



University of
East London

APPLYING FOR A STUDENT VISA – OUTSIDE UK

International Student Advice
STUDENT IMMIGRATION AND COMPLIANCE
MARCH 2022

UEL GUIDE: APPLYING FOR A STUDENT VISA – OUTSIDE UK

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This guide is for international students coming to study a full-time course at the University of East London, who have passed all the pre-CAS checks and have received their CAS.

The guide explains:

1. How to set up an account with UK Visa and Immigration (UKVI), and
2. Tips on how to complete the student visa application form.

The guide assumes the student is completing the visa application form and they are non - EU, EEA or Swiss passport holders who understand the student visa rules and requirements and have prepared the required documentation.

Information on the student visa rules and requirements, including required documentation, is available on the [UEL website](#).

This information is correct at the time of publication in March 2022.

STARTING YOUR STUDENT VISA APPLICATION

To access the student visa application form, go to the [UKVI website](#).

Read all the information on this page about proving your identity and once you are ready click the green '**Start now**' button.

You will be asked the following question:

- Are you intending to live in one of the Crown Dependencies of the United Kingdom? **Select 'NO'**
- Do you have a current EU, EEA or Swiss passport? **Select 'NO'**
- Confirm your visa type – **Select 'Student'**
- Select a country to provide your biometrics – **Use the drop down to select your home country.**

If there is no Visa Application Centre (VAC) in your home country, please select the country where you wish to submit them.

You will need to confirm your Visa Application Centre selection on the next page.

! You will not be able to change the country once you have submitted your application.

On the following page click the green '**Apply Now**' button.

COMPLETING THE VISA APPLICATION

SECTION 1: START

REGISTER AND EMAIL ACCOUNT - Enter a valid email address and create a memorable, secure password.

You will need to confirm this email address.

UKVI will send an automated email to the email address you enter, with a link to sign in to your visa application form. This link can be used to access your account if your application accidentally closes before you submit, or if you wish to check something after you have submitted.

Click 'Save and continue'

Contacting you by email - Confirm the email belongs to you.

You can add an additional email here, if you wish.

! UKVI may contact you via this email to discuss your application, so it is important to provide an email address that you check regularly have access to.

Click 'Save and continue'

YOUR TELEPHONE NUMBER - Enter your telephone number and specify if it is for use whilst in the UK or whilst out of the UK. You also need to confirm if it is a Home / Business or Mobile number.

You can add additional telephone numbers if you wish.

! UKVI may contact you via this number to discuss your application, so it is important to provide a number that you will have access to.

Click 'Save and continue'

Contacting you by telephone – You must select how you wish to be contacted by telephone.

If you select anything other than 'I can be contacted by telephone call and text message (SMS)', it will ask you to provide a reason why.

Click 'Save and Continue'

SCHOLARSHIPS - Confirm whether you hold a Marshall, Chevening or Commonwealth scholarship.

These are specific scholarships. If you are in receipt of one it will be stated on your CAS.

You should **not** choose 'Yes' if you hold a UEL or any other form of scholarship.

SECTION 2: APPLICATION

YOUR CONFIRMATION OF ACCEPTANCE FOR STUDIES – If you have passed all the pre-CAS checks and met all the conditions of your offer, you should have received your CAS.

Select 'Yes' and ensure that you enter your CAS number correctly.

! Please check your CAS carefully before submitting your application and if there are any errors, please email isa@uel.ac.uk immediately.

Click 'Save and continue'

YOUR NAME – Enter your full name as shown on your passport / travel document.

Enter your first and any middle names in the 'Given name(s)' box.

Enter your surname in the 'Family name' box.

If you only have one name, click - '**I cannot enter my name using a current passport or travel document**'.

The click '**I do not have both a given and family name**' – Enter your name.

Click 'Save and Continue'

Any other names – You must enter any other names you have been officially known by. For example, if you changed your name after marriage.

Do NOT include nicknames or informal names you may go by.

Click 'Save and continue'

YOUR SEX AND RELATIONSHIP STATUS

Gender – if you do not identify as either male or female you can select 'unspecified'.

Relationship status – you must accurately state your relationship status.

Click the '**I am unsure of my current relationship status**' if you are unsure.

Click 'Save and continue'

YOUR ADDRESS – You must enter your address where you are living here.

If you wish to receive correspondence at a different address to the one you enter here, please select '**No**' when asked '**Is this address also your correspondence address?**'

You will then be given the option to enter a different address where UKVI can send correspondence.

Click 'Save and continue'

About this property – Confirm how long you have lived at this address. If it is for a period of less than two years you will be asked to enter your previous address.

If you do not own or rent your property, for example you live with a friend or family member, please select 'other' and provide a brief explanation of your living circumstances.

Click 'Save and Continue'

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

! The passport you use for your application must match the passport information on your CAS. If you have obtained a new passport since receiving your CAS, OR if there are any errors on your CAS you must contact isa@uel.ac.uk to get your CAS amended immediately.

If you are a dual national, you must enter the details of the passport that is stated on your CAS, which you must then use to enter the UK.

Issuing Authority – this should be stated on your passport. If this is not stated on your passport enter the country where your passport was issued.

Click 'Save and continue'

YOUR IDENTITY CARD – If your country issues national identity cards, you must enter the number here, after selecting 'Yes'.

Not all countries issue identity cards, so if you do not have one, select 'No'.

An identity card is not the same as a passport.

Click 'Save and continue'

YOUR NATIONALITY, COUNTRY AND DATE OF BIRTH – You must state the nationality of the passport you will use to apply for your visa.

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

Click 'Save and continue'

Your other nationalities – You must enter the details of any other nationalities you hold or have held. You will then be asked if valid passports and ID cards have been issued for these nationalities. You will need to enter these details.

Click 'Save and continue'

HAVE YOU PROVIDED EVIDENCE OF ENGLISH LANGUAGE ABILITY IN A PREVIOUS APPLICATION?

– If you have previously been issued a Tier 4 or student visa and have provided your evidence of English language ability, which meets the requirements listed, select 'Yes'.

If you have not previously provided evidence of English language ability, that meets the requirements listed, select 'No'.

Click 'Save and continue'

Spoken language preference – It is advised that you select English as your spoken language preference.

Click 'Save and continue'

English qualifications from a UK school – You should select 'No' for this question unless this is how your English language was assessed and it is stated on your CAS.

Click 'Save and continue'

English language assessment – If you selected 'No' to the previous question you will be asked '**Are you coming to the UK to study at a higher education institution**'. Select 'Yes'

You will then be asked '**Does your CAS statement indicate that your English language ability was assessed by your institution or that you are a 'gifted' student?**' Check your CAS, but the answer to this question should be 'Yes'.

Click 'Save and continue'

PEOPLE FINANCIALLY DEPENDENT ON YOU – If you have anyone that is financially dependent on you, please include their details in this section. You should include the details even if they are not travelling to the UK with you.

If you answered 'Yes', you will be asked to enter their details.

Click 'Save and continue'

GIVE DETAILS ABOUT YOUR FIRST PARENT – You will need to enter the details of both parents in these sections.

If you do not have your parents' details at the time of completing the application, you **MUST** save the application at this point and obtain your parents details, before completing this section.

You should only click the '**What if I do not have my parents' details?**' link, if you do not know who your parents are and have no way of obtaining their details.

If you only have one parent – Enter the details of that parent only, click 'Save and continue', then click 'What if I do not have my parents' details?' and tick the box confirming 'I only have the details of one parent'.

Click 'Save and continue'

FAMILY WHO LIVE IN THE UK – You must declare if you have any close family members that live in the UK.

You can check the list on this page for who UKVI consider to be a close family member.

If you select 'Yes' you will be required to provide further information about your relatives.

Click 'Save and continue'

TRAVELLING AS PART OF AN ORGANISED GROUP – Most student will not be travelling as an organised group and will select 'No'.

Click 'Save and continue'

TRAVELLING WITH ANOTHER PERSON – This is referring to individuals travelling with you who are not your spouse or dependent. For example, if you are travelling with a parent or sibling, who is accompanying you in making the trip to study in the UK.

The individual travelling with you, does not need to have obtained their visa at the point of you completing this application.

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

Click 'Save and continue'

WHERE WILL YOU STAY IN THE UK? – If you know where you will be staying when you arrive in the UK, select 'Yes' and enter the address of where you will be staying.

! If you will be living off-campus, perhaps with family or friends, it is strongly advised that you should live within approximately 60 minutes travelling time of the University.

If you have applied for university accommodation but have not had this confirmed, or if you have not confirmed where you will live, select 'No'. You will then be able to explain your accommodation plans. For example, you can state 'I have applied for University accommodation at UEL and I am awaiting confirmation'.

Click 'Save and continue'

Other places you will stay while in the UK – Only select 'Yes' if you have arranged temporary accommodation which is different to that given in your previous answer, such as a hotel etc.

Otherwise select 'No'

Click 'Save and continue'

UK TRAVEL HISTORY - If you have visited the UK in the last 10 years, you will need to declare how many times you have entered.

You will be asked to provide details (for example, the purpose of the visit, the date you entered and how long you were in the UK).

If you cannot remember exactly how many times you have travelled to the UK, or when, please provide your best estimate.

Click 'Save and continue'

UK VISA APPLICATIONS - If you have been issued a visa to the UK in the past 10 years you should select 'Yes'.

You will need to confirm the date the visa was issued.

If you have not been issued a visa in the past 10 years, select 'No'

Click 'Save and continue'

TRAVEL TO AUSTRALIA, CANADA, NEW ZEALAND, USA, SWITZERLAND OR THE EUROPEAN ECONOMIC AREA (EAA) – You must declare any travel to these countries in the last 10 years.

If you select 'Yes' you will need to provide further information, including country of visit, purpose, date and travel duration.

If you have not been issued a visa to any of these countries in the past 10 years, select 'Zero'

Click 'Save and continue'

WORLD TRAVEL HISTORY – You must declare any travel to any other country in the world in the past 10 years.

If you select 'Yes' you will need to provide further information, including country of visit, purpose, date and travel duration.

If you have not been issued a visa to any other country in the world in the last 10 years, select 'No'

Click 'Save and continue'

YOUR PLANNED TRAVEL INFORMATION – The earliest that you can enter the UK is one month before your course start date, as stated in your CAS.

Therefore, your planned date of travel should not be more than one month before this date.

UEL strongly recommend that you do not book your flights until you have received your student visa, so that date you enter here may be an estimation of when you intend to travel.

IMMIGRATION HISTORY – If you have never experienced any immigration problems, please select 'No'.

! If you have experienced an immigration problem (as listed on the application form), you MUST declare it here. Failure to declare a previous immigration problem may result in a refusal and being subject to a ban from entering the UK for a period of 10 years.

You will need to provide further details including the type of immigration issue, the country where the issue happened and when the issue happened. You must also give more details regarding the issue in the free text box.

Click 'Save and continue'

Breach of UK immigration law - If you have never breach UK immigration law, please select 'No'.

! If you breached UK immigration law, you MUST declare it here. Failure to declare a previous breach may result in a refusal and being subject to a ban from entering the UK for a period of 10 years.

You will need to provide further details of the breach on the next screen.

Click 'Save and continue'

Convictions and other penalties – You must answer these questions truthfully and provide information for ANY country and not just those in the UK.

War crimes – You must read the information and tick the box to confirm that you have read this, alongside answering the question.

Click 'Save and continue'

Terrorist activities, organisations and views - You must read all the information and tick the box to confirm that you have read this, alongside answering the question.

Click 'Save and continue'

Extremist organisations and views - You must read all the information and tick the box to confirm that you have read this, alongside answering the question.

Click 'Save and continue'

Person of good character – You must answer these questions, if you select 'Yes' for any you will be asked to provide further information.

Click 'Save and continue'

YOUR EMPLOYMENT HISTORY – If you have ever worked in any of the industries listed you must select the relevant option.

You will be asked to provide further information if you select 'Yes'.

If you have not worked in any of these industries select 'I have not worked in any of the jobs listed above.'

Click Save and continue'

SPONSOR LICENSE NUMBER AND ADDRESS – UEL's sponsor license number is **R8768R6M6** and can be found on your CAS.

UEL Address: **University of East London**
Docklands Campus
University Way,
London,
E16 2RD

Click 'Save and continue'

PLACE OF STUDY – Select '**Higher Education Provider with a track record of compliance**'

Click 'Save and continue'

PRIMARY SITE OF STUDY – This is stated on your CAS.

If your primary site of study, as stated on your CAS, is the same as the UEL address entered previously, select 'Yes'.

If your primary site of study, as stated on your CAS, is different (for example it is based in Stratford) please select 'No'. You will then be asked to enter the primary site of study address as stated on your CAS.

Click 'Save and continue'

UCAS DETAILS – If you are studying an undergraduate degree and applied through UCAS you must provide your UCAS identifier number.

If you are studying a postgraduate degree, select 'No'.

Click 'Save and continue'

ACADEMIC TECHNOLOGY APPROVAL SCHEME (ATAS) – If you are required to provide an ATAS certificate this will be stated on your CAS.

If it is confirmed on your CAS that you require an ATAS certificate, select 'Yes' and enter the ATAS reference number. must select 'Yes'

If your CAS does not state that you require an ATAS certificate, select 'No'.

Click 'Save and continue'

FUTURE OFFICIAL FINANCIAL SPONSOR – Before answering this question click 'What is an official financial sponsor?'

You should only select 'Yes' if you have sponsorship which meets UKVI criteria. If your studies are being financed by a family member or friend, this is NOT official financial sponsorship.

! If you have a scholarship from UEL, this will have been deducted from the amount paid, as stated on your CAS. Therefore, you should select 'NO' even if you are in receipt of a UEL scholarship.

Click 'Save and continue'

COURSE INFORMATION – You must complete this section using the information on your CAS.

Name of Sponsor Institution: University of East London

Course name: Enter this exactly as it is stated on your CAS.

Qualification you will get: If your CAS states NQF level 6, 7 or 8. Please select either RQF level 6,7, or 8 in the UKVI drop down menu.

Are you going to be a student union sabbatical officer? – Select 'No'

Click 'Save and continue'

Course dates – enter exactly as stated on your CAS.

Click 'Save and continue'

ACCOMMODATION PAYMENTS – Only select 'Yes' if you have paid money towards UEL accommodation and this is stated on your CAS.

It is only possible to deduct a maximum of £1,334 from the total amount of money required for maintenance. Therefore, even if you have paid more than this to UEL accommodation, only this amount will be shown on the CAS and can be deducted from the overall amount you are required to pay.

! You cannot deduct money paid to private accommodation providers.

If you have not paid any money towards UEL accommodation, select 'No'.

Click 'Save and continue'

COURSE FEES

What are your course fees for the first year? - Enter the amount as stated on your CAS.

If you or a parent / legal guardian have made a payment towards the tuition fees and this is confirmed on your CAS, select 'Yes', then enter the amount paid, as stated on your CAS.

When asked how you can prove this has been paid, select **'My sponsor has confirmed this information on my CAS'**

Click 'Save and continue'

STUDENT LOAN – If you select 'yes' to this question you will be asked 'Have you already received your student loan?'

A loan letter will only be accepted by UKVI, if it issued by a government, a government sponsored student loan company or an Education loan scheme as outlined in [UKVI guidance](#).

If you are not in receipt of a student loan, select 'No'.

Click 'Save and continue'

MAINTENANCE FUNDS – You will be asked to confirm if the maintenance funds are in a bank account with your name on it.

If the funds are in a bank account in your parent / legal guardians name, or if you are being wholly sponsored by an official government sponsor or an international scholarship agency, select 'No'.

You will then be asked '**Are you relying on money held in an account under your parent(s) or legal guardian(s) name?**

If you are, select 'Yes'

You will then be asked '**Do you have permission from your parent(s) or legal guardian(s) to use their money?**

Select 'Yes' – You will need to provide the written consent letter from your parent(s) or legal guardian(s).

You will then be asked '**How can you prove they are your parent(s) or legal guardian(s)?** – Select the option that applied to you.

Click 'Save and continue'

ADDITIONAL INFORMATION ABOUT YOUR APPLICATION - This section can be used to explain anything unusual in your application or to clarify anything that you were not able to explain fully in the application.

Click 'Save and continue'

Check your answers

! You must carefully check the answers you have provided. It is your responsibility to ensure that you have completed the form as accurately as possible and that there are no mistakes before submitting. It is not possible to make amendments once the form has been submitted.

Once you are happy that the form has been completed accurately and correctly click 'Continue'.

SECTION 3: DOCUMENTS

You may be asked to confirm the document(s) you will submit to evidence you have the required maintenance funds.

You can add multiple financial institutions and documents, if required.

Mandatory documents - The form lists mandatory documents that **MUST** be provided as part of your application. Tick each box to confirm you have this document.

Other documents – The form provides a list of other documents, that if you do not provide them your application may be delayed or refused. Tick the box to confirm you have this document.

! You should submit all documents listed in both the 'mandatory' and 'other documents' section, unless your application is being considered under the differentiation agreements.

Click 'Save and continue'

Check your answers – then click 'continue'.

SECTION 4: DECLARATION

Conditions – Carefully read and confirm you accept the conditions of the visa and the declaration.

! Do not submit and pay for your application until you have prepared all your supporting documents as you must meet the rules on the day you apply for your student visa. This is the day you submit and pay for your application, NOT the day of your appointment.

If you are ready to apply click 'Save and continue'

Declaration – This is the last stage at which you can edit your answers. Please make sure you have checked your answers before confirming that you accept the declaration.

If you are happy with your answer's select the answer that responds to your situation and click 'I accept the above'.

On the next screen click 'Continue'

SECTION 5: PAY

IMMIGRATION HEALTH SURCHARGE

You must pay the Immigration Health Surcharge to proceed with your application.

The amount of IHS you pay is calculated based on the length of your visa and includes any time granted before the course start date and after the course end date.

Click the green '**Go to IHS website**'.

Before making the payment, you will need to add some missing information.

Click '**Add where you are planning to stay**' and select '**NO**' when asked '**Are you applying to stay in the Isle of Man, Jersey or Guernsey?**'

Click 'Save and continue'

Complete the questions about your course and course location using the information on your CAS

Click 'Save and continue'

Check the details are correct. Once you are satisfied the details are correct click the green '

These details are correct' button.

Read the Declaration and click the green '**I agree'** button.

Proceed to make the payment.

Once you have paid the HIS you will see a screen that confirms your IHS reference number. You are advised to make a note of this.

Click the green '**Return to my visa application'**.

DEMONSTRATING YOUR PERMISSION TO BE IN THE UK

After you have completed the IHS payment, before paying for your application you will be asked where you want to collect your BRP.

You will be given the following options;

Collect from a UK Post Office – You should select this one.

Collect from an alternative location (for example, your sponsor).

! UEL are currently unable to offer the Alternative Collection Location (ACL) service at the university camps. You will need to arrange for your BRP to be delivered to a Post Office for collection.

When you select collect from a UK Post Office it will prompt you to enter a postcode to locate your nearest Post Office.

Enter either the postcode of where you will be staying or use the postcode for the Docklands (E16 2RD) or Stratford campus (E15 4LZ), depending upon where your primary site of study will be (please see your CAS for the primary site of study).

Choose a service – You will be asked to select either Standard service (£348), which usually takes 3 weeks from when you attend an appointment, or Priority service at an additional cost.

! Due to the crisis in Ukraine, UKVI are not currently offering a Priority service. All applications will be standard service.

You will then need to book an appointment at a Visa Application Centre (VAC). Once you have booked your appointment and paid for it, UKVI will send instructions by email on what you need to do next.

FURTHER ADVICE

If you have any questions or need to make any changes or amendments to your CAS, please contact International Student Advice at isa@uel.ac.uk.