

# Important information to help you prepare for your studies at Leeds Beckett University

## Your CAS details

- Please check that all the details used for CAS are correct before applying for your visa. Please inform us of any mistakes immediately as we will not be able to make changes once you apply for your visa.
- **Please note that you can only apply for your visa a maximum of 3 months before your course start date** (as noted in your CAS email). If you apply for your visa sooner than this you risk having your Tier 4 (General) visa application rejected.
- You should only submit a Tier 4 (General) visa application once you are sure that you can also include all of the documents needed to meet the Tier 4 requirements.
- If your Tier 4 (General) visa application is refused, your CAS will be marked as USED by UK Visas & Immigration on their computer records. This means that you will not be able to submit a new Tier 4 (General) visa application using the same CAS number. If your Tier 4 (General) visa application is refused you will need to contact the International Office CAS Team and send a scan of the refusal letter, and request a new CAS before applying again.
- **Note:** Before submitting a new Tier 4 (General) visa application with a new CAS, you must make sure that you have also taken into consideration the reasons for your initial refusal. You may need to submit additional or updated documents as well.
- Please take the time to find out what is required of you when you apply for your visa by accessing the following links:  
<https://www.gov.uk/tier-4-general-visa>  
<http://www.ukcisa.org.uk/International-Students/Preparing--planning/Visas-and-immigration/Applying-for-a-Tier-4-General-visa/#Before-you-start>
- This CAS is only valid for study at Leeds Beckett University and should not be used in support of an application to any other institution or be used by anyone other than you.
- **Please keep the CAS details/email we send you in a safe place and bring it with you to the UK where you may be required to show it on entry or submit it in support of a visa renewal.**
- **If you make a fee payment to Leeds Beckett University after you have received this statement, please contact us and we will update your online UKVI CAS record. Please note that you will NOT receive a new CAS number from us as your CAS number will remain the same. We cannot update additional fee payments after you have USED your CAS, you can use additional fee payment receipts as confirmation of those payments.**

If you have any queries please contact the International Office CAS Team at [cas@leedsbeckett.ac.uk](mailto:cas@leedsbeckett.ac.uk)

## Your arrival

- Information about your Welcome Programme will be available on our website:  
<http://www.leedsbeckett.ac.uk/international/prearrival/>
- If you are not able to arrive by the **course start date** for any reason, please contact the International Office CAS Team ([cas@leedsbeckett.ac.uk](mailto:cas@leedsbeckett.ac.uk)) for your case to be considered.

