How to prepare for a Student Route visa
Workshop 1: Visa Documents

International Student Team (IST)
Submitting Documents to IST

- The IST will review all documentation students are required to submit as part of their visa application.
- Each student will receive an email containing an individual link to upload documentation to the IST for checking.
- If you have any problems uploading documentation using the link provided, please contact the IST at ISTPresessional@contacts.bham.ac.uk.
- Students should check their University email regularly to ensure that no updates from the IST is missed.
- A Canvas page has been set up providing further information on the visa application process and documents required: https://canvas.bham.ac.uk/courses/42863
Submitting Documents to IST

- Due to the current restricted campus operations as a result of Covid-19, our staff are working remotely and we will therefore be reviewing visa documentation in batches.
- We will initially be reviewing documentation provided by students who will be progressing onto an undergraduate programme.
- Please be patient with us during this challenging time as we work to ensure the highest level of service possible to all of our international students.
- We will update you once we are in a position to review the next batch of documentation.
Applying for a Student Route visa – outside the UK

• The Student Route visa sits within the Points Based System (PBS).
• To apply for a Student Route visa you must have been offered a place to study at University of Birmingham and pass the points-based assessment and score 40 points when making a visa application:

✓ **30 points** for a Confirmation of Acceptance for Studies (CAS) from the University of Birmingham; and
✓ **10 points** for documents showing the required finances (tuition fee and living cost)
<table>
<thead>
<tr>
<th>Overview: Documents required for visa application</th>
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<tbody>
<tr>
<td><strong>Type of visa</strong></td>
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<tr>
<td><strong>Documents required</strong></td>
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You must ensure you hold original copies of any documents. Photocopies or scanned copies are not acceptable to UKVI.

<table>
<thead>
<tr>
<th>Dependents allowed</th>
<th>Yes. Please see here for more information.</th>
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<tbody>
<tr>
<td>Fees</td>
<td>Currently £348. Please click here to check fees</td>
</tr>
<tr>
<td>Further information</td>
<td><a href="https://www.gov.uk/tier-4-general-visa">https://www.gov.uk/tier-4-general-visa</a></td>
</tr>
</tbody>
</table>
EXAMPLE CAS STATEMENT

Date of Issue: 12 February 2013

CAS STATEMENT: TIER 4 - GENERAL STUDENT

CAS NUMBER: ESG97A4C25X085

I am pleased to confirm that your offer of a place at the University of Birmingham is unconditional. This is your Confirmation of Acceptance of Studies (CAS) Statement. You will need this CAS Number in order for you to apply for a student visa for study at the University of Birmingham but you do not need to include the CAS Statement in your visa application.

You need to be aware that it is your responsibility to ensure that all the information is correct and to inform us if it is not by email to CAS Enquiries. The passport number submitted to the UK Border Agency is stated below. If you obtain a new passport before applying for your visa you must send us a copy of the personal identification page so that we can update your CAS record with the UK Border Agency. Please note that incorrect information may lead to a visa refusal.

The CAS Number is valid for 6 months from the date of issue shown above and can be used to apply for a visa up to 3 months before the start date for your course. It is important that you arrive at the University in time to commence your studies on the start date stated below.

Category: Tier 4
Name: Shelly Chen
Nationality: China
Date of Birth: 11 February 1990
Student ID: 1110000
Passport number: 863183485
Licence Number: T7918X221
Course Title: Bachelor of Engineering Mechanical Engineering
Level of Study: QCF NQF6
Course Start Date: 26 September 2012
Expected Course End Date: 19 June 2015
First year tuition fee for start date shown above: £15150
Tuition fees paid as at the date of issue of this CAS Statement:

Degree Certificate from China. We have assessed this student’s English language ability and confirm that it is equivalent to CEFR Level B2 or higher in each of the four components of language learning. No documents are required to be submitted as evidence of this.

Pre-arrival information for new students can be obtained from our website: Pre Arrival Information.

A registration pack and joining instructions will be sent to you before the start of your course, see Registration Information for further details. If you are coming to do a preessional English course, you will be given these on arrival at the University.

Please keep this email in a safe place as we will not be sending a paper copy of this CAS Statement.

The University of Birmingham
Dear [Name],

Programme Title: MSc (Taught) Financial Management (FT)
Duration: 12 Months
Mode: Full-time Taught
Start Date: 30 September 2019

I am pleased to offer you admission to the programme above. Your offer is CONDITIONAL on you meeting the requirements detailed below. Please submit the requested documents as soon as you are able to do so. Conditions need to be met before the start of the programme. If original or certified copies of your documents are required, please send to the address stated at the top of this letter.

If your offer is conditional upon providing evidence of academic achievement, please refer to the following link for details of acceptable means of verifying your qualifications:
http://www.birmingham.ac.uk/universitycollege/professionaladmissions/verification.aspx

- Please provide evidence of obtaining your degree with a final grade average of at least 80%.
- Please provide certified copies of your Transcript, Degree Certificate, and Graduation Certificate to confirm that you have obtained a degree with the required grade. If these documents do not state a final grade average then you must provide an additional certified statement from your institution to confirm this.
- Please provide evidence of proficiency in English Language. For this programme we require IELTS 6.5 with no less than 6.0 in any band or Pearson Test of English (PTE) 60 in all four skills. Tests should be no more than two years old at the time of admission. Alternatively, you can attend and successfully complete one of our pre-sessional English language courses. Please visit http://www.birmingham.ac.uk/International/BespokeCourses/EnglishLanguage/index.aspx for further details.
- Supply a copy of your passport personal details page that you will be using to apply for your Tier 4 Student Visa. You can scan and upload this via your applicant portal.

In order to secure your place, you must respond to this offer by 03 January 2019. To respond to the offer, click on the Verbaleeze link within your portal. If you think you’ll be unable to respond by this date, please contact us and we will be able to extend the time available. However, if you fail to respond by this deadline your offer may be declined on your behalf.

Please note: all non-English Language documents must be accompanied by an official certified translation.

Once you have fulfilled these conditions and you have accepted your offer of a place, we will send you a CAS (Confirmation of Acceptance for Study) to help with your visa application. Please note that it is not possible to issue you with a CAS more than six months before the start date of your programme. Students in the UK are subject to strict rules and regulations on academic progression set by the UK Visas & Immigration (UKVI). If you have not yet completed any details of any study that you have undertaken in the UK, including study you have completed, are currently undertaking or have failed to complete in the Qualifications section of your Postgraduate application, then you must inform us of this failure to provide this information may result in your offer being withdrawn.

The annual tuition fee for the academic year 2019/2020 is shown above. Tuition fees are liable to increase in subsequent years.

If you accept this offer you are required to disclose to the University any unspent, relevant criminal convictions within 14 days of your acceptance reply. Information about this requirement is provided in the document "Importance of Your Offer" provided with this offer. Further information, including how to disclose this information and the University’s policy on criminal convictions will be clearly published in the online Offer Guide. We will inform you as soon as this information is available and advise you not to accept an offer until you have read this information. If your offer conditions require you to provide a CRB disclosure you do not need to make a separate self-disclosure when accepting your offer.

Please note that you need to have sufficient funds available for your living costs and tuition fees for the duration of your programme. You will only become responsible for the payment of your tuition fees when you formally register for your programme, not when you accept your offer of a place. Information regarding the registration process will be sent to you by your programme’s consortium.

Should you have any queries please go to www.birmingham.ac.uk/ugadmissions or submit a query through our online enquiry form at www.birmingham.ac.uk/ugadmissions/enquiry. In any communication, please quote your Application Number.

Yours sincerely,

[Signature]

[Name]
Director of Admissions
Proof of sufficient funds

You will need to show evidence of funds to cover the following:

- Tuition fees (as stated in your Offer Letter)
- Living costs of £9,135 (£1,015 for each month of your course, up to a maximum of 9 months)
- Living costs for dependents (if applicable) of £6,120 (£680 for each month of your immigration permission, up to a maximum of 9 months)

E.g., undergraduate course fee of £21,360.00 PLUS Living Costs £9,135.00 (for a course which is longer than 9 months in duration)

TOTAL £30,495.00
Proof of sufficient funds

- You can use your own bank account, your parents’ bank account or a joint bank account you hold with your parents or spouse/partner
- You can use two bank accounts to show the total required funds, however we advise having the money in one account if possible
- You may use an overseas or UK bank account
- You cannot use a business bank account
- All funds must be in the form of cash funds (you cannot use stocks, shares, bonds, overdrafts, credit cards or pension funds)
- Certificates of deposit are only acceptable if they do not indicate that funds are frozen
- The total funds required (tuition fee and living costs) must be in your account for 28 consecutive days
- The total funds showing in your bank account must never drop below the required amount during the 28 consecutive days
- On the day of your visa application, the bank statement you are using as evidence of funds must be less than one month old
- Your bank statement must show the account number, bank name and bank logo
Using a Bank Statement as proof of funds
To meet the Student Route visa requirements, your bank statement must include the following:

- the bank logo
- an official bank stamp
- the account number
- account holder’s name
- the amount of funds

The money must be in the account for a period of at least 28 consecutive days. The money (tuition fee and living costs) MUST never go below the required amount during this period.

Must be cash funds only - no stocks or shares, no overdraft facility or credit card.

Using your parents Bank Statement?
If you are using your parents bank statement then you will also need to provide the following documentation:
- Letter of consent from your parent
- Evidence of relationship such as a birth certificate
Proof of sufficient funds

Using a Certificate of Deposit as proof of funds
To meet the Student Route visa requirements your certificate of deposit must include the following:

- the bank logo
- an official bank stamp
- the account number
- account holder’s name
- the amount of funds

The money must be in the account for a period of at least **28 consecutive days**. For a certificate of deposit this is between the date of the deposit (of funds) and the date your certificate is issued.

The money (tuition fee and living costs) **MUST** never go below the required amount during this period.

Using your parents certificate of Deposit?
If you are using your parents bank statement then you will also need to provide the following documentation:

- Letter of consent from your parent
- Evidence of relationship such as a birth certificate

![Certificate of Deposit example image with annotated fields]

- Name and Logo of Bank
- The date the certificate of deposit is issued
- An Official Bank Stamp
- Your name or the name of your parent/legal guardian
- Account Number
- The date funds deposited
- Funds must be held for a continuous period of 28 days between the date of the deposit and the date of issue of the certificate.
Proof of sufficient funds

Using an Official Sponsorship Letter as proof of funds

Who can be a sponsor

▪ You can receive official financial sponsorship from:
  ▪ A government;
  ▪ The British Council;
  ▪ Any International Organisation;
  ▪ An International Company;
  ▪ A University or Independent School

▪ If you are in receipt of official sponsorship, you have a sponsorship letter from your sponsor, confirming their consent for you to stay in the UK.
▪ If you were sponsored in the last 12 months and that sponsorship has now ended, you will also need to provide evidence of this.

Further guidance and information:

▪ [https://www.birmingham.ac.uk/International/students/visas/moneystudent.aspx](https://www.birmingham.ac.uk/International/students/visas/moneystudent.aspx)
Academic Qualifications

[Image of academic degree certificate]
Academic Qualifications
Academic Qualifications
Academic Qualifications
Translation Requirements (outside the UK)

If a document is not in English the document must be accompanied by a full translation that can be independently verified by UKVI.

The translation **MUST** contain:

- Confirmation that the translation is an accurate translation of the original document
- The date of the translation.
- The full name and signature of the translator or of an authorised official of the translation company.
- The contact details of the translator or translation company.
- The translation must be verifiable by the Home Office.
Academic Technology Approval Scheme (ATAS)

- Certain qualifications (such as engineering or physical science courses) require ATAS clearance.
- Any requirement for ATAS will be specified in the Offer Letter for your main programme of study.
- You are able to apply for ATAS up to 6 months before your visa extension application.
- Applications should be submitted online to the Foreign and Commonwealth (FCO) Office (https://www.academic-technology-approval.service.gov.uk/).
- The application should take no longer than 30 minutes to complete and you will not need to provide any original documents.
- Once approved, your certificate will be emailed to you. If you do not receive a response within 20 working days, you can contact the FCO at atas@fco.gov.uk.

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**ATAS CERTIFICATE**

Full name: Miss Shelly Chen

Date of Birth: 11/02/1990

Nationality: Chinese

ATAS Reference Number: CPDI23/2007

University ID Number: 1110000

You applied for an ATAS clearance on 01/11/2012 to study PhD Process, Environmental and Materials Engineering (JACS F980) at the University of Birmingham.

You stated that your thesis, or area of research, or title of your taught Masters Course would be:

Spectroscopic Technologies for Particle Characterization. The proposed research is to develop methods to generate a specific waveform for an electrical alternating field excitation, to demodulate the measurement, and process these signals for the purpose of particle characterization. A new high-speed synthetic signal generator and a synchronized demodulator will be designed in the study as an additional part of the current Field Impedance System. The research on image reconstruction algorithm to solve the complex inverse problem will be engaged. A so-called study to separate the boundary images which are contributed from both the attenuation of the excitation field (conductivity) and the vibration of particles and ions (charges), in contrast not only the particle concentration but also the characteristics, will be deployed. The proposed study is one of Investigations in Particle Characterization Group. The researcher will be able to work closely with other researchers in Physics, Physical Chemistry, Biochemistry, Unconventional Engineering and Chemical Sciences. The overall objective of the research is to develop novel imaging instrumentation for particle characterization for both research and instrumentation.

We are pleased to inform you that your ATAS application was successful.

You should now apply to your nearest visa issuing post for a Visa/Entry Clearance to undertake these studies, etc., if you need to extend your existing stay in the United Kingdom you should apply to the Border and Immigration Agency.

Please remember to print off and present this certificate, along with your University Offer letter to the Entry Clearance Officer. You will also need to present all of the supporting documentation needed for a student Visa/Entry Clearance/Extension of stay application. A full list of requirements for a student visa entry clearance can be found at www.ukba.homeoffice.gov.uk, or for an extension of stay at www.atas.homeoffice.gov.uk.

This ATAS certificate is only valid for the University/Higher Education Institution and course stated above. If you wish to study at another University/Higher Education Institution and/or do a different course and/or research you will need to apply for another ATAS Certificate. You can do this via the ATAS website www.fco.gov.uk/atas.

The ATAS team

Foreign & Commonwealth Officer
6 February 2013
Letter of Parental Consent
(For students under 18 years old)

TO WHOM IT MAY CONCERN

I, (parent’s name), and I, (parent’s name), confirm that:

- We are the (parents / adopted parents / legal guardians) of (student’s name);
- We give our consent to (your name) to apply for (his / her) immigration permission or student visa in the UK;
- We agree with the living arrangements that have been made for (student’s name) in Birmingham;
- We consent to (student’s name) living independently in the UK and to travel independently.

We confirm that we share legal custody for (student’s name).

Please contact us if any additional information is required.

Yours faithfully

(Signature)  (Signature)
Date)  (Date)
(name)  (name)
(address)  (address)
(telephone)  (telephone)
(email)  (email)
TB Certificate

You are able to check online whether you will require a TB Certificate: [https://www.gov.uk/tb-test-visa](https://www.gov.uk/tb-test-visa)
Immigration Health Surcharge (IHS)

- This is a fee you are required to pay to use the National Health Service (NHS) facilities during your time in the UK.
- The IHS is an integrated part of your Student Route visa application.
- The IHS cost is £300 per year or £150 if you will be staying less than 6 months.
- The amount you pay is calculated by the length of leave you are granted by the Home Office, not the length of your course.
Low Risk Nationals

• If you are a national from a low risk country and you are applying for your visa, you do not have to provide certain documents with your application such as your academic qualifications or bank statements.

• You have keep these documents to hand in case the UKVI request to see them at any time during the visa application process.

Argentina  
Australia  
Bahrain  
Barbados  
Brunei  
Cambodia  
Canada  
Chile  
China  
China  
The Dominican Republic  
Indonesia  
Japan  
Kuwait  
Malaysia  
The Maldives  
Mexico  
New Zealand  
Qatar  
Serbia  
Singapore  
South Korea  
Thailand  
Trinidad and Tobago  
United Arab Emirates  
United States of America  

- The UK Home Office may however ask for evidence of qualifications and sufficient funds at any time.
Alternative Collection Location (ACL Code)

• When making your Student Route visa application online, please remember to enter the University of Birmingham's **ACL code** into the Alternative Location field.

• The University of Birmingham's ACL code is **2HE322**.

• We strongly encourage you to use this code, so that you do not have to wait in long queues at the post office. You can also use this ACL code **2HE322** if you wish to have your dependents BRPs delivered to the University of Birmingham.

• If you have selected to have your BRP (and your dependents BRPs if applicable) delivered to the University of Birmingham. You will be issued with an appointment to collect your BRP. You will need to bring the following documents to your designated appointment:
  - UKVI decision letter vignette page
  - Passport bio page and visa
Visa Application Fee

The current fee for submitting a Student Route visa application is £348, paid as an equivalent in your local or alternative currency.

Some Visa Application Centres (VACs) charge an additional 'User pays fee' of £55 and this is to allow smaller VACs to remain open. If you do not wish to pay this additional fee then you should attend a different VAC, if possible.

Some VACs also offer a whole host of other services for an additional cost. For example, in some countries it is possible to pay an additional 'priority fee' of £212 or in some cases an additional 'super priority fee' of £956 to have your application processed more quickly.
Tier 4 (General) Visa Application Process

Visits GOV.UK to begin application process

Apply online + pay IHS/Application Fee + book appointment at VAC

Attend UK Visa Application centre (VAC) with visa documents

Identity Checked

Biometrics collected

Submit visa documents

Leave VAC and await decision

Credibility interview (at the discretion of the UKVI)

***Application Timings- Make Student Route visa application up to three months before the start date of your course.
Credibility Interviews

• The UKVI may send you a request via email to attend an interview as part of the application process.

• If you do not attend the interview without providing a reasonable explanation the application is likely to be refused.

What do the credibility interviews cover?

• Asked questions about your immigration history, the studies you are planning to undertake in the UK, background, why you chose the University of Birmingham and your course, how you intend to fund your studies in the UK and also how this fits into your career aspirations.
Visa Granted

You will be notified if your application has been accepted or refused by email or post to your home address.

My visa has been granted
It is only at this point that you should make your travel plans to the UK.

Student Route Visa
Students who have applied for a Student Route visa will receive:

• A decision letter from UK Visa & Immigration (UKVI), which will confirm your visa has been granted, the start and end date of the visa and details about how to collect your Biometric Residence Permit (BRP). Please keep this letter with your passport as you will need it.

• A vignette (a yellow visa sticker) will be in your passport and it is valid for 30 or 90 days during which time you must travel to the UK and on arrival you must collect your BRP card which will show you have valid leave for the full period you were granted – it is very important that you do this quickly as the BRP contains your full visa permissions for your stay in the UK.
What happens if my visa application is refused?

If your visa has been refused, you **MUST** tell us as quickly as possible by sending us a scanned copy of all the pages of your Refusal Notice together with scanned copies of all of the supporting documentation submitted with your application to: visarefusals@contacts.bham.ac.uk. Once we receive this information we will advise you further.

**Important Information:** If your visa is refused, you will require a new CAS before you can make a fresh visa application. You must not use your previous CAS number to make a new visa application. If you do, your visa application will be refused.
What happened if I am unable to travel to the UK within the Vignette validity period?

• The COVID-19 pandemic has caused many difficulties for those who are currently overseas and have already been issued with a entry clearance vignette, but who are currently restricted from travelling to the UK due to worldwide border, travel and public health restrictions.

• The UK Government have confirmed that if your vignette to travel to the UK for work, study or join a family member has expired or is about to expire, you can request a replacement vignette with revised validity dates.

• Further details can be found at the Gov.UK Covid-19 advice page.
How to make a successful application

 ✓ Start preparing as soon as possible e.g. by requesting necessary documents from your home country now.

 ✓ If you think that a document may not meet the necessary requirements, get a new one rather than risking it.

 ✓ When completing your online application read each question carefully.

 ✓ Photocopy all documents for your own records.
What happens next?

- Upload copies of all required documents via the link sent to you in your personalised email from the IST.
- The IST will check all of the documents you have provided and advise accordingly.
- Please check your University email inbox regularly for information from IST.
- Once all of your documents have been approved and you have completed your Pre-Sessional English course, you will be able to submit your visa application.
Due to the current restricted campus operations as a result of Covid-19, our staff are working remotely and we will therefore be reviewing visa documentation in batches.

We will initially be reviewing documentation provided by students who will be progressing onto an undergraduate programme.

Please be patient with us during this challenging time as we work to ensure the highest level of service possible to all of our international students.

We will update you once we are in a position to review the next batch of documentation.
Contact International Student Team (IST)

• If you have any problems uploading documentation using the link provided, please contact the IST at ISTPresessional@contacts.bham.ac.uk

The above email address can also be used for any type of immigration query/questions you have.