

# Student Visa Applying from outside the UK (Permission to Enter)

## Online Application Form Guide



# Contents

## Section 1: Information before you get started

- Coronavirus and your Student visa application
- Terminology
- Applicants who don't need to submit evidence of qualifications or funding

## Section 2: Getting started

- EU, EEA and Swiss nationals (slides 7+)
- All other nationalities (slides 11+)

## Section 3: Your application

## Section 4: Documents

## Section 5: Conditions & Declaration

## Section 6: Immigration Health Surcharge

## Section 7: Biometric Residence Permit collection

## Section 8: Download and print

## Section 1. Information before you get started

On 5 October 2020, the UK government changed the immigration route for students. What used to be the 'Tier 4' route has now become the 'Student' route.

This guide provides information on how to complete the Student visa online application form from overseas. Not every question is covered with a corresponding screen shot. If you have trouble with any answers, please send an email to [immigrationadvice@bathspa.ac.uk](mailto:immigrationadvice@bathspa.ac.uk)

Your application is individual to you and the questions that you see, and in the order in which you see them, will depend on your circumstances and the answers that you provide.

As such, this guide is for reference only and you should ensure that you answer the questions in your application truthfully and to the best of your knowledge.

You should **ensure that you read the [Student Route caseworker guidance](#) before you complete and submit your application.**

The online application form can be accessed [here](#).

## Coronavirus and your Student visa application:

We understand the uncertainty the coronavirus pandemic has created, so we are doing all we can to make sure our students have the best experience possible, while ensuring the health and safety of all students and staff. Visa application centres have now mainly reopened, and you can check the status as follows:

- [TLS contact](#): if you're in Europe, Africa and parts of the Middle East
- [VFS global](#): for all other countries

You **MUST** complete your application and obtain your Student visa before coming to the UK.

You **CANNOT** come to the UK as a visitor and switch visa status.

We **CANNOT** enrol you if you only have visitor permission so you would not be able to start study.

It is recommended that you read the information at the time that you make your application online so that you are aware of any possible disruption in your area.

## Terminology:

**ACL:** Bath Spa is a designated Alternative Collection Location for biometric residence permits. Further information can be found in section 6.

**ATAS:** Academic Technology Approval scheme. You will be informed by Admissions if you need an ATAS certificate. It will also be stated on your CAS.

**BRP:** Biometric residence permit- non-EEA/Swiss students will be issued a 90-day travel visa to come to the UK; after arrival you collect your BRP which will be valid for the whole of your course and include some extra time after course completion. See step 16 to choose the best location to collect the BRP. EEA and Swiss students will receive an electronic equivalent.

**CAS:** Confirmation of Acceptance for Studies document that contains a unique number and details of your course and fees. Issued by Admissions for you to use to apply for a visa.

**Differentiation arrangements:** reduced evidence requirements for 'low risk' nationals. Further details below.

**IHS:** Immigration Health Surcharge- you will have to pay this as part of your visa application so that you are eligible to use the NHS (National Health Service) in the UK. The charge is £470 per year of your Student visa and you will need to pay for the total number of years of your course plus any additional time added to your visa at the same time you apply for your visa.

**RQF:** Regulated Qualification framework- codes used to specify level of course. SCQF is the equivalent for Scottish qualifications.

For example RQF6/SCQF9/10 is for undergraduate students; RQF7/SCQF11 for Masters; RQF8/SCQF12 for PhD students.

**UKVI:** UK Visas and Immigration - will make the decision on your visa application.

**UKCISA:** UK Council for International Student Affairs, advice on visa applications and other areas.

**VAC:** Visa Application Centre - you will have an appointment to enrol biometrics (fingerprints and face scan) and submit documents if not already uploaded.

## Applicants who don't need to submit evidence of qualifications or funding

If the course you are coming for is at degree level or above, you do not need to provide evidence of the qualifications listed on your CAS as the basis of your course offer. The Home Office now relies on Higher Education Providers such as Oxford to assess your academic ability and the visa caseworker does not need to see evidence of your qualifications.

If you are a national of one of the countries below, your application will come under the 'differential evidence requirement' and will not have to submit evidence of funding. If you rightfully hold passports from more than one country, you can benefit from the arrangement as long as one of your nationalities is on the list.

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, Hungary, Iceland, Hong Kong [SAR or British National (Overseas) passport], Indonesia, Italy, Japan, Kazakhstan, Kuwait, Latvia, Liechtenstein, Lithuania, Luxembourg, Macao SAR, Malaysia, Malta, Mauritius, Mexico, Netherlands, New Zealand, Norway, Oman, Peru, Poland, Portugal, Qatar, Romania, Serbia, Singapore, Slovakia, Slovenia, South Korea, Spain, Sweden, Switzerland, Thailand, Taiwan (holding Taiwanese passport which includes identification card number), Tunisia, United Arab Emirates and USA.

**IMPORTANT:** You must make sure you do have the correct documents as evidence of funding ready in case you are asked for them later in the application process (there might be spot checks). Your application could be refused if you are not able to provide the specified documents within the requested time period.

You will still need to provide any other required documents for example an ATAS or TB certificate.

## Section 2: Getting started

### EU, EEA and Swiss nationals

You will see the screen shown.

If you have a current EU, EEA or Swiss passport (the EEA includes the EU countries and Iceland, Liechtenstein and Norway) – select **YES** and 'Continue'. Continue to the next slide in this guide.

**If you believe that you may be eligible for the EU Settlement Scheme, please contact the Immigration Advice Service for further guidance.**

If you don't hold a current EU, EEA or Swiss passport, go to slide 12.

### Do you have a current EU, EEA or Swiss passport?

The EEA includes the EU countries and Iceland, Liechtenstein and Norway

Yes  No

Continue

#### ▼ [Should I apply to the EU Settlement Scheme instead?](#)

If you're an EU, EEA or Swiss citizen, [check if you're eligible for the EU Settlement Scheme](#) before you apply.

If you were living in the UK by 31 December 2020, you and your family members may be eligible. It's free to apply and the deadline is usually 30 June 2021.

If you are successful, you'll all be able to continue living and working in the UK after 30 June 2021.

# EU, EEA and Swiss nationals

You will need to confirm your identity. The easiest way to do this is to use the ID Check App with your passport. You can do this if it contains a biometric chip.

[Advice and videos on how to use the ID Check app.](#)

If you have a biometric chip in your passport, click 'Continue' and go to the next slide.

If your passport does not have a biometric chip, go to slide 11.

## Confirm your identity

You will need a passport with a biometric chip.

### Scan your passport and upload a photo of yourself

To confirm your identity, you will use the free UK Immigration: ID Check app to scan your passport with a biometric chip and upload a photo of yourself.

If you are applying for someone else, the applicant needs to confirm their identity - you can help them use the app.

### If you cannot use the app to confirm your identity

You will need to go to a visa application centre after you apply instead. Visa application centres are not available in all countries.

Continue



# EU, EEA and Swiss nationals

**YES – You DO have a passport with a biometric chip**  
*and*

**Yes – You can use the ID Check App**

## Does your passport have a biometric chip?

If your passport has a biometric chip, it will have this symbol:



Yes  No

If you are able to use the ID Check App, click 'Continue' and proceed to create an account. You will subsequently be asked to provide your nationality and passport details.

Go to Section 3: Your application (slide 15).

## Check you can use the app

You can use the app on:

- an iPhone 7 or newer models
- an Android phone with near-field communication (NFC)

Check the phone's settings to see if it has NFC. The phone has NFC if you can use it to make contactless payments.

### If you do not have a phone

Ask a friend or family member if you can use their phone. No information is stored on the app or phone after you close it.

You do not have to apply on the phone - you can do the rest of your application on your computer or another device.

We will send your decision letter by email – this can be your email or someone else's. You do not use your decision letter to prove your status.

[Continue](#)

[I do not have a phone that can use the app](#)

[I am applying in the UK and I cannot receive my decision letter by email](#)

# EU, EEA and Swiss nationals

**YES – You DO have a passport with a biometric chip**  
*and*

**No – You cannot use the ID Check App**

If you are not able to use the app, click on the text link that applies to you. You will need to apply for your visa at a Visa Application Centre. Click 'Continue'.

Continue this guide from slide 13.

## If you do not have a phone or cannot receive your decision letter by email

You cannot use the app to prove your identity and you will have to apply a different way.

You will need to book an appointment to have your fingerprints and photo taken after you apply

## If you are applying outside the UK

Your appointment will be at a visa application centre.

Check if there is a [visa application centre](#) near you. Visa application centres are not available in all countries. You may also need to pay for some services.

# EU, EEA and Swiss nationals (without a biometric passport) Or Other nationalities

If you hold an EU, EEA or Swiss passport without a biometric chip or you hold a passport from a country outside the EU, EEA or Switzerland, the next screen asks you to 'Select your language'. You can read the questions in a different language, but your answers must be in English.

All words used in any translation are there to help. The English version of the questions will be used to assess your application.

## Does your passport have a biometric chip?

If your passport has a biometric chip, it will have this symbol:



Yes  No

[Continue](#)

## Do you have a current EU, EEA or Swiss passport?

The EEA includes the EU countries and Iceland, Liechtenstein and Norway

Yes  No

[Continue](#)

## Select your language

You can read the questions in a different language, but your answers must be in English.

All words used in any translation are there to help. The English version of the questions will be used to assess your application.

Please select your language:

English - please select your language

# All nationalities (except those who can use the ID Check App)

You will need to confirm your visa type.  
Select 'Student' from the list of options and  
click 'Next'.

## Confirm your visa type

Confirm what type of visa you want to apply for from the options below. If you are not sure, use the [check if you need a UK visa tool](#), or see the [visas and immigration guidance pages](#) for information.

- Visit or transit visa
- Tier 1 (Investor)
- Tier 1 (Entrepreneur)
- Tier 2 (General) visa
- Tier 2 (Sportsperson) visa
- Tier 2 (Minister of Religion) visa
- Tier 2 (Intra-company Transfer) visa - Long-term Staff
- Tier 2 (Intra-company Transfer) visa - Graduate Trainee
- Short-term student visa
- Student

# All nationalities (except those who can use the ID Check App)

## Providing biometric information

After you complete your application, you may be required to provide fingerprints and have your photograph taken at a Visa Application Centre (VAC).

Choose the country in which you would like to do this. You will not be able to change the country after you have submitted your application.

You will then need to confirm that you have checked available biometric enrolment locations. Select 'Next'.


### Select a country to provide your biometrics

To complete your application, you must make arrangements to provide your biometrics (fingerprints and facial photograph) with our commercial partner, which may involve attending one of their centres. You will be able to see the options available to you after you have completed your application and continue to our commercial partner's website.

**Enter the country in which you are making your application and wish to provide your biometrics**

[Can I enter any country?](#)

Next

 I have checked [available biometric enrolment locations](#) and can travel to a location in my selected country. If no location is available in that country, then I confirm that I can travel to a location in the redirected country.

# All nationalities (except those who can use the ID Check App)

## Ready to apply

Ensure that you read the [Student visa guidance](#) before you apply.

When you're ready to make your application, click 'Apply now'.

## Student visa

Use this form to apply from outside the UK for a Student visa.

You cannot add family members ('dependants') to this application. You must complete a [separate form](#) for your dependants.

### Before you apply

Before you start your application, [read the guidance](#) on:

- eligibility
- how to apply and required documents
- fees

How long it takes you to complete the application will depend on your particular situation. You will be able to save your application and come back to it at another time if you need to.

If you are inactive for 25 minutes you will be automatically logged out.

### How we use your data

The Home Office will use the personal information you provide to decide whether to grant your application. We may also share your information with other public and private sector organisations in the UK and overseas. For more detail please see the [Privacy Notice for the Border, Immigration and Citizenship system](#). This also sets out your rights under the Data Protection Act 2018 and explains how you can access your personal information and complain if you have concerns about how we are using it.

Apply now

# Section 3: Your application

## Register your email

Enter an email address and password so you can save your answers. You will then be emailed a unique link to let you log back in to your application at a later point, if needed.

Throughout your application, you can select the option to 'Return to this application later' in order to re-send the link to your latest saved application.

Email address

Create a password

Your password must be 8 characters or longer and include a letter and a number or symbol.

Repeat your password

Save and continue

You must register your email and create a password.

Confirm this email address belongs to you. You can add an additional email address if you wish.

### Your telephone number

Enter your contact phone number and confirm if you use this number in or outside of the UK.

You will be asked if you are able to be contacted by telephone.

### Scholarships

Confirm whether you are the recipient of a Marshall, Chevening or commonwealth scholarship.

# Your Confirmation of Acceptance for Studies

Do you have a Confirmation of Acceptance for Studies (CAS) number?

Yes  No

Confirmation of Acceptance for Studies reference number

Save and continue

Enter your CAS number.

**Do not apply before you are issued with a CAS number – your application WILL be refused.**

Answer the following questions relating to your name, gender, relationship status, home address and details, ID card, passport, nationality and date of birth.

You can add details for multiple nationalities and passports that you hold.



# English Language

This section will not appear if your nationality is on the list on [this Home Office webpage](#) or you are Canadian.

Before you complete this part of the form, find and check the English language section on your CAS.

There are several options on the application form for meeting the English language requirement, you only need to answer yes for one of them. Once you have selected an option you will not see any of the remaining options:

*a) Have you provided evidence of your English language ability in a previous application?*

This means have you had a UK visa before, for which you had to prove you met an English language requirement at the same level as you need to meet for this application, for example a Tier 4 (student) visa for a degree course or a Tier 2 (skilled worker) visa. If in doubt, answer no here.

*b) Do you have an English language or literature qualification from a UK school?*

Unless you went to school in the UK when you were under 18 and studied one of the listed qualifications, answer no

*c) Are you coming to the UK to study at a higher education provider with a track record of compliance?*

Bath Spa University is a Higher Education Provider with a track record of compliance, so answer 'yes'. Check your CAS for confirmation that we have assessed your English Language ability. If so, answer 'yes' to the second question here. You do not need to provide any test certificates or other evidence on which this assessment was based with your visa application.

## English Language cont...

*d) Are you attending a short-term study abroad programme in the UK as part of a university course in the USA?*

You can use this option if you are studying in the USA and your CAS states you will be coming for a study abroad programme

*e) Are you applying to study a course on English as a foreign language?*

Answer no, unless your CAS is only for a standalone short pre-sessional English course.

*f) Do you have a degree equivalent to a UK Bachelor's degree which was taught in English?*

Check your CAS and do not use this option if your CAS confirms Bath Spa has assessed your English language ability, even if this assessment was based on your previous study taught in English. Instead, use option c.

*g) Have you passed an approved English language test in the last 2 years?*

Check your CAS and do not use this option if your CAS confirms Bath Spa has assessed your English language ability, even if this assessment was based on English language test results that you sent to us. Instead, use option c.

*h) Do you have a medical condition which prevents you taking the English language test?*

Check your CAS and do not use this option if your CAS confirms Bath Spa has assessed your English language ability. Instead, use option c.

## People financially dependent on you

Does anyone rely on you for financial support?

Include both those travelling with you and those who are not.

This could include:

- children under 18
- children over 18 who live with you at home
- children who you look after all the time
- older relatives who need you for accommodation or other support

Yes  No

▶ [Will these dependants be included in my application?](#)

Save and continue

Although a separate application must be made for each dependant coming to the UK with you, you are also required to give information on your own application about a partner or spouse or financially dependent family members whether they will accompany you or not.

If you have children, you need to provide the details here.

Your [dependants can apply separately](#).

## Information about your parents, and any family in the UK

You will need to enter information about your parents, and any close family members who live in the UK.

You will also be asked if you will be travelling with another person to the UK who is not your partner, spouse or dependant. You can provide details as relevant.

## Accommodation in the UK

*Do you know where you will be staying in the UK?*

If you have accommodation arranged in the UK, give the details here. If you don't know yet where you will be living, state NO and go to the next question.

*Where do you plan to stay in the UK?*

Include details of where you are hoping to stay if not yet confirmed. Options may be staying in a hotel whilst you secure housing, staying with friends etc. If you will be University accommodation but this has not been finalised, you can explain this and give the main University:

Bath Spa University  
Newton Park  
Newton St Loe  
Bath  
BA2 9BN

*Travelling as part of an organised group*

Answer No

## UK travel history

Have you been to the UK in the past 10 years?

Yes  No

Save and continue

If you select 'Yes' you will be asked to state how many times you have been to the UK in the last 10 years.

If you are unsure of the exact number, you can estimate.

You will be asked to provide details of up to 3 of your most recent visits to the UK.

### Medical Treatment

If you have been to the UK in the last 10 years you will be asked to include details and dates of any medical treatment received in the UK including visits to doctor's surgery (known as a General Practitioner or GP) and whether you had to pay. Give information about any treatment as accurately as possible. Having used the UK's National Health Service when eligible to do so for example because you held a long-term visa and/or paid the Immigration Health Surcharge with the visa application will not be a problem for this visa application.

### National insurance number

You will only have a National Insurance number if you applied for one e.g. if you did any employment during a previous UK stay.

The next screens will ask whether you have had a UK driving license or received any public funds (money) in the UK.

## Travel to Australia, Canada, New Zealand, USA, Switzerland or the European Economic Area

How many times have you visited the following places in the past 10 years?

- Australia
- Canada
- New Zealand
- USA
- Switzerland
- European Economic Area (do not include travel to the UK)

▶ [Which countries are part of the European Economic Area \(EEA\)?](#)

- Zero
- Once
- 2 to 5 times
- 6 or more times

Save and continue

If you indicate you have been to the listed countries before, you will be asked for further **'details of your most recent travel'** and **'details of your second most recent travel'**.

The form only asks for details of the last two trips, even if you have selected '2 to 5 times' or '6 or more times'.

The next page will ask for details of your **'World travel history'**. Here you need to confirm if you have been to any other countries in the past 10 years.

Selecting 'yes' brings up further questions including:

- Which country you visited
- Reason for visit
- Date of visit

You can add multiple visits to this section.

## Your planned travel information

Date you plan to arrive in the UK

Enter date in the format DD MM YYYY

Day    Month    Year

### ▼ [Why is this information important?](#)

If your application is successful, you will be granted a visa to enter the UK. The visa will only be valid for entry to the UK for 30 days. If your visa expires before you travel to the UK, you will have to apply for a replacement visa.

After you arrive in the UK, you will collect a [biometric residence permit](#), which will show that you have permission to remain in the UK.

Enter the date you plan to arrive in the UK. This will help determine the dates on your entry clearance vignette (visa sticker in your passport).

For courses longer than 6 months, your visa will be valid from 7 days before your intended travel date, up to a maximum of 1 month before your course start date.

## Immigration history

For either the UK or any other country, have you ever been:

- Refused a visa
- Refused entry at the border
- Refused permission to stay or remain
- Refused asylum
- Deported
- Removed
- Required to leave
- Excluded or banned from entry

Yes

No

## Breach of UK immigration law

Have you ever:

- entered the UK illegally
- remained in the UK beyond the validity of your visa or permission to stay
- breached the conditions of your leave, for example, worked without permission or received public funds when you did not have permission
- given false information when applying for a visa, leave to enter, or leave to remain
- breached UK immigration law in any other way

Yes

No

Answer the questions in this section truthfully.

Selecting 'Yes' will allow you to provide more details of what happened, including a free text box.

You can add multiple immigration problems.

Listing details of an immigration problem will not automatically mean your application is refused, however, failing to list a refusal will likely mean you are refused.



The following pages will ask to you answer questions regarding the below:

- Convictions and other penalties
- War crimes
- Terrorism
- Extremism
- Person of good character
- Employment history

You must read all of the information provided on each page, select your answers and then confirm that you have read all of the information, including the guidance.

**You must answer all the questions truthfully. Selecting an option from any of the lists will direct you to another page or free text box where you will be able to add further information.**

## Sponsor licence number and address

This information is on your Confirmation of Acceptance for Studies (CAS) statement, or contact your sponsor to get their licence number.

What is your sponsor licence number?

Sponsor's address

Town/City

Postcode

Save and continue

Please use the information provided here. This is also the same information as listed on your CAS.

## Place of Study

What type of sponsor will you be studying with?

The [Register of Student sponsors](#) sets out what type of sponsor each institution on the register is. A Higher Education Provider with a track record of compliance will have the status 'General Student Sponsor – Track Record'.

- Independent School
- Higher Education Provider
- Higher Education Provider with a track record of compliance
- Overseas Higher Education Provider
- Publicly Funded College
- Private Provider

▶ [What is the difference between a school and a higher education institution?](#)

Save and continue

Bath Spa University is a Higher Education Provider with a track record of compliance.

## Primary site of study

Is this the site where the majority of your study will take place?

BATH SPA UNIVERSITY  
NEWTON PARK  
NEWTON ST. LOE  
BATH  
BA2 9BN

Yes  No

Save and continue

Your course will be based at one of our campuses, which will be listed on your CAS.

If you are studying at Newton Park, Bath Spa's main campus, select 'Yes'.

Your CAS will confirm if you will be studying the majority of your course at one of our other campuses. If this is the case, select 'No' and add the relevant address below:

- **Locksbrook Campus**, Bath, BA1 3EL
- **Sion Hill**, Bath, BA1 5SF
- **Corsham Court**, Church Street, Corsham, Wiltshire, SN13 0BZ

## UCAS details

Did you apply for your course through UCAS?

Yes  No

### ▼ What is UCAS?

The Universities and Colleges Admissions Service (UCAS) is an organisation whose main role is to operate the application process for British universities. Most undergraduate and some postgraduate students apply to university through the [ucas.com](https://ucas.com) website.

Save and continue

If you applied to Bath Spa University directly, select 'No'.

## Academic Technology Approval Scheme (ATAS)

Students of certain sensitive subjects, knowledge of which could be used in programmes to develop weapons of mass destruction or their means of delivery, will need to apply for an ATAS certificate before they can study in the UK. You can [find out if you need an ATAS certificate here](#).

Do you need to obtain permission from the ATAS?

Yes  No

The Admission Department will have highlighted whether you require an ATAS certificate, and this will be confirmed on your CAS.

You don't need an ATAS certificate if you are a national of any of the following countries:

Australia, Austria, Belgium, Bulgaria, Canada, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Japan, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, New Zealand, Norway, Poland, Portugal, Romania, Singapore, Slovakia, Slovenia, South Korea, Spain, Sweden, Switzerland or the United States of America.

## Future official financial sponsor

Will you be receiving money from an official financial sponsor for your continuing studies?

Yes  No

### [What is an official financial sponsor?](#)

Examples of an official financial sponsor include the UK Government or your home Government, a university, or an international company or organisation. Examples of support may include a scholarship, internship, fellowship or training programme.

If you are being wholly sponsored by an official financial sponsor how will you prove this?

- My Student sponsor has confirmed this information on my CAS
- Letter of official financial sponsorship
- I am not being wholly sponsored

Answer YES if:

- you will receive funding for your studies from the UK government, or
- your home Government, or
- funding from Bath Spa University or
- an international company or organisation.

“Wholly sponsored” means funding for your course, or at least your first year if longer than a year to cover all your fees, and at least £1,023 per month for living expenses.

Your CAS **will not** contain details of financial sponsorship that isn’t funding from Bath Spa directly. If you are not exempt from needing to submit evidence (see section 2), you will need to select ‘Letter of official financial sponsorship’ and you will need to submit your scholarship letter.

Your CAS **will** state any funding that you receive from Bath Spa, and you can therefore select ‘My Student sponsor has confirmed this information on my CAS’.

Answer NO if:

- your funding comes from another source, for example a private individual or a non-international organisation or company, or
- You will be using a student loan

Please note that your parents do not count as official financial sponsors.

## Course information

Name of sponsor institution (school/college/university)

Course name

Qualification you will get

This is the level of the qualification you will receive at the end of your course.  
If you are unsure about the level of your qualification, [find out what qualification levels mean here](#) or ask your sponsor institution.

Are you going to be a student union sabbatical officer?

▼ [What is a student union sabbatical officer?](#)

A sabbatical officer is a full-time officer elected by the members of a students' union (or similar body such as students' association, students' representative council or guild of students), usually at a higher education establishment such as a university.

Yes  No

Save and continue

Use your CAS to help you answer the following questions:

**Name of sponsor institution:** Bath Spa University

**Course name:** Enter your course name as it appears on your CAS

**Qualification you will get:** This is the RQF level listed on your CAS.

**Sabbatical officer:** Answer 'No' unless you are an elected Guild, or Students' Union, President

On the next page, enter your course start and end dates as they appear on your CAS

## Accommodation payments

Have you or your parent(s)/legal guardian(s) already paid any money to your sponsor for accommodation?

This is only money paid to your sponsor. For example, this does not include money paid to a private landlord or housing organisation. There is a limit on how much of this will count towards your maintenance requirement, and this is set out in the guidance [here](#)

Yes  No

How much has been paid?

£

How can you prove this amount has been paid?

- My sponsor has confirmed this information on my CAS
- Receipts

Save and continue

Only payments that you have made to Bath Spa University can be included here. Private accommodation cannot be included.

Choosing 'Yes' brings up further options to say how much you have paid, and if this is confirmed on your CAS, or if you will show receipts as your evidence.

Remember to ensure your CAS is up-to-date if you have recently paid money towards your accommodation. Email [admissions@bathspa.ac.uk](mailto:admissions@bathspa.ac.uk)

You can deduct a maximum of £1,334 of any money you have paid for University accommodation from the total living expenses money you need to show. If you have paid more than this amount, still enter the full amount you have paid into this box.

## Course fees

What are your course fees for your first year?

If your course is shorter than 12 months, state the total course fee. This information is on your Confirmation of Acceptance for Studies (CAS) statement. Alternatively, you can contact your sponsor for this information.

£

Have you or your parent(s) or legal guardian(s) already paid any of your course fees?

Please select No if your course does not have a fee.

Yes  No

How much has been paid?

£

How can you prove this amount has been paid?

My sponsor has confirmed this information on my CAS

Receipts

The course fees must match the amount written on your CAS.

*What are your course fees for your first year?*

Enter the 'Course fees charged for the first year of the course' figure from your CAS Statement.

*Have you or your parent(s) or legal guardian(s) already paid any of your course fees?*

Select 'Yes', as you will have made a minimum payment of the £3000 deposit towards your tuition fees. If you have paid any more towards your fees, the total amount will either be stated on your CAS or on the receipt you received when you made the payment.

Remember to ensure your CAS is up-to-date if you have recently paid money towards your tuition fees. Please email [admissions@bathspa.ac.uk](mailto:admissions@bathspa.ac.uk) who will confirm when the fees section has been updated.

## Student Loan

You must show that you have enough money to cover your course fees, and living costs for you and any dependants [Read the guidance](#) to find out how much money you need to show and what documents you can use as evidence.

Are any of the funds required for this application in the form of a student loan?

Yes  No

Confirm if your funds are in the form of a student loan.

If you choose 'Yes' you will be asked if you have already received this loan.



## Maintenance funds

You must show that you have enough money to cover your course fees and living costs. [Read the guidance document](#) to find out how much money you need to show and what documents you can use as evidence.

Are all of the maintenance funds required for this application in a bank account with your name on it?

Yes  No

You will have received information regarding the maintenance funds and required evidence when you received your offer and CAS from the Admissions Department.

*Are all of the maintenance funds required for this application in a bank account with your name on it?*

If you are self-funding, answer 'Yes'. For other sources of funding answer, 'No' and continue to the next question.

*Are you relying on money held in an account under your parent(s) or legal guardian(s) name?*

Select 'No' if you will be funded through a scholarship or a student loan (this will generate the following message to appear:

! If you are relying on money held in a bank account, it must be in an account that you or your parent(s)/legal guardian(s) are named as account holder(s) on.

If you are using bank statements for evidence, these must either be in your own name or a parent's or legal guardian's, so you will need to answer 'Yes' for this question.

The form will then prompt you to confirm that you have permission and proof of your relationship.

**IMPORTANT:** you must read the Home Office's [Financial evidence for Student route applicants](#)' guidance to ensure that you have the required evidence before submitting your application.

## Additional information about your application

If you needed to add more information about your application but were not able to, you can write it here.

If there is no further information you want to add, click the 'Save and continue' button.

Add further details:

Maximum of 1,000 characters

Save and continue

Use this free text box to add anything additional you would like to be considered as part of your application.

If there is no further information that you want to add, click 'Save and continue'.

### Check your answers

It is important that you provide a truthful and comprehensive application so carefully check the answers that you have provided. You can edit anything that you need to at this stage by clicking on '[Change](#)' or '[Add](#)' in any of the sections.

Once you have checked your application, click 'Continue'.

## Section 4: Documents

### **Mandatory documents**

This section of your application will list the documents that you need to provide, and will be based on the information that you have provided in your application. If your application comes under the 'differentiation arrangements' because of your nationality, you should not be asked to provide financial or qualifications evidence.

You may be able to submit required documents by uploading them before your visa appointment, although this varies by country so look at instructions you are given by your local visa application centre. Note that unless you are applying as an EEA/Swiss national you will always have to submit your physical passport at some stage.

Tick each box to confirm that you have the document.

This page will also give you further details about providing your documents (including [tuberculosis test results if required](#)) to the Home Office's commercial partner once you have submitted your application.

# Section 5: Conditions & Declaration

## Conditions

If your application is successful, there will be conditions on your visa or leave to remain. This will include, for example, whether you are able to work in the UK.

If you stay in the UK without permission:

- You can be detained
- You can be prosecuted, fined and imprisoned
- You can be removed and banned from returning to the UK
- You will not be allowed to work
- You will not be able to rent a home
- You will not be able to claim any benefits and can be prosecuted if you try to
- You can be charged by the NHS for medical treatment
- You can be denied access to a bank account
- DVLA can prevent you from driving by taking away your driving licence

I confirm that I understand and accept these conditions

Save and continue

Carefully read and confirm that you accept the conditions of the visa.

On the next page, you must make a declaration that all the information is correct to the best of your knowledge.

Click '[Show and edit answers](#)' to double check your application. You **WILL NOT** be able to change any details of your application once you have accepted the declaration.

Check your responses for 'Consent' and 'Declaration' and click 'Continue' to the next section.

## Section 6: Immigration Health Surcharge (IHS)

You must pay your Immigration Health Surcharge (IHS) before you can complete your visa application. You will pay your IHS on another website, then return to this site to complete and pay for your application.

If you are exempt, you will still need to get a reference number from the IHS website.

Your IHS reference number will automatically be included on your application once you pay and return to this site.



**Your answers will be locked when you go to the IHS website, even if you do not pay your IHS straight away. If you need to make any changes to your answers you must do so now.**

[Check your answers](#)

Go to IHS website

Save and continue

This is the last point in which you can make changes to your answers.

Please carefully read your responses before you move on to pay the Immigration Health Surcharge (IHS).

You can also use the [Immigration Health Surcharge tool](#) on the Home Office website to check how much you will have to pay.

Most of the IHS form will be pre-populated but some sections will require you to fill in.

- Answer 'No' to staying in the Isle of Man, Jersey or Guernsey
- Add your title
- Use your CAS to enter the course start and end dates, course level and length of course.

## Section 7: Biometric Residence Permit collection location

There will be a section that will ask you where you would like your Biometric Residence Permit (BRP) delivered in the UK.

Bath Spa University is a designated Alternative Collection Location (ACL) for 'permission to enter' BRP's.

**We strongly advise that you choose to have your BRP delivered to the University.** This ensures that we can safely store your BRP ready for your collection, saving you a trip to the Post Office, where queues can be very long.

We will also check that the details of your BRP are correct

You can do this by entering Bath Spa University's main campus address below, and including the **ACL code - 2HE982**:

Bath Spa University  
Immigration Advice and Compliance  
Newton Park  
Newton St Loe  
Bath  
BA2 9BN  
United Kingdom

**Alternative Collection Location code: 2HE982**

## Section 8: Download and print

Once you have paid the IHS, and you have selected your appointment time, date and location, your application form is complete, and you will be returned to the 'Download and print' screen.

You should download and print the 'Supporting Documents' list and the application form to take with you to your appointment. We would also recommend that you save PDF copies for future reference as you may not be able to access these at a later date.

## Questions?

If you would like any further advice or guidance when completing your application, please contact us on [immigrationadvice@bathspa.ac.uk](mailto:immigrationadvice@bathspa.ac.uk).

If in doubt, please do not hesitate to ask us for help.