



## CAS Request Form (Confirmation of Acceptance for Studies)

Please complete the form below and return to [AfricaCAS@leedsbeckett.ac.uk](mailto:AfricaCAS@leedsbeckett.ac.uk)

Please **tick** applicable boxes where required.

If you do not require a Student visa please complete sections: **1, 2, 4, 5** and **part B of section 8**.

### Please remember to include copies of the following (where applicable):

- Your official university receipt of payment, or sponsorship letter/completed sponsor form, or if you are a US loan student include your confirmation letter received from Leeds Beckett University regarding your US loan package.
- The personal details page in your current passport (if your photo is not on this page, please include all relevant passport pages).
- Financial documents (bank statements, bank letter, sponsorship letter/completed sponsor form or US loan letter).
- Any UK visas.
- All pages of any visa refusal letters and curtailment letters.
- ATAS Certificate if applicable

### 1. Personal Details – *this must match the details in your passport*

<b>Family Name:</b>		
<b>Given Name:</b>		
<b>Date of Birth:</b>	<b>Nationality:</b>	<b>Gender:</b>
<b>Passport Number:</b>	<b>Issue Date:</b>	<b>Expiry Date:</b>

### 2. Your Leeds Beckett University Course Details

<b>Course Title:</b>		
<b>Leeds Beckett student ID number:</b>		<b>Course Start Date:</b>
<b>Course fees charged for first year:</b>	<b>Course fees paid for first year:</b>	<b>Leeds Beckett University accommodation deposit paid:</b>
<b>Who will be paying your tuition fees:</b>		
Self-funded/Parents <input type="checkbox"/>	Official Sponsor <input type="checkbox"/>	US Loan <input type="checkbox"/>

### 3. Your Qualifications

<b>Academic Qualification:</b>	
<b>Institution of study:</b>	<b>Date of completion:</b>



<b>English language qualification*:</b>	
<b>Institution of study:</b>	<b>Date of completion:</b>
<b>Please provide details of any study gaps:</b>	

*\*If you are using a degree from a majority English speaking country (**not** the UK) please refer to the FAQ's for more information on the Naric Statement of Comparability.*

<b>4. Student Visa Required?</b>	
<b>Do you require a Student Visa?:</b> Yes <input type="checkbox"/> No* <input type="checkbox"/>	
If <b>no</b> , please specify why:	
You have unlimited leave to remain	<input type="checkbox"/>
You will be on a dependent's visa	<input type="checkbox"/>
Other:	
<b>Please remember to send us evidence of why you do not require a Student visa.</b>	

<b>5. UK Immigration History</b>				
<b>Have you ever been refused a visa for the UK?:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>				
If <b>yes</b> , please state what type of visa and reasons why:				
<b>Have you ever been refused a visa for any other country?:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>				
If <b>yes</b> , please state what type of visa and reasons why:				
<b>Previous level of study in the UK:</b>				
Foundation Year	Bachelors	Masters	Research	Other (inc. English language courses)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Course Title:</b>				
<b>Institution of Study:</b>				
<b>Course Dates:</b>				
From:	Until:			
<b>Visa Type:</b>	<b>Visa Start Date:</b>	<b>Visa End Date:</b>		



<b>If you have studied more than one course in the UK, provide further details:</b>					
Foundation Year	Bachelors	Masters	Research	Other (inc. English language courses)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Course Title:</b>					
<b>Institution of Study:</b>					
<b>Course Dates</b>					
From:			Until:		
<b>Visa Type:</b>		<b>Visa Start Date:</b>		<b>Visa End Date:</b>	

## 6. Financial Evidence

You must prove you meet the maintenance requirements for your Student visa application. Student visa requirements for maintenance funds can be found [here](#).

**If you do not meet these requirements then your visa application will be refused. Do not apply for your visa if you cannot meet these requirements.**

*When are financial documents not required?* If you are a **national** of an exempt country listed in the [UKVI Immigration Rules](#), you should still obtain the evidence of your money, but you do not need to include it with your CAS request form or your initial Student visa application.

**Non-Appendix H nationals, US loan recipients and sponsored students** must include financial evidence with your CAS request to us and in your Student visa application. See below for details of what is required.

**If you are a self-funded applicant, please provide:**

- A [bank statement](#) in your name **or** your parents(s)/legal guardian(s)\*

\*If you are using your parents(s)/legal guardian(s) account then you must also provide the following:

- [Your birth certificate](#).
- A [permission letter](#) from your parent(s) / legal guardian(s) which must confirm the relationship between you and your parent(s) / legal guardian(s) **and** that they have given their consent to you using the funds to study in the UK.

**If you are a sponsored applicant, please provide:**

- A copy of your official sponsor letter/financial guarantee.

**If you are a US loan applicant, please provide:**

- A copy of your notification of student loan letter.



Please confirm how many dependents (partner(s) or children) you will be bringing to the UK with you:

Please note, you must have money in place to support any dependents. Please check the UKVI guidance [here](#).

### 7. Where will you apply for your Student visa?

**Country:**

**City:**

**If you are applying for a visa within the UK:** would you like help with your visa application from our Student Immigration Advice and Compliance team?: Yes  No

***If you tick yes your CAS will be sent directly to the Student Immigration Advice and Compliance team. You will then need to make an appointment and one of our advisors will go through the visa application process with you. Please note that appointments with the International Student Advice Service will be in Leeds at Leeds Beckett University.***

### 8. Declaration

#### **Part A – for Student Visa applicants only**

- I confirm** I have read the UKVI maintenance requirements and I will have the relevant funds available to make a successful Student visa application.
- I confirm** I authorise Leeds Beckett University and the Home Office to discuss my visa application. **I confirm** that if my Student visa application is refused, I will provide a copy of all pages of the refusal letter to the CAS team immediately. Email to: [AfricaCAS@leedsbeckett.ac.uk](mailto:AfricaCAS@leedsbeckett.ac.uk)

#### **Part B – for all applicants**

- I confirm** that the information I have provided is true and accurate, to the best of my knowledge, at the date of signing.

**Signature** (personal or electronic signatures will be accepted):

**Date:**



## Frequently Asked Questions

- **Do I have to send Leeds Beckett University copies of my financial documents?**

If you are a **national** of an exempt country listed in the [UKVI Immigration Rules](#) you should obtain the evidence of your money, but you **do not** need to include it with your CAS request to us or your initial Student visa application. **US loan recipients, non-Appendix H nationals, and sponsored students must** include financial evidence with the CAS request to us and the Student visa application.

- **Do I need to have a Naric Statement of Comparability?**

You only need to have this document if you have completed a degree from a majority English Speaking country (as per [UKVI Student Visa Policy Guidance](#) - **not** including the UK) and you are **not** a national from one of these countries and you are using this degree as evidence of meeting the UKVI Student visa English Language requirement. In order to get your CAS we will need to see a copy of this document. You will also need to submit this document along with your Student visa application. If you are unsure of whether you need to have this document, please contact us as soon as possible and we will be able to advise you.

- **How long will it take to receive my CAS number?**

We aim to produce CAS within 15-20 working days from when you submit a completed CAS request form **and** your tuition fee payment has cleared (this is not applicable if you are a sponsored student or will be receiving a US loan). Please note this does not include weekends, bank holidays or holiday periods.

- **How will my CAS number be sent?**

Your CAS number will be sent via email to your personal email address. Please ensure you have provided the University with your correct email address.

- **I have made an extra payment towards tuition fees, can my CAS be updated?**

Please email the CAS Team a copy of your receipt as soon as possible. The CAS Team can update your CAS with the new amount you have paid but the money will need to be showing in University's account system before the CAS can be updated. Please remember that some payment methods take longer than others. Email: [AfricaCAS@leedsbeckett.ac.uk](mailto:AfricaCAS@leedsbeckett.ac.uk)

- **I have paid an accommodation deposit; will this be on my CAS?**

Only deposits for Leeds Beckett University accommodation will be noted on your CAS. Any deposits for private accommodation will not be noted on your CAS. Please provide a copy of your accommodation deposit receipt along with other CAS documents when requesting a CAS number.

- **There are incorrect details on my CAS, what should I do?**

Please let the CAS Team know immediately. In most cases we will not need to re-issue a CAS and we can instead add a sponsor note on your CAS. These sponsor notes are fully visible to the UKVI and your CAS number will remain unchanged. Email: [AfricaCAS@leedsbeckett.ac.uk](mailto:AfricaCAS@leedsbeckett.ac.uk)

- **How much money do I need to have for my visa application?**

Information on maintenance requirements for Student visa applications can be found [here](#).

- **I am applying for my visa in the UK, is there any support available to me?**

Please note that Leeds Beckett University has a Student Immigration Advice and Compliance team who can help you with your visa application if you are applying from within the UK.

Email: [siac@leedsbeckett.ac.uk](mailto:siac@leedsbeckett.ac.uk)



- **What happens if my Student visa application is refused?**

If your 1<sup>st</sup> visa application is refused, you must inform the CAS Team **immediately** and send us a copy of all the pages of your visa refusal letter. Email: [AfricaCAS@leedsbeckett.ac.uk](mailto:AfricaCAS@leedsbeckett.ac.uk)

- **I have been issued a CAS but I will not be joining Leeds Beckett University, what should I do?** You must inform the CAS Team as soon as possible and confirm if you have submitted a visa application so that we can advise you further. Email: [AfricaCAS@leedsbeckett.ac.uk](mailto:AfricaCAS@leedsbeckett.ac.uk)

- **I can't make it to the University before the latest enrolment date on my CAS – what should I do?**

Your CAS states the latest date you can arrive in the UK and enrol on your course. If you cannot make this date, you must email the CAS Team as soon as possible so that we can advise you further. We do not advise traveling to the UK without a valid visa and letter confirming late arrival approval.

Email: [AfricaCAS@leedsbeckett.ac.uk](mailto:AfricaCAS@leedsbeckett.ac.uk)

Further information for International students can be found on our website [here](#).