

MANCHESTER
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The University of Manchester

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Student Visa Application: Applying from Overseas

Contents

- ❖ Visa Application costs
- ❖ Visa Application Process
- ❖ Supporting Documents
- ❖ Differentiation agreement
- ❖ Credibility Interviews
- ❖ BRP Card
- ❖ Dependants
- ❖ Visa Refusals
- ❖ Arriving in the UK

1

Visa Application costs

Visa Application cost

- ❖ A standard Student visa application costs £490 (in local currency). Any dependants who are also applying will pay the same per application.
- ❖ This is just the standard application cost. There may be other premium services available depending on the country you are applying from.
- ❖ Please check with your local visa centre for additional services:
<https://www.gov.uk/find-a-visa-application-centre>

Immigration Healthcare Surcharge

- ❖ **Compulsory charge** which entitles applicants to free hospital treatment whilst in the UK. You cannot submit your application without paying this.
- ❖ Only affects students who will be issued with visa for **6 months** or more.
- ❖ Charge is currently £776 per year and £388 for part of year (less than 6 months).
- ❖ Calculated on length of visa, not length of course:
 - Length of course + 1 month before start of course + 4 months after end of course (wrap-up leave)
- ❖ Cost should work out as follows:
 - £1164 for a 12-month Masters course
 - £2716 for a 3-year Undergraduate course

2

Visa Application process

When and where to apply for Student visa

When to apply

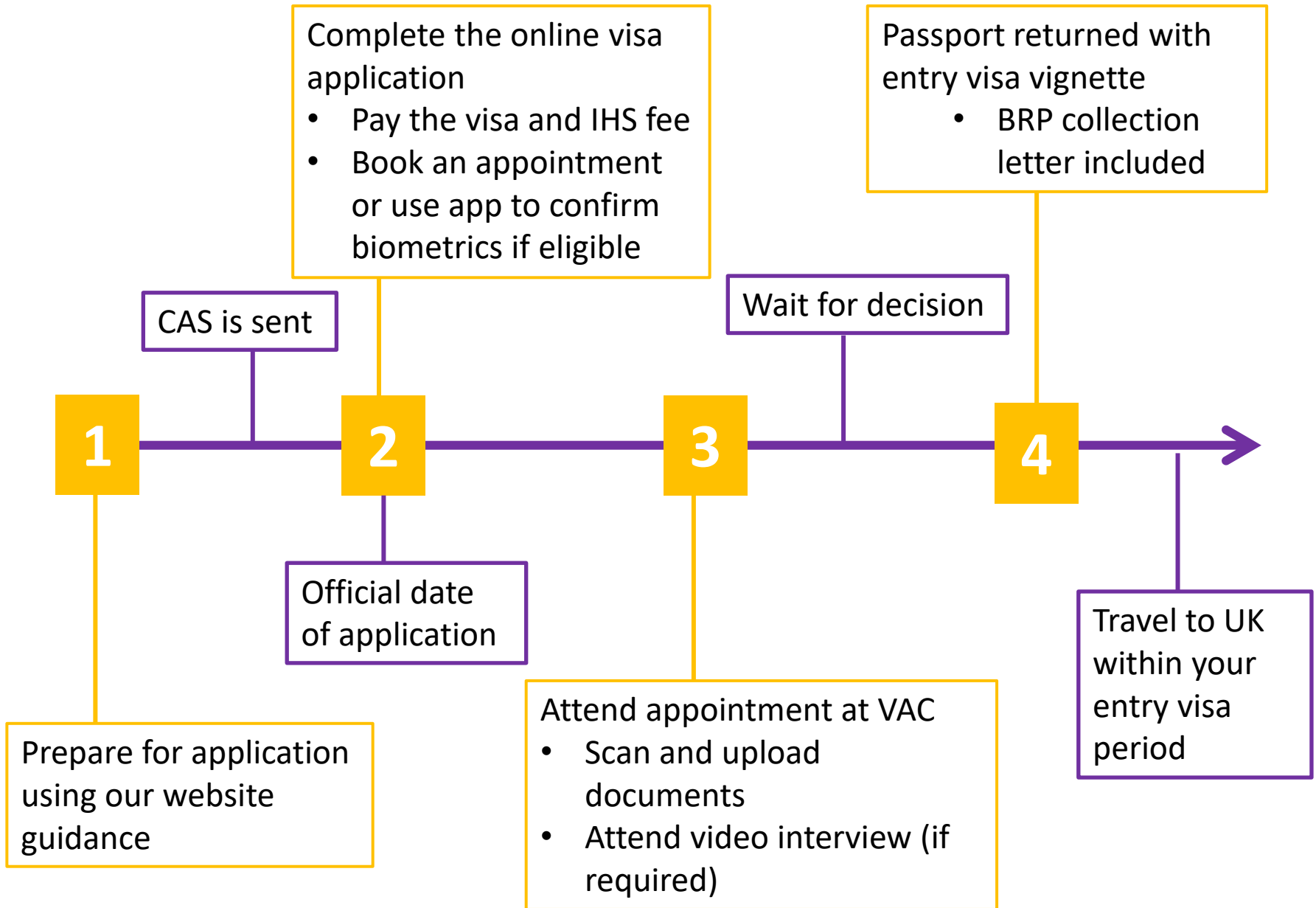
- ❖ You can only apply for your Student visa online once you have received your CAS statement from the University.
- ❖ You should only apply online once you have all the required documents and have checked these meet the relevant requirements.

Where to apply

- ❖ You can apply for a Student visa in the country you are ordinarily resident in.
- ❖ This may be your home country or the country you are currently living in for work or studies.
- ❖ You cannot apply in a country if you are only visiting e.g. if you have a visitor or tourist visa.

How to apply for a Student visa

1. Wait for your admissions team to create your CAS
 - Read the information on our website including our guide to the Student application form and our financial guide:
<https://www.studentsupport.manchester.ac.uk/immigration-and-visas/visas-and-applications/student-visa/applying-outside-uk/>
2. Complete the online Student application form through the GOV.UK website:
<https://www.gov.uk/study-uk-student-visa>
 - Pay the application fee and Immigration Health Surcharge online
 - Upload scans of your documents
 - Book biometric appointment at a local Visa Application Centre or EEA nationals with biometric passports can use the **UK Immigration: ID Check app** to scan their passport and upload a photo
3. Attend biometric appointment at a Visa Application Centre (If required)
 - Enrol biometrics (facial photograph and fingerprints)
 - Attend credibility interview if asked to
4. Await decision



3

Documents

Documents required

- ❖ CAS number (from your Academic Department/School)
- ❖ Valid passport
- ❖ Financial Evidence: Sponsor letter or bank statements
 - Official translation if your bank statements are not in English
 - Birth certificate (using your parent's bank statements)
 - signed Letter of consent from your parent (using parent's statements)
- ❖ Qualification documents that are listed in the CAS (e.g. degree certificate)
 - Official translation of your qualification document (if not in English)
- ❖ ATAS certificate (if required)
- ❖ TB certificate (if required)
- ❖ Letter of consent from your parents & evidence of relationship (if you are under 18 years old)

Note: Overseas applicants applying for a course of study at **degree level or above** are not required to provide evidence of the qualification used to obtain their offer, as stated in their CAS.

Confirmation of Acceptance of Studies (CAS)

- ❖ You must have a CAS from the University before you can apply for a Student visa
- ❖ You must have accepted an unconditional offer of study and completed the Right to Study check **before** your CAS can be issued.
- ❖ If you are studying a postgraduate taught course (Masters) you also will need to pay a deposit before your CAS can be issued
- ❖ When your CAS is ready your school will email you to ask you to check it and highlight any errors and/or confirm that all of the provided details are correct
- ❖ The CAS is an **electronic document**; it does not need to be submitted as part of your application

Documents that are required

Financial Requirements - How much money do I need to show?

You need to show that you have the right amount of money available to you.

Tuition fees + Maintenance (Living Costs)

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Total amount you need to show

You need to show this using either:

- **Bank statements** (if you are self-financed)
- **Sponsor letter** (if you are officially sponsored)

Financial Evidence - Using own money

You need to show that you have:

The funds for the first year's tuition fees

+

£9207 for living expenses (£1023 per month for 9 months maximum)

- ❖ The funds must be in your bank account or your parent's bank account for 28 days before the date you apply for the visa online – not the date of your appointment at the visa application centre.
- ❖ Your CAS will be updated to show any tuition fee payments. You can deduct this amount from the total funds you need to show in your bank account.
- ❖ If your account balance drops below the required amount during the 28-day period, you will need to wait a further 28 days from the point you are able to meet the required total again.

Financial Evidence - Using own money

- ❖ The bank statements you submit can either be printed by the bank or an online statement.
- ❖ The statement must be **less than a month old** at the time you submit the visa application online.
- ❖ The bank statements must contain the following information:-
 - The name of the bank;
 - Your name and account number;
 - The date of the statement;
 - They must show all transactions covering at least a 28-day period
 - Funds may be held in any form of **personal** bank or building society account (including current, deposit, savings, pension and investment accounts) provided the account allows the funds to be withdrawn and accessed **immediately**.

Financial Evidence - Using parent's money

If you use a parents' or legal guardians' bank statements in your application you must also submit the following documents:

1. A signed letter of consent, written in English from your parents or legal guardians. See a template letter here:
<http://documents.manchester.ac.uk/display.aspx?DocID=28713>
2. A legal document confirming the relationship between you and your parent(s) and legal guardian(s). These can **only** be the following:
 - Birth certificate which names the parents who are providing their bank statements (or household register if you are from China)
 - Certificate of adoption which names the parents who are providing their bank statements
 - Court document which names the legal guardians who are providing their bank statements and your name

Unacceptable financial institutions

UKVI will not consider funds if they are held by a financial institution where:-

- ❖ The case worker is unable to make satisfactory verification checks; or
- ❖ The financial institution is not regulated by the appropriate regulatory body for the country in which that institution is operating; or
- ❖ The financial institution does not use electronic record keeping.

Unfortunately, no definitive list of safe or unacceptable institutions is currently made available by UKVI.

Financial Evidence – Official Financial Sponsor

You can only be officially sponsored by one of the following:

- ❖ Your home government
- ❖ The British Council or an international organisation
- ❖ Any university
- ❖ A UK Independent school
- ❖ An international company - this has to be a company that has an office in more than one country and a website with clear contact details for all the overseas offices

You should provide a sponsor letter with your visa application. You are permitted to submit a copy or a scan of the letter.

Financial Evidence – Official Financial Sponsor

Your sponsor letter should be on official letterhead paper and should also include:

- Your name
- The name and contact details of the financial sponsor
- The date of the letter
- The duration of the sponsorship
- The amount of money you will receive per month or, if you are fully sponsored, a confirmation that your financial sponsor will “cover all of course and living costs”
- If your scholarship also covers your family members the sponsor letter should confirm this and include their names as well as yours

Financial Evidence – Official Financial Sponsor

Being fully financially sponsored means that you are receiving full fees **and** a maintenance stipend (of at least £1023 per month) from your official sponsor.

If you are fully sponsored by The University of Manchester:

- Your CAS will confirm your sponsorship details
- You will not need to provide any other financial documents

If you are fully sponsored by a government or international scholarship agency:

- Your sponsor letter should include additional consent for you to remain in and re-enter the UK until you complete your course

Financial Evidence – Not allowed

The following evidence **will not be accepted** and may result in a visa refusal:

- ❖ Bank statements from relatives who are not your parents or legal guardians or from friends
- ❖ Bank statements in a company's name
- ❖ Funds held in other accounts or financial instruments such as shares, bonds, credit cards and pensions from which funds cannot be withdrawn immediately
- ❖ Deposit certificates which do not show 28 days from the date of the deposit to the date of the certificate's issue
- ❖ Sponsor letters provided by a family member
- ❖ Sponsor letters from any organisation, company or business that is not an official financial sponsor as previously detailed – this includes local companies or organisations

Qualification Documents

- ❖ Qualification documents are only required for students on courses below degree level e.g. English language course or a foundation course
- ❖ You will need to submit the qualification documents that are listed on the CAS if you are not a 'differentiation' applicant
- ❖ You must submit evidence that you have been awarded this qualification e.g. degree certificate or transcripts
- ❖ If the qualification document is not in English, it will need to be translated by an official translator and you must include the translation and the original document in your visa application

Differentiation Arrangement

- ❖ Applicants from countries which have been classified by UKVI as part of the 'differentiation arrangements' are subject to different documentary requirements. These are sometimes referred to as 'low risk' applicants.
- ❖ You do not have to submit **financial documents** or **qualification documents** as part of your initial visa application.
- ❖ **However**, UKVI can still ask you to provide this evidence later so you must ensure you still obtain the evidence of your qualifications and your money, even though you may not need to send them.
- ❖ Check if your nationality is included by looking at the **Differential Evidence Requirement** section in Appendix ST of the Immigration Rules: <https://www.gov.uk/guidance/immigration-rules/appendix-student>.

Documents that may be required

Tuberculosis Test Certificate

- ❖ Required by students coming to the UK for more than **6 months**
- ❖ Depends on what country you have been living in for the last 6 months prior to applying for your Student visa
- ❖ Check list of countries on UKVI website to see if you need to have a test: <https://www.gov.uk/tb-test-visa/countries-where-you-need-a-tb-test-to-enter-the-uk>
- ❖ Involves having a chest x-ray from a **UKVI approved test centre**
- ❖ You must include a scan of the TB certificate in your Student application and carry the certificate in your hand luggage when travelling to the UK

Academic Technology Approval Scheme (ATAS)

Additional security checks on students who study certain Science, Technology and Engineering courses at postgraduate level.

- ❖ Your offer letter should confirm whether you need to apply for ATAS
- ❖ Your School will provide information about your course which you need to include in your application e.g. CAH code and a list of taught modules or research summary
- ❖ You will need to provide a copy of a valid ATAS certificate for your course with your application unless you are a national of one of the countries which are deemed exempt from the ATAS requirement
- ❖ You can find the list of exempt nationalities here:
<https://www.gov.uk/guidance/immigration-rules/appendix-atas-academic-technology-approval-scheme-atas>
- ❖ Apply for ATAS certificate online through the ATAS website
- ❖ Applications are free of charge but can take at least 30 working days to process so you need to **apply early!**

Consent from Parents

Only required if you are **under 18 years old** at the time you will apply for your new visa in September.

- ❖ You must include a scan of your original birth certificate and a letter of consent from **both** of your parents that confirms that they support your application. The letter should also confirm:
 - Their relationship to you
 - That they consent to your application and to your living arrangements in the UK
 - That they are happy for you to travel to the UK independently

Translations

- ❖ Only applicable if any of your documents are not in English – e.g. qualification, financial evidence
- ❖ Include an original English translation alongside a copy of the original document
- ❖ The translation must include all of the following information:
 - Confirmation that it is an accurate translation of the original document
 - The date of translation
 - The full name and signature of the translator or an official from the translation company
 - The contact details of the translator or translation company's

4

Credibility Interviews

Credibility interviews

- ❖ As part of Student visa application UKVI could invite you to attend a credibility interview
- ❖ A credibility interview consists of a series of questions designed to ensure that only **genuine students** are coming to the UK with the specific purpose of studying
- ❖ A transcript of the interview will be sent to the officer who processes your visa application for consideration

Credibility interviews

- ❖ The short interview, about 30 minutes in length, will take place at the Visa Application Centre as part of your visa application appointment
- ❖ You will speak with UKVI staff in Sheffield (UK) via an online video link (e.g. Skype, Zoom etc.)
- ❖ The interview will be in English
- ❖ Failure to attend may mean your application is refused

Credibility interviews

You may be asked questions in the following areas:-

- Immigration and travel history
- Details about new course and intended studies
- Reasons for choosing the UK, the University of Manchester and your course
- Finances
- Future career plans

5

Biometric Residence Permit (BRP Card)

BRP Card Collection

- ❖ If applying for a visa for more than 6 months you will be issued with a single-entry visa that is valid for 90 days (vignette in your passport)
- ❖ You will also be issued with a decision letter which confirms all of the conditions of your visa (e.g. working hours)
 - **You must carry this letter with you when entering the UK**
- ❖ You will use the vignette to travel to the UK during the 90 day period
- ❖ If you used the UK Immigration: ID Check app instead of attending an in-person biometric appointment then you will only be issued with a digital status which you can access and share electronically.

BRP Card Collection

- ❖ Once you are in the UK you will need to collect your BRP, which is your primary visa, from a local Post Office.
- ❖ You should aim to collect your BRP as soon as you can after arriving
- ❖ There will be more information about this on the email that accompanies your CAS statement. [Read your CAS email carefully](#)

BRP Card Collection

A Biometric Residence Permit contains a chip with your biometric information along with your other personal details and your visa conditions (name, nationality, date of birth, sponsor licence number, visa expiry date)

A BRP looks like this:



6

Dependants

Bringing Dependants

A dependant can be either:

- A husband, wife or civil partner
- An unmarried or same-sex partner, with whom you have been in a relationship similar to marriage for at least 2 years
- A child who will be under 18 years old on the date you will arrive in the UK

You can only apply to bring a dependant to the UK if you are:

- Studying a PhD, other doctoral qualification, or a research-based higher degree course of more than 9 months (includes Masters by Research but NOT Mres)
- a Government sponsored student on a full-time course of 6 months or longer

Bringing Dependants

If you meet these requirements, your dependants can apply at the same time as you or separately for a “Student Dependant visa”.

Each dependant makes their own application.

- They must include all required supporting documents, including financial evidence (e.g. bank statements) and evidence of relationship (e.g. marriage or birth certificate)
- Financial requirement is to show £6120 for 28 days, or be included on an official financial sponsor letter
- You must also submit evidence that your relationship with your partner is ‘genuine and subsisting’ such as evidence of living together (e.g. utility bills in both your names) and shared financial responsibility (e.g. joint bank statements).

7

Refusals

Visa Refusals

- ❖ Most common reason for refusal is submission of incorrect financial documents
- ❖ If your Student visa application is refused, you must scan and email all the pages of your refusal notice to visa@manchester.ac.uk
- ❖ Most students re-apply with the correct documents and are successful
- ❖ If an application is refused on financial grounds we will need to see **new financial documents before a new CAS number can be issued**
- ❖ You can apply for an Administrative Review to have your application looked at again but this can take a long time so re-applying is usually the best option

8

Arriving in the UK

Right to Study

- ❖ You must provide evidence of your Right to Study (visa) **before** you start your studies on-campus by providing us with a scan of your BRP or, if you have a digital visa, your share code.
- ❖ If you are collecting your BRP from a post office, we will need you to email copies of the front and back of your permit to visa@manchester.ac.uk.

Digital Visa Status

- ❖ If you have been issued with a digital status instead of a physical BRP then you will confirm your visa status by generating and sending through a share code we can use to verify your status online:
 - Go to the [Gov.uk webpage](#) and click Start Now.
 - Select the document used when making your visa application (e.g. Passport).
 - Enter your document reference number and date of birth.
 - Select how you would like to receive a security code (this will be contact details you provided when making your application).
 - Enter the security code sent to you and you will be able to login.
 - The page you are taken to will show your immigration status.
 - Select Prove your Status, just below your details.
 - Tick 'Something Else' and Select 'Preview what the checker will see'.
 - Click continue to generate a Share Code, this will be a combination of letters and numbers, make sure to copy or screen shot this code.
 - E-mail visa@manchester.ac.uk with your Passport or National ID and your share code using the subject line '**Right to Study**'. If you wish to password protect any document scans you send then you must e-mail from your University email address and use your University of Manchester student ID as your password.

How to Contact Us

- ❖ Email: visa@manchester.ac.uk
- ❖ Website: www.studentsupport.manchester.ac.uk/immigration-and-visas/
- ❖ Queries about the creation of your CAS should be directed to your school or department admissions team in the first instance
- ❖ If you have received your CAS and you require tuition or accommodation fees that you have paid to the University to be added, you should contact your school or department's admissions team in the first instance.