

## Student Visa

## Overseas Application Form Guidance



This guide is for students applying to come to the UK to study with the University of Manchester on a Student route visa and will help with completing the online overseas Student visa application form.

Please use this guide in addition to the information on our [Student Support website](#), which includes detailed guidance on both the application process and the supporting documentation you will need to submit along with the online form.

You must check that you have all the necessary supporting documents and that these all meet the Student route's requirements before completing the online application form. You also must have received a **Confirmation of Acceptance of Studies (CAS)** from the University before you can apply for a Student visa. If you are applying to start a brand new course, then your school or department admissions team will create your CAS. If you are already a student at Manchester and require a new CAS due to a course extension, transfer or to return from an interruption, your CAS will be created by the Student Immigration Team.

If you are an offer holder, you will be asked to review a 'draft CAS' and confirm what changes, if any, need to be made before it is formally issued to you. Continuing students are not required to do this.

The final version of your CAS statement, which includes the CAS number you will need for your visa application, will then be emailed to your university email address. You may wish to save your CAS as a PDF if it is helpful to you. However, **we do not issue CAS to students in this format.**

### Where to apply from?

You can apply for your Student route visa from either a country you are a **national** of, or a country where you are currently living. Within the context of your visa application, "living" somewhere means you are there lawfully for a reason other than for a short-term visit (e.g. tourism or visiting family). You cannot normally apply in a country where you are only visiting.

If you are currently in the UK and need or plan to apply from overseas then you must ensure that you only submit your application form once you are outside of the UK and have returned to your home country. You must not complete and pay for an overseas visa application from inside the UK.

You also cannot enter the UK as a visitor, either with or without a visa, and then apply for your Student visa. Again, you must ensure you submit your Student visa application from overseas and **only travel to the UK once you have obtained your Student visa.**

## When to apply?

When applying from outside of the UK, you cannot apply for your visa any earlier than **six months** before your course start date as stated on your CAS. However, unless there are exceptional circumstances which require you to apply that early, your CAS will likely only be issued three or four months before your course start date. Your CAS number is valid to use to make a visa application for six months, but you must ensure that you apply early enough to travel to the UK before the **latest acceptance date** on your CAS.

## Note on Supporting Documentation

If the course you are coming for is at degree level or above, you should not need to provide evidence of the qualification(s) listed on your CAS as the basis of your course offer. The Home Office now relies on Higher Education Providers like The University of Manchester to assess applicants' academic ability.

Nationals of some countries also do not need to provide evidence of their money when they apply for a Student route visa. UKVI refers to this at the '**differentiation arrangement**'.

The full list of nationalities covered by this arrangement are listed on UKVI's [website](#). If you are a national of one of the countries listed, your application should be subject to different documentary documents and you should not need to submit financial evidence as part of your initial application submission as a result. If you hold a passport for more than one country, you can benefit from this arrangement as long as one of your nationalities is included on the list.

It is very important that you still obtain evidence of your finances even though you do not need to initially submit them. This is because UKVI can still request this evidence as part of their decision process and your application could be refused if you are not able to provide the specified documents within the requested time period.

You will also still need to provide any other required documents, such as ATAS or a TB certificate.

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## Creating an Account

You create your online Student visa application form through the UK Visas & Immigration (UKVI) website: <https://www.gov.uk/student-visa/apply>

You will need to click '**Start Now**' beneath the Apply outside the UK section and answer a few initial questions before you will start filling in the application form.

### Are you intending to live in one of the Crown Dependencies of the United Kingdom?

Answer 'no' to this question.

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

If you have an EU, EEA or Swiss passport with a biometric chip (🇪🇺) you will be asked to use the free UK Immigration: ID Check mobile app to scan your passport to confirm your identity and avoid the need to book and attend an appointment to have your fingerprints and photo taken. If you have not already made one, you will need to create a UKVI account in order to use this service.

If you don't have an EU, EEA or Swiss passport, have one without a biometric chip or cannot use the app then you can continue to proceed with the application as set out below.

### Select your language

You can choose to view the application form in a different language but the answers you provide must be in English.

### Confirm your visa type

Choose '**Student**' as your visa type from the list.

### Select a country to provide your biometrics

Choose the country in which you intend to apply from and attend your visa appointment. The form will then allow you to check the list of available application centres in that country and you will need to confirm that you are able to travel to one.

If your country does not have a visa centre then the form will provide you with an alternative location you can choose to use instead.

**NOTE:** If you are applying with **dependants**, you cannot add them to this application. You will instead need to complete a separate form for each of them once you have applied: <https://www.gov.uk/student-visa/family-members>.

### Apply

You must apply online for a Student visa.

Check which [documents you'll need to apply](#).

### 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** >

 **GOV.UK**

< [Back](#)

### Confirm your identity

You will need a passport with a biometric chip.

#### Scan your passport and upload a photo of yourself

To confirm your identity, you will use the free UK Immigration: ID Check app to scan your passport with a biometric chip and upload a photo of yourself.

If you are applying for someone else, the applicant needs to confirm their identity - you can help them use the app.

#### If you cannot use the app to confirm your identity

You will need to go to a visa application centre after you apply instead. Visa application centres are not available in all countries.

**Continue**



**Student**

## Register your email

Enter your email address and create a password for the visa application. You will then receive an email which includes a web link for you to access your visa application in the future. You should use a personal email account that you use and check regularly.

From this point on, you can use the menu in the top right corner to save your application and return to it later. You can also use this menu to download a PDF copy of your form.

The screenshot shows the GOV.UK 'Visas and Immigration' page. At the top, there's a navigation bar with the GOV.UK logo and 'Visas and Immigration' text. On the right, there's an 'Application menu' button. Below the navigation bar, there's a progress bar with steps: 1. Start, 2. Application (highlighted), 3. Documents, 4. Declaration, 5. Pay, and 6. Further action. A 'Back' link is visible. The main heading is 'Contacting you by email'. The 'Application menu' dropdown is open, showing options: 'Student visa', 'Return to this application later', 'Download PDF', and 'Sign out'.

## Completing the Application Form

### Contact details

You will need to confirm your e-mail and telephone contact details.

### Sponsor

**Do you have a Fullbright, Marshall, Chevening or Commonwealth scholarship?**

If you are in receipt of financial sponsorship from any of the above then you should confirm this here.

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

You must have received a CAS from the University before you can apply for a Student visa. You should answer 'yes' to this question and provide your CAS number if you have already received your CAS. If you are still waiting to receive your CAS to start a new course then you should contact the admissions administrator for your Faculty, School, or Department.

### Personal information

#### Your name

Enter your given and family names exactly as they appear on your passport. You must include middle names with your given name(s). For some applicants, your name may appear in a different order on your CAS to your passport. This should not be a problem though. You should provide your family name accordingly and then all other names under given name(s).

If you only have one name, click '**I do not have a current passport or travel document**' then '**I do not have both a given and family name**' and then you can enter one name. (This is currently the only way to proceed for single name applicants who do not have both a given and family name).

The screenshot shows the 'Your name' section of the application form. It has a purple border. At the top, there's a link: 'I do not have a current passport or travel document'. Below that, there's a text box with the instruction: 'If you do not have a passport or travel document, you can use a biometric residence permit, immigration document or birth certificate.' Then, another text box with the instruction: 'If you are a recognised refugee, you have humanitarian protection, or you are stateless, give us the name you used before.' Below that, there's a link: 'I do not have both a given and family name'. At the bottom, there's a label 'Enter your name(s)' followed by a text input field.

**Any other names**

Answer 'yes' if you have ever had any other names, for instance if you changed your name after getting married.

**Sex and relationship status**

Provide your sex, as stated on your passport or travel document, and confirm your current relationship status.

**Your home address**

This is your current overseas address.

**Living at your home address**

You must enter the duration of time you have lived at your current address in days/weeks/months/years and confirm the type of ownership. If you have lived there for less than two years, then you will be asked to provide the details of any additional addresses you have lived at in the past two years.

**Passport details****Your passport**

Use your passport to enter this information carefully. Check your passport number has been entered correctly before progressing. If you hold more than one passport, you must enter the details of the passport that matches your CAS and which you intend to use to enter the UK.

**National identity card**

Some countries issue identity cards, which are separate from a passport or visa. If you have a national identity card, please include the number of this along with the issuing authority and its issue and expiry dates. If you do not have one you can simply answer 'no'.

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

You should provide your nationality, as well as your country and place of birth as shown on your passport. If you are a national of more than one country, you will be able to provide any additional nationalities in the next part of the application.

**Note:** The nationality you enter first will be used by UKVI for the purposes of your Student visa application and should match the nationality stated on your CAS.

**Other nationalities**

If you currently hold, or have previously held, any other nationality or citizenship then you should declare this here. If you answer 'yes' here then you will also be asked how long you have been a national of another country and whether you currently possess a valid passport and national identity card for the country in question. You will then be asked again whether you possess any other additional nationality or citizenship on top of the one you have declared.

### Your Immigration Status

If the nationality information you provided is different from the country you stated you intended to apply from when you created your account, you will now be asked about your permission to be in that country. If you do not have a visa or permanent residency in the country you intend to apply from then you will be asked to explain your status in further detail.

The screenshot shows the 'Your immigration status' section of the GOV.UK Visas and Immigration application form. The breadcrumb trail at the top indicates the progress: 1. Start, 2. Application (current), 3. Documents, 4. Declaration, 5. Pay, 6. Further action. A 'Back' link is available. The question asks, 'What permission do you have to be in ?'. There are three radio button options: 'I have a temporary visa', 'I am a permanent resident', and 'I do not have a visa and I am not a permanent resident'. A green 'Save and continue' button is at the bottom.

### English language assessment

The following questions will not appear for you if your nationality [is included on the list of those who do not need to prove their knowledge of English](#) or you are Canadian. If this is the case you will only be asked about your preferred language to discuss your application.

Before you complete this part of the form, you should check the English language section on your CAS. There are several options on the application form for meeting the English language requirement and you only need to answer yes for one of them. Once you do answer yes, you will proceed to the next section of the application form.

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

- You should only answer 'yes' to this if you have personally submitted evidence of an English Language Test, a university degree taught in English or an English GCSE or A Level as part of a previous UK visa application. If in doubt, you should answer 'no' here.

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

- You should answer no.

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

- The University of Manchester is a **Higher Education Provider with a track record of compliance**, so you should answer 'yes'.

- If you are studying a course at degree level or above then your CAS should state that your English language ability has been assessed and you should also answer 'yes' to the follow-up question. If you are studying below degree level and your CAS states that a SELT is required you should answer 'no' to this second part of the question.

The screenshot shows a question box with the text: 'Are you coming to the UK to study at a higher education provider with a track record of compliance?'. Below this is a link: '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''. There are two radio button options: 'Yes' (which is selected) and 'No'. Below this is a second question: 'Does your Confirmation of Acceptance for Studies (CAS) statement indicate that your English language ability was assessed by your institution or that you are a 'gifted' student?'. There are two radio button options: 'Yes' and 'No'.

**D) *Are you attending a short-term study abroad programme in the UK as part of a university course in the USA?***

- Check your CAS and do not use this option if your CAS confirms the University has assessed your English language ability. Instead, you should answer 'yes' to **option c** as instructed above.

**E) *Are you applying to study a course on English as a foreign language?***

- Answer 'no', unless your CAS is only for a standalone English course at the University Language Centre.

**F) *Do you have a degree equivalent to a UK Bachelor's degree which was taught in English?***

- Check your CAS and do not use this option if your CAS confirms the University has assessed your English language ability, even if this assessment was based on your previous study taught in English. Instead, you should answer 'yes' to **option c** as instructed above.

**G) *Have you passed an approved English language test in the last 2 years?***

- Check your CAS and do not use this option if your CAS confirms the University has assessed your English language ability, even if this assessment was based on English language test results that you sent to us. Instead, you should answer 'yes' to **option c** as instructed above.

**H) *Do you have a medical condition which prevents you taking an English language test?***

- If you have gotten this far without selecting yes to one of the previous questions on English language then it would be best to contact [visa@manchester.ac.uk](mailto:visa@manchester.ac.uk) to query your situation with the Student Immigration Team directly.

### **Spoken language preference**

Choose a language that you would like to use if you were contacted about your visa application. UKVI cannot guarantee that they will be able to contact you in your chosen language, and you should be able to converse with them in English. For instance, if you have a credibility interview as part of your visa application this will be in English only.

## **Dependant Details**

### **People financially dependent on you**

If you have dependants you should answer 'yes' and include the details of anyone who relies on your financial support. This may include any children you have, or other relatives who are financially dependent on you or live with you. This does not just refer to family members that you intend to bring to the UK on a Dependant visa. It includes anyone who depends on you financially whether they are travelling with you to the UK or not.

Information about these dependants will help us with your application but they will not be included in this visa application. They will need to apply separately if they want to be with you in the UK.

## Parent details

### Give details about your parents

Enter the details of both of your parents or step-parents. You must enter details for each one in turn. If you do not have details for your parents or step-parents then you can choose the option 'I do not have my parent's details' instead if you click on the blue link under the heading.

If you only have the details for one parent or step-parent then on the second page you can click 'I only have the details of one parent'.

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

☐

I do not have my parents' details

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

☐

I only have the details of one parent

## Travel Information

### Family who live in the UK

You should answer 'yes' if you have any family in the UK, including your immediate family, grandparents, partner or any family of your partner (in-laws) or the partner of your child.

This section does not include aunts, uncles or cousins. You will need to confirm your relation to each member of your family from the list and enter their details. Depending on their nationality, you may also need to confirm what type of immigration permission (visa) they have and provide a passport number for them or write more about their current status.

If you cannot contact a family member here in the UK then you will need to choose the relevant option and explain why this is not possible.

After each relative's details are added the form will continue to ask if you have any other relatives in the UK. You must include all the relatives in the UK that you have.

### Travelling as part of an organised group

You should answer 'no' here.

### Travelling with another person

If you are going to be travelling to the UK with someone who is not your spouse, partner or dependant then you can provide their details here.

## Accommodation Details

### Staying with family

If you previously stated that you have family in the UK you will be asked whether you are staying with them. If you select 'yes' you will need to confirm your family member's contact and address details as well as how long you will be staying with them for. If you are not staying with a family member, or are staying with an aunt, uncle or cousin, then you can continue without selecting any option and simply click save and continue.

Who will you be staying with in the UK?

Choose only one person if your family lives at the same address. If you will not be staying with family, click 'save and continue'.

☐

Family Member

[I will be staying with another family member \(for example an aunt, uncle or cousin\)](#)

☐

You will be able to add their details later on in the form.

### Do you know where you will be staying in the UK?

You do not need to know exactly where you will be living in the UK when you complete this application form online. You should answer 'yes' if you have plans for your accommodation in the UK already and can include the address details and dates. You need to write a name in the box at the top of the address page e.g. the name of someone if you are staying with a friend or relative, or the name of a hotel, or you can write 'private housing' and include the address.

### Accommodation plans in the UK

If you do not have a firm address for where you will be living in the UK you should answer 'no' to the question above. You can then explain your general plans for where you will be staying or the type of accommodation you will seek in the free text box provided.

If you intend to stay in University halls of Residence but your hall hasn't been located yet you can write: 'I will live in University Halls of Residence provided by the University of Manchester. The address is University of Manchester, Oxford Road, Manchester, M13 9PL'

## Travel History

### UK travel history (England, Scotland, Wales and Northern Ireland)

You must answer how many times you have been to the UK in the last 10 years. If you have entered the UK more than 3 times in the past 10 years, you will be asked for details of your last 3 visits. You need to include the main reason for your visa, the date of travel and the length of stay.

### Medical treatment in the UK

If you have been to the UK in the last 10 years you will also be asked whether you have had any medical treatment during your time here. You should answer 'yes' if you have received any medical treatment, including visits to a doctor's surgery (known as a General Practitioner or GP).

You need to include the address of where you were treated, the date and if you had to pay for the treatment. You should provide as much detail as you are able to and use Google to find address any details you are uncertain of. Please be aware that unpaid medical bills in the UK can lead to a visa refusal.

### Applications for UK Visa/Leave to Remain

If you answered that you have previously visited the UK then you will be asked if you have applied for leave to remain (visa) in the UK in the last 10 years and confirm the date of your application and whether the application was successful (approved) or unsuccessful (refused).

If you did not previously answer that you had visited the UK within the last 10 years then you will be asked if you have been issued with a UK visa in the past 10 years and, if you have, when it was issued.

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

☒ Yes
 ☐ No

Date of application

Enter date in the format MM YYYY

Month Year

What was the result of your application?

☐ Approved
 ☐ Refused

### National Insurance Number and UK Driving Licence Number

You will only have a **National Insurance Number** if you have previously been employed in the UK or you have specifically applied for one whilst in the UK, for instance to look for a job. Similarly, you will only have a UK driving licence if you have previously applied for a licence.

### Public funds

This refers only to [specific welfare benefits](#). Student funding, such as scholarships and bursaries, **do not** count as public funds and student council tax exemptions also do not count as recourse to public funds.

### International travel history (Australia, Canada, New Zealand, USA, Switzerland & EEA)

You should include the details of any trips you have made to these countries in the last 10 years. You only need to include the details of your two most recent visits if you have had more than two in total in the last 10 years.

### Travel history (Other)

If you have visited any other countries other than those included in the previous question then you need to include these. You need to add each visit in turn and provide information to the best of your ability.

### Your planned travel information

You must enter the date you intend to travel to the UK. You can arrive in the UK up to **one month** before your official course start date, as stated in your CAS, if you are applying to study a course of 6 months or more.

If your course of study is less than 6 months, and is not a pre-session English course, then you will only be able to travel to the UK 7 days before the course start date on your CAS.

Date you plan to arrive in the UK

Enter date in the format DD MM YYYY

Day    Month    Year

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[Why is this information important?](#)

If your application is successful, you will be granted a visa to enter the UK. The visa will only be valid for entry to the UK for 30 days. If your visa expires before you travel to the UK, you will have to apply for a replacement visa.

After you arrive in the UK, you will collect a [biometric residence permit](#), which will show that you have permission to remain in the UK.

### Problems with immigration to the UK or other countries

It is very important that you confirm if you have ever had a visa application refused, been deported, removed or required to leave a country, or refused entry to a country.

The next question will also ask if you have ever entered the UK illegally, remained in the UK beyond your visa validity (overstaying), breached the conditions of your visa or provided false information when applying for a UK visa (deception).

If you answer 'yes' here you will need to provide more details, including a short explanation of what happened. If possible, it is best to include a reference number from any previous refusals or correspondence with UKVI in relation to any previous UK immigration issues.

Please contact us at [visa@manchester.ac.uk](mailto:visa@manchester.ac.uk) if you are worried about your answers here.

## Convictions and other penalties

### Convictions and other penalties

You must declare any relevant convictions or penalties for the UK or from any other country regardless of when the offence occurred. This also includes cautions, warnings, civil court judgements and civil penalties.

If you select one of these then you must include further details. It is very important that you declare any such history to avoid any claim of deception in your visa application which could result in a refusal.

## Other history

### War Crimes

You must read the information and guidance carefully before answering.

The application form includes definitions of any of the terms they use in these security questions if you are uncertain about any of them

### Terrorist activities, organisations and views

You must read the information and guidance carefully before answering.

### Extremist organisations and views

You must read the information and guidance carefully before answering.

### Person of good character

You must read the questions carefully before answering.

### Your employment history

You must select any relevant work, whether it was paid or unpaid. For each one you need to write a brief explanation of the employer you worked for, what your role was, and the duration of employment. You can select more than one option here if you need to.

## Sponsor

### Sponsor licence number and address

This section will ask for information from your CAS about your course, the title, level, etc. If you do not have a CAS number yet, you cannot proceed with your application. If you are reapplying after a visa refusal, **you must obtain a new CAS.**

*What is your sponsor licence number?*

The University of Manchester sponsor licence number is **Q3DK76WN4**.

*Sponsor's address:* **The University of Manchester, Oxford Road, Manchester, M13 9PL.**

### 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?

Q3DK76WN4

Sponsor's address

The University of Manchester

Oxford Road

Town/City

Manchester

Postcode

M13 9PL

### Place of study

The University of Manchester is a **Higher Education Provider with a track record of compliance** so select that option from the list.

### Primary site of study

You should answer 'yes' to confirm that you will be studying at the University of Manchester main campus. If you will be studying elsewhere for the main part of your course e.g. if you are on a joint course across two institutions or a split-site PhD student then you should include the address where you will be doing most of your studies.

### 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?](#)

### UCAS details

Answer 'yes' and include your UCAS number if you applied through UCAS specifically. If you did not apply for your course through UCAS then you should answer 'no'.

### ATAS details

#### Academic Technology Approval Scheme (ATAS)

Not all students need an ATAS certificate to study their course – it is only required by some postgraduate level students who are studying certain science and technology subjects, including those undertaking integrated Masters courses such as MEng, MPhys, MSci etc.

Your CAS will state whether ATAS clearance is required for you to study your course. However, it is not necessary to wait for your CAS before you apply for ATAS if you already have the necessary information from your School or Department, which should be included in your offer letter (CAH code and a list of taught modules or a research summary for postgraduate research students).

You don't need an ATAS certificate if you are a national of any of the exempt countries listed in the [ATAS Appendix](#) to the Immigration Rules.

If you do require an ATAS certificate, you must get it before you submit your visa application. ATAS applications can take at least 30 working days and even longer during peak periods (July-September) so it is best to apply as early as you can. Your ATAS certificate is valid for use in a visa application for up to 6 months and you will receive your certificate by email only.

### Sponsor

#### Future official financial sponsor

You should answer 'yes' if you are financially sponsored for your studies by an official financial sponsor. An official financial sponsor can be a University (Including the University of Manchester), the UK government, your home government, an international organisation (like a scholarship agency) or an international company (a company with offices in more than one country).

Being '**wholly sponsored**' means that **both** your tuition fees and living expenses (maintenance) equal to at least £1023 per month are fully provided for by your financial sponsor.

If you are wholly sponsored by The University of Manchester this should be stated on your CAS and confirm that both your tuition fees and living expenses are covered. You should select '**My Student sponsor has confirmed this information on my CAS**'.

### 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

If you are wholly sponsored by a sponsor that is not The University of Manchester then you must include a sponsor letter with your visa application to prove this and should choose '**Letter of official financial sponsorship**'.

If an official financial sponsor will not be providing funds to cover both your tuition fees and living costs **in full** then you should answer '**I am not being wholly sponsored**'.

If you are not wholly sponsored then you will need to also include bank statements with your visa application, in addition to your original sponsor letter, to show you have the funds to cover any remaining tuition or living costs. If you are only partly sponsored for living expenses then you will need to be able to show the remaining amount per month you need to make £1023 in total and multiply this by 9 months.

You should read the [financial guide](#) on our website before continuing to make sure your financial evidence meets UKVI requirements.

## Course details

### Course information

*Name of sponsor institution* – Answer 'The University of Manchester'

*Course name* – Answer by copying the course title exactly as it appears on your CAS.

*Qualification you will get* – Select the option where the **RQF** section of the code matches the **NQF** level given for 'Course Level' on your CAS Statement.

'RQF5/ SCQF8' for a foundation course

'RQF6/ SCQF9/10' for an undergraduate course (bachelors)

'RQF7/ SCQF11' for a postgraduate taught course (masters), integrated masters course (e.g. MEng or MPharm, MSci etc) or a postgraduate research masters (e.g. MPhil or MRes)

'RQF8/ SCQF12' for a postgraduate research course (PhD)

RQF1/SCQF4  
RQF2/SCQF5  
RQF3/SCQF6  
RQF4/SCQF7  
RQF5/SCQF8  
RQF6/SCQF9/10  
RQF7/SCQF11  
RQF8/SCQF12  
CEFR A1  
CEFR A2  
CEFR B1  
CEFR B2  
CEFR C1  
CEFR C2  
Postgraduate Doctor or Dentist  
Aviation qualification

**Do not** choose 'Postgraduate Medical Doctor or Dentist'

*Are you going to be a student union sabbatical officer?* - A sabbatical officer is someone who has been elected to work for the Student's Union. Specific wording is added to a CAS where this is the case. You should answer 'no' if you are just applying to study a course.

*Course start date* - Answer using the exact date as it is stated on your CAS

*Course end date* - Answer using the exact date as it is stated on your CAS

### **Accommodation payments**

You should only answer 'yes' here if your CAS states that you have paid any money towards accommodation. This is only if you are staying in **University of Manchester-owned Halls of Residence**, otherwise it will not be included. If your CAS does show that you have paid money towards accommodation then you should confirm the amount and select the option 'My sponsor has confirmed this information on my CAS'.

Up to **£1334** in payments to The University of Manchester for your accommodation can be taken into account by UKVI to offset the amount you need to evidence for living expenses (£9207).

If you are not in University owned accommodation then you should answer 'no' here.

### **Course fees**

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

Enter the 'Course Fees' figure from your CAS Statement. Note that for courses longer than one year, this is your fees for the first year only.

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

Select 'yes' here if you have paid anything towards your fees and this is confirmed on your CAS. It can take 2 working days to receipt bank card payments and UK bank transfers and up to 10 working days for international bank transfers. If you are applying to start a new course and your payment is not showing on your CAS after this time, then you should contact your admissions team in the first instance.

If your CAS confirms that some of your fees have been paid then you should state how much and choose the option 'My sponsor has confirmed this information on my CAS'.

### **Student Loan**

If you are relying on an educational loan as financial evidence you should answer 'yes' here. You will be asked if you have already received your loan.

If you wish to use a loan letter as evidence of your funds for your visa application, the loan must be provided by either the relevant government, a government sponsored Student Loan Company or an academic or educational loans scheme. The loan letter must also meet certain requirements which are set out in our [financial guidance document](#).

If you will be funded by a US Federal Student Loan, ensure you have proof of the loan and notification from the University's Student Funding team ([funding@manchester.ac.uk](mailto:funding@manchester.ac.uk)).

### Maintenance funds

You should answer 'yes' to the first question here if you are self-funded and using bank statements from your own bank account. You also still need to answer 'yes' to this if you are fully sponsored by an official financial sponsor as well, even though you do not need to include bank statements.

If you are using a parent(s) or legal guardian(s) bank statement for your visa application then you should answer 'no' and answer the follow-up questions to confirm this and that you have permission to do so and can prove it with official evidence.

You **must** include their bank statement, a signed letter of consent and a copy of your birth certificate, adoption certificate or court document confirming your relation with your supporting documents – along with an official translation of any documents that are not in English.

UKVI accept copies or scans of documents so you do not have to submit original documents.

### 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

### Extra information

#### Additional information about your application

You should include extra information in this box if it is relevant to your application. For example, if you did not have enough space in an earlier section of the form to explain something.

If you are bringing dependants to the UK who are making their own Dependant visa applications at the same time as you then you should state this here and include their details and the planned date they will apply so that it is easier for UKVI to link your applications together.

### Check your answers

This page will summarise your entire application so far. You should check over all your answers carefully before proceeding. You can change any of your answers on this page.

## Check your answers

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

## Documents & Declaration

The Documents page will list all of the supporting documentation you need to provide.

You should check our [Supporting Documents](#) webpage before continuing further to ensure that you have all the necessary documents and they meet the relevant requirements.

If your application comes under the **'differentiation arrangement'** because of your nationality, you should not be asked to provide evidence of either your financials or offer qualification. You should still have this evidence prepared.

If you are applying to study a degree level course, you will not need to provide copies of the qualification listed in your CAS despite its inclusion here.

### Documents

#### 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 Student Test from China

#### Other documents

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

☐ The birth certificate for Student Test  
This must be a full birth certificate that shows the names of both of your parents.

☐ A letter of permission from your legal guardian(s)/parent(s) confirming use of their money and relationship to you

☐ If you provided any qualification evidence to your sponsor for them to issue your CAS, you must submit this evidence (including translations). For example, you might have sent your sponsor your certificate of qualification or transcript of results.

You will need to check each document, accept the conditions of your application and click the declaration to confirm that all the information you have provided in the form is accurate.

**NOTE:** You will no longer be able to edit your application form after completing the declaration and proceeding onto the payment of the Immigration Health Surcharge.

## Immigration Health Surcharge (IHS)

The Immigration Health Surcharge is a **compulsory charge** that must be paid to submit a Student visa application to come and study in the UK for **more than 6 months**. It grants you access to healthcare in the UK using the National Health Service (NHS).

The IHS is calculated at the rate of £776 per year and £338 for any period less than 6 months. The calculation is based on the length of your visa and not the length of your course. For more information about how the IHS is calculated please see our [webpage](#).

The IHS form will calculate how much you need to pay based on the information you provide about your course. To ensure this calculation is accurate you should ensure the details you provide match your CAS.

If the form calculates an incorrect amount of money you should either be refunded any surplus funds within 6 weeks of receiving a decision on your application or a caseworker should email you directly with a web link to make a top-up payment before a decision is made on your application. You should check your emails regularly.

## BRP Collection

**NOTE:** This section does not apply to you if you are an EU, EEA or Swiss national who used the phone app to enrol your biometrics. You will not receive a BRP and will instead be emailed a link to an online portal which confirms your visa status.

If you are coming to the UK for over 6 months then you will need to collect your full visa when you arrive. This is called a **Biometric Residence Permit** (BRP card).

You should select that you will collect your permit from a UK Post Office. The exact address of the Post Office will be confirmed to you once your application your application is successful.

You should aim to collect your BRP as soon as you can after arriving and you must provide evidence of **both** sides of your new visa to [visa@manchester.ac.uk](mailto:visa@manchester.ac.uk) once you have collected your permit.

Along with your entry vignette sticker in your passport, you should also receive a written notification called a **decision letter** which confirms where you can collect your BRP and what the conditions of your visa are (e.g. working hours, police registration). You should carry your decision letter with you with you when you enter the UK.

## Payment and Appointment

Once you have paid the Immigration Healthcare Surcharge and chosen your BRP collection location you can pay the visa application fee and submit the online application form.

The application form will show you if there are any additional services available. Your local Visa Application Centre (VAC) may offer a Priority Service, providing you the option to pay a higher fee to obtain a faster decision on your application. If you pay for a priority service, you should receive a decision on your application within 3 – 5 working days. Some countries even offer a Super Priority Service where you can receive a decision within 24 hours.

### Choose a service

Select a service from the options below

☐ **Standard service : pay 3065.00 CNY** in total, most people get a decision within 15 working days

☐ **Priority service : pay 4749.00 CNY** in total, your application will join the front of the queue for priority consideration. Most people get a decision within 5 working days

☐ **Super Priority service : pay 11474.00 CNY** in total, your application will join the front of the queue. Most people get a decision within 24 hours

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

- your supporting documents need to be verified
- you need to attend an interview
- your application is complex

### Choose an appointment

[< Change Visa application centre](#)

March 2018 [April >](#)

Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

[Save and continue](#)

You can check how long your visa application may take on average [here](#).

You will be prompted to book an appointment to give biometric information at a Visa Application Centre. Please follow the instructions on the application. If you are an EU, EEA or Swiss national with a passport containing an embedded biometric chip you will not need an appointment for biometrics; you will instead use the UK Immigration: ID Check app to provide a face-scan.

**Remember:** Your visa application date is the date you pay for your application online and not the date of your biometric appointment at the Visa Application Centre. If you are self-financed, you must have held the required sum of money in your bank account for at least **28 days before** the day you pay online.

### Further Help and Support

If you are having any difficulties, please email [visa@manchester.ac.uk](mailto:visa@manchester.ac.uk) for advice. Please do not send multiple e-mails about the same issue as this slows down our response times. If you can provide your **student ID number** in your email this will help us identify your student record and respond to your query quickly

If your visa application is refused, please email us a copy of the refusal notice (all pages) so we can advise you before a new CAS number is issued.

If you think you have made a mistake on your application after you have submitted it, please do not cancel it until you have contacted us and received advice on how to proceed.