submit a written consent from both of your parents or legal guardians, in which they confirm the consent for your visa application, living and care arrangements in the UK, and your travel to the UK. You will also need to provide a copy of your birth certificate (or another government issued document) that shows the names of your parents.**



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

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## 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.  
[Check your answers](#)

[Go to IHS website](#)

[Save and continue](#)

[Return to this application later](#)

## Immigration Health Surcharge (IHS)

This is the last point at which you can edit your answers. Please carefully review your answers before moving onto the IHS payment.

You must now pay the Immigration Health Surcharge to proceed with your application. You should only be asked to pay the IHS fee if your visa covers more than 6 months.

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

The amount of IHS payable is calculated on the length of your visa, including any time granted before the start of your course and after the course end date.

Click on 'Go to IHS website'. You'll then need to pay the IHS. [Check how much you'll need to pay.](#)

It is currently £776 per year of the visa and £388 for any additional period that is 6 months or less. If you are studying a 3-year undergraduate course, you will pay £2716. You will pay £1164 for a 1-year postgraduate course.

# Summary

## Missing Details

### Your details

[Add where you are planning to stay](#)

[Add your course start date](#)

[Add your course end date](#)

[Add whether you are continuing a course](#)

[Add the location of your course](#)

Are you applying to continue on the same course for which you were last given Tier 4 Leave to Enter or Remain (e.g. to undertake re-sits)?

Yes

No

Please state whether you are continuing a course



✓ Complete

Your IHS reference number is  
**IHS233815256**

It is important you confirm this.

---

**What you need to do next**

Keep your application file ready with your IHS reference number in it.

You need to upload it as part of the visa application you make your IHS reference number when you attend your assessment.

Find out more

[Download your application form](#)

[Visit our IHS website](#)

[Return to my visa application](#)

Once you have clicked on “Go to IHS website”, you will see an information page. Please read through and select “Continue”.

You will then see a summary of your details, with certain details missing. You will need to provide them again, even though you would have entered most of them on your application already.

Click on each red section and complete the missing information.

One of the questions will ask if you are applying to continue on the same course for which you were last given a Student visa.

If you are applying to study a new course, select ‘No’. Only students who are applying to extend their visa to complete their course (e.g., due to resits) or who are returning from an interruption of studies to continue the same course should answer ‘Yes’.

Once you have paid the IHS, you will receive your own individual IHS number reference number.

The number shown on the left here is just an example.

You should then click on ‘Return to my visa application’.

The screenshot shows the GOV.UK 'Visas and Immigration' portal. At the top, there is a navigation bar with the GOV.UK logo and the text 'Visas and Immigration'. Below this is a progress indicator with six steps: 1. Start, 2. Application, 3. Documents, 4. Declaration, 5. Pay (highlighted), and 6. Further actions. A 'Back' link is visible on the left. The main heading is 'Choose a service'. Below the heading, it says 'Select a service from the options below:'. There are two radio button options: 'Standard service : pay 493.00 USD' and 'Priority service : pay 799.00 USD'. At the bottom left, there is a green 'Save and continue' button.

## Visa application fee

**Next:** Choose a service

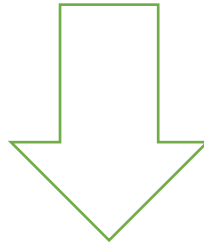
You now must pay the visa application fee. The current amount for standard service is £490.

The standard service usually takes 3 weeks from when you attend your appointment, although you may need to wait a little longer afterwards for your passport to be returned.

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

You will then be prompted to book an appointment to enrol your Biometrics and submit your visa application.

Once you have paid this fee you must save the visa application form and the checklist, and then proceed to booking a biometrics appointment.



## After your Visa Application is submitted

Your online Student visa application is considered submitted after you pay the visa application fee, as shown on the previous screen. However, you have not completed the whole application process yet. From here, please follow the instructions provided online as you will need to complete your application by booking an appointment at a visa application centre to provide your biometrics and documents.

### Attending Visa Application Centre

You will need to attend a visa application centre after submitting the online application. This is where you provide your documents and confirm your identity (your fingerprints and photograph are taken).

The process for submitting your documents differs in every country. We cannot cover all of the different processes in this guide, so it is important you read and follow the instructions that you are given after paying the visa fee.

**Where to submit your documents:** You will usually submit your documents at your local [Visa Application Centre](#). In most countries, you will submit or upload your copies of original documents; if submitted, these documents will be scanned and returned to you. Your original passport is likely to be retained and returned once a decision has been made on your visa application.

### Waiting for the visa decision

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

Some students may be invited to attend a credibility interview. For more information, see: [Credibility interviews](#).

## Receiving your visa

Once your visa is granted, you will receive a visa decision letter by email or post and your passport will be returned with an Entry Clearance visa. This visa will normally be valid for a period of 90 days, and you must enter the UK within that window in order to activate your visa. You will also need to activate your e-visa, unless your course is under 6 months and the whole duration of your visa is printed on your vignette (see the next section).

Please see links below to further useful information.

[Conditions of your visa](#)

[Arriving in the UK](#)

## Activating your e-visa

We no longer use physical Biometric Residence Permit cards (BRP cards) as visa documents. From 2025, Students will be issued with an electronic visa (e-visa) instead. Once your Student visa is granted, you will need to activate your e-visa in order to have access to it.

Please see our website which explains how to activate your e-visa. You should do this before your Entry Clearance visa expires:

[eVisas | University of Westminster, London](#)

## The length of your visa

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

- A course of 12 months or longer, + 4 additional months
- A course of between 6 months and 12 months, + 2 additional months\*
- A course of less than 6 months, + 7 additional days\*
- If your course is a pre sessional course, + 1 additional month

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

Please check your visa decision letter to ensure your visa was granted for the correct length. If you spot any errors, please get in touch with Student Advice for guidance. Please keep in mind that the visa sticker in your passport will normally be valid for 90 days only, and it is your e-visa that should be valid until the end of your course, plus the additional period mentioned above. It is only if your whole course is under 6 months that your visa sticker should be valid until the end of your course, plus the additional period mentioned above.

### Further advice

Contact [Student Advice](#) if you have questions about your visa application or the documents you need.