



Applying for a Student Route Visa inside the UK

In order to apply for the Student Route visa you must obtain a Valid Confirmation of Acceptance (CAS) document and meet the 70 points requirement for having:

- ▣ Confirmation of Acceptance of Studies (CAS) – 50 points – LJMU issues you with your CAS
- ▣ Sufficient money to cover your tuition fees and living costs (or evidence of official sponsorship) - 10 points.
- ▣ English Language Requirement – 10 points.

You must have a CAS before making an application as a Student. LJMU will send you a unique CAS reference number, which you will need to enter onto your online Student application form.

LJMU will also provide you with the information used to generate your CAS called the 'CAS statement'

If you are a continuing student, you can request your CAS via the My LJMU Portal <https://myservices.ljmu.ac.uk/> 'CAS Request for Continuing Student'.

New students will have their CAS issued by our International Admissions Team.

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Can I Apply for my Visa in the UK?

Your new course must start within 28 days of your current visa expiring. Check your CAS statement for confirmation of your course start date. You may also be able to apply to continue the same course and you need extra time.

Does the course for which you are applying demonstrate Academic Progression from your previous course?
You will meet the Academic progression criteria if one of the following apply:

- You have successfully completed the course for which your current visa was issued and you are progressing to a new course at a higher level (e.g. Undergraduate to Masters or Masters to PhD);
- You have successfully completed the course for which your current visa was issued and you are progressing to a new course at the same level which is related to your previous course or supports your career aspirations; or
- You are applying to re-sit an examination or repeat modules on the same course
- You have previously re-sat examinations or repeated modules and you are now applying to complete the course for which those exams were re-sat or modules repeated
- Are applying to complete a PHD or other Doctoral qualification

For further information on Academic Progression, please see Appendix ST of the Immigration Rules, section 14 [HERE](#).

You can apply for your student visa in the UK if you have any immigration permission EXCEPT the following:

- Visitor
- Short-Term student
- Parent of a child student
- Seasonal worker
- Domestic worker in a private household
- Permission outside the Immigration rules

For example: If you have a Tier 4 visa or a Dependent of a Tier 4 Student or a Tier 2 visa, you can apply to switch to a Student Visa in the UK if you meet all the other requirements

When Should I apply for my Visa?

If you are applying for a new course, you should apply no more than 3 months before the start date of the course. You should apply only once you have completed your previous course.

If you are extending your visa for a course you have already started, you should apply as soon as you meet the requirements for this visa. We would recommend starting to prepare for your visa application at least two months before your visa expiry date and even longer if you need to apply for ATAS clearance.

The last date in which you can make an in time visa application is the date your visa expires. The International Student Advice Team would not advise waiting so late, just in case of any issues with validity of your application (please see next section '[Making a Valid Application](#)')

Do not worry if your visa expiry date passes and you have not received a decision. As long as you have submitted a valid visa in time (so by your visa expiry date) you can lawfully remain in the UK while you are awaiting your decision.

Making a Valid Visa Application

For your visa application to be valid you must:

- Use the specified Student form (online only)
- Pay the correct fee, set out on [gov.uk](https://www.gov.uk) (the application is made when the fee is paid)
- Pay the immigration health charge
- Provide biometrics (some Student applicants are able to reuse biometrics from a previous application please [see the section on biometrics](#))
- H. • Provide a passport or other travel document which satisfactorily proves identity and nationality (this is scanned and applicants who reuse biometrics are not required to take the hard copy document to a centre)
- Provide a CAS number issued to the applicant no more than six months before the date of application
- An applicant who has, in the last 12 months before the date of application, completed a course of studies in the UK for which they have been awarded a scholarship or sponsorship by a Government or international scholarship agency covering both fees and living costs for study in the UK, must provide written consent in relation to the application from that Government or agency
- An applicant must not be in the UK with permission:
 - as a Visitor; or
 - as a Short-term Student; or
 - as a Parent of a Child Student; or
 - as a Seasonal Worker; or
 - as a Domestic Worker in a Private Household; or
 - outside the Immigration Rules
- Be at least 16 years old on the date of application

If you do not make a Valid Visa application it will be rejected as invalid and you will be charged a £25 administration fee.

Where to apply for your Student Visa^{sa}

You make your online application via this link: www.gov.uk/student-visa/apply

To complete the application you will need to pay:

- ✓ The Immigration Health Surcharge. This is £470 a year (and per dependant if applicable)
- ✓ Your application fee which is £490 per applicant (and per dependant if applicable)

How much does the application cost?

The visa application costs £490 for the Standard application. You may be able to pay more [to get a faster decision](#).^{*} Although currently the priority and super priority services have been suspended (as of August 2022).

Although the Standard Services take 8 weeks as long as you pay and submit your visa application prior to your current visa expires, you can continue to stay lawfully in the UK for your decision regardless of how long it may take.

UKVCAS and enrolling your biometrics

Once you have paid your application fee you will be directed to UKVCAS (UK Visa and Citizenship Application Services) website.

You should register with UKVCAS and create a UKVCAS account; you are directed to do this when you complete your on-line application. You will receive an email from UKVCAS advising you on what to do next. Please do not download the app or try to make an appointment until you receive an email from UKVCAS inviting you to do so.

If you are contacted to make an appointment, you will need to log into your UKVCAS account and enter your postcode to see the closest UKVCAS Service points to you. All UKVCAS Service points offer free appointments now (apart from the Premium lounges) although these get booked up very quickly. Currently, free appointments are released at 9am every day. You can read more on the [UKVCAS website](#).

- You will then either need to upload your documents, or you can take them along to the Centre, however you will be charged a fee if you upload your documents at the Centre
- You DO NOT need to post anything so your passport remains with you.
- There is also an option to purchase 'add on' services from UKVCAS but most students will not need these.

Supporting document checklist

Please note this is a general guidance list. Please check your UKVI account for a list of documents you will need to submit to support your application.

- ✓ Your completed Student Route online form
- ✓ Your passport (and previous passports if applicable)
- ✓ Your Biometrics Residence Permit (if applicable)
- ✓ Your CAS letter
- ✓ Your Police Registration Form (if applicable)
- ✓ Documents of previous qualifications if they are listed on your CAS
- ✓ Acceptable translations (if any documents are not in English or Welsh)*
- ✓ Your ATAS Certificate (if applicable)

If either a Government or Scholarship agency was sponsoring you within last 12 months but this has now ended, you will need their written consent to extend your visa

**What is an acceptable translation?

If any of your documents are not in English or Welsh, you must also provide translations.

Each translation must contain:

- confirmation from the translator/translation company that it is an accurate translation of the original document
- the date of the translation
- the full name and original signature of the translator, or of an authorised official of the translation company
- the contact details of the translator or translation company; and
- (if you are already in the UK and applying for further leave) certificate by a qualified translator and details of the translator or translation company's credentials

ATAS

International Student Advice Team

- ✓ For some courses, you are required to get ATAS (Academic Technology Approval Scheme) clearance. You should make sure you do this in plenty of time.
- ✓ Your LJMU Offer Letter will state if you need to apply for ATAS. If you are, you will need to do this before LJMU will issue you with a CAS.
- ✓ ATAS applications can be made here: www.gov.uk/guidance/academic-technology-approval-scheme

Evidence of your Finances if you have lived in the UK for 12 months

If you have had a UK visa for 12 months prior to the date of your application, you do not need to prove that you have money to support yourself. You also do not need to prove your finances if you are applying as a Student Union Sabbatical Officer.

Please note temporary absences are allowed from the UK within the 12 months. However, UKVI have advised that where you have been absent for 3 months or more, you will not meet the requirements for maintenance exemption and will need to submit your financial evidence.

If you are not exempt from meeting the maintenance requirements, you will need to show:

- ✓ Evidence of your bank statements (or other financial document) covering 28 days and no more than 31 days old at the time of application
- ✓ If you are a sponsored student you will need an official financial sponsorship letter

Financial requirements for Self Sponsored Students

If you are a self-sponsored student and you haven't had a valid UK visa for 12 months at the time of application, you will need to be able to demonstrate you have enough money in your (or your parents) bank account in order to make a successful Student visa application. You can also use financial evidence in the name of your dependant partner but **only if your dependant is applying at the same time as you.**

The maintenance fees for living costs for the main applicant are £1023 per month which is capped at 9 months. For example, if you are coming to study for a course of 9 months or more you will need to demonstrate you have £9207 (£1023 x 9 months) along with the full first year's tuition fee.

If you have paid any of the tuition fee to LJMU and this is written on the CAS or is demonstrated on an official receipt, you can deduct this from the amount you need to show in your bank account.

The money needs to be in your account for a minimum of 28 days. The financial evidence you use should be no more than 31 days old at the time you apply.

You can use your parents bank statements also, if you do you must also show your original birth certificate (officially translated if not in English) along with a letter of support from your parents to say they are happy for you to use their funds.

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Evidence you can use to demonstrate your finances

Please read [Appendix Finance](#) for information on finance and maintenance requirements:

Personal Bank Statements

Letter from your Bank

Certificate of Deposit

Loan Letter

Personal Bank Statements

Your financial evidence should:

- Have your name or your parent's/legal guardian's name and the account number
- Be on official stationary or an electronic record
- Be printed or electronic (not hand written)
- Include the date of the statement
- Include information about the bank, such as contact details or a branch code
- Show transactions and amount held over time

Bank Letter

A bank letter should contain information as above in Bank Statements, although rather than transactions the letter can state the balance and the length of time held (it must be written in the letter you have held the required funds for a minimum of 28 days).

The bank letter should be on headed paper and provide contact details for the bank and be signed by an official from the financial institution.

Certificate of deposit

This is a certificate issued by a bank to confirm that the named person has deposited or invested a specific amount of money. Certificates of deposit are accepted if they meet the following requirements:

- *the certificate of deposit must have been issued within 31 days of the date of application*
- *the certificate of deposit shows that you have held the funds for at least 28 days*
- *You must be able to access the funds held at any time*

Loans

If you are applying for your visa from overseas the loan must be available to you before you travel to the UK. This is unless it is an academic or student loan from your country's national government and will be released to you when you arrive in the UK, or it is a loan for your living costs that is paid to your Higher Education Provider for passing to you.

Any other type of loan will not meet the Student route requirements. If you wish to use money from any other type of loan, you need to transfer the funds to a bank or building society account in your name (or a parent's name) and use one of the other forms of evidence listed above.

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Evidence from more than one bank account

Where evidence from 2 or more accounts is used, the caseworker should make a decision based on:

- the closing balance of the account that most favours the applicant (providing it falls within the required 31 day period up until the date of application)
- any additional evidence of funds available on the date of that closing balance and at any point during the 28 day period linked to the closing balance used

If you are a Sponsored Student

An official financial sponsor is defined in the guidance as:

- The UK government
- Your home government
- The British Council
- Any international organization
- An international company (the Home Office has not defined 'international company' but it seems to mean a company with a trading presence (an office) in more than one country)
- A University
- A UK Independent School

If LJMU is sponsoring you and has included details of this on the Confirmation of Acceptance for Studies (CAS) no other documents are needed to show official financial sponsorship

The sponsor letter needs to contain the following information:

- Your name
- The name and contact details of the official financial sponsor
- The date of the letter
- The length of sponsorship
- The amount of money the sponsor is giving you, or a statement that all course fees and living costs will be covered

**If your official financial sponsor is not covering all of your courses fees and maintenance, you must be able to demonstrate that you have the additional amount.*

Your Dependants

The Student visa rules only allow some students to bring dependents to join you in the UK

- Postgraduate (RQF level 7 +) students on a full time course of study that is 9 months or longer
- Students receiving financial sponsorship from a government or international scholarship agency for studies on a course of any level that is 6 months or longer
- Students with a Student Visa on a full time course of study at any level of 6 months or longer, and the following four points also apply
 - Your existing student visa is still valid, and
 - Your new student visa application is for a course that is longer than 6 months, and
 - You and your dependent(s) are applying at the same time, and
 - Your dependent(s) already have a student dependent visa (or born in the UK)

Dependents can only be spouses, civil partners, durable partners or your children

Only children under the age of 18 can normally be your dependent. However, if your child is already in the UK as your dependent but is now over 18, he or she may still be able to extend their visa. Both parents must normally be in the UK. Spouses, civil partners and durable partners must intend to live with you. Additional requirements may apply.

If you are eligible to bring dependents with you, you must be able to show you have £680 per dependent per month for their living costs for a maximum of 9 months for every month of their visa and you will need their documentation as well.

If your dependents have had a UK visa for 12 months prior to the date of the application, they do not need to prove that they have money to support themselves.

Differential Agreement (Low Risk Nationals)

If you are a national of one of the following countries, there is no need to submit evidence of finances OR qualifications, however the Home Office may ask you at any time to provide them, so you should have all documents ready.

- Australia, Austria, Bahrain, Barbados, Belgium, Botswana, Brazil, Brunei, Bulgaria, Cambodia, Canada, Chile, China, Croatia, Republic of Cyprus, Czech Republic, Denmark, The Dominican Republic, Estonia, Finland, France, Germany, Greece, Hong Kong, Hungary, Iceland, Indonesia, Ireland, Italy, Japan, Kazakhstan, Kuwait, Latvia, Liechtenstein, Lithuania, Luxembourg, Macao, Malaysia, Malta, Mauritius, Mexico, Netherlands, New Zealand, Norway, Oman, Peru, Poland, Portugal, Qatar, Romania,

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Serbia, Singapore, Slovakia, Slovenia, South Korea, Spain, Sweden, Switzerland, Taiwan, Thailand, Tunisia, United Arab Emirates, United States of America

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Once you receive your Decision

It can take 8 weeks to receive a decision if you have opted to apply via the Standard Service. Please note the International Advice Team will not be able to request updates from UKVI on your application until the 8 week timeframe has elapsed.

You will receive your decision by email and your BRP will be sent out within 7-10 days of receiving your email.

Your BRP will be sent to the address you have given on your application form. It is sent by Courier and you should receive a text with details of when it will be delivered. You will need to be in (or someone in your accommodation) to sign for this.

If the courier company is unable to deliver your BRP, for example no one was at the property to sign for it, they will leave a card or text or email you to advise. Please contact them to rearrange delivery.

When you get your new BRP **please** check that all the information is correct. If you see any errors on it you will need to report this to UKVI. Please see our section on [BRP/Passport Issues for further information](#).

If everything is ok with your BRP, please email a scanned copy or photograph of your BRP to RegistrationDocuments@ljmu.ac.uk.

If your visa is refused please contact the International Advice Team on internationaladvice@ljmu.ac.uk for further assistance.

Once you receive your Decision – EU/EEA Nationals

EU and EEA Nationals who have used the UK Immigration: ID Check app will not receive a BRP. Your visa will be a digital immigration status (eVisa) which can be used to prove your immigration status online. You can read more on the gov.uk website [HERE](#).

Student Advice and Well Being Services would **STRONGLY** recommend you attend a visa workshop to ensure that you have completed the application correctly.

Please enrol on a workshop here: <https://saw.ljmu.ac.uk> or email internationaladvice@ljmu.ac.uk for further information.

Always check the most current Student Route Guidance:

<https://www.gov.uk/government/publications/points-based-system-student-route>

Appendix ST: <https://www.gov.uk/guidance/immigration-rules/appendix-st-student>

Appendix Finance: <https://www.gov.uk/guidance/immigration-rules/appendix-finance>

Appendix English Language: <https://www.gov.uk/guidance/immigration-rules/appendix-english-language>

Appendix ATAS: <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-atas-academic-technology-approval-scheme-atas>

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