

## DOCUMENT CHECKLIST FOR APPLYING FOR A PBS STUDENT VISA FROM OUTSIDE THE UK

### CAS (Confirmation of Acceptance for Studies)

A CAS reference number can only be used once. **It is only valid for 6 months.** You do not need to request a CAS if you have firmly accepted a conditional or unconditional offer from UCL it will be issued by the relevant admissions office no earlier than 3 months prior to the proposed study start date. UCL will contact you by email around 4 months before the start of the course to confirm that the details they hold about you are correct. Once you firmly accept your unconditional offer UCL will assign the CAS within 5 to 10 working days.

<https://www.ucl.ac.uk/students/sites/students/files/ucl-cas-policy.pdf>

### Valid Passport

This is your current passport.

### Academic Technology Approval Scheme (ATAS)

It will be stated in your CAS if you need an ATAS certificate.

To apply, and for a list of relevant courses, please see the Foreign & Commonwealth Office (FCO) website at <https://www.gov.uk/academic-technology-approval-scheme>

The certificate can take **at least 20 working days** to be processed.

Students will need to **apply** to the FCO **well in advance** so that it can be submitted with the visa application form.

### Academic and Language Certificates

If you are studying at bachelor's degree level or above at UCL, you are exempted from providing evidence of your academic or English qualifications with your visa application. If you are studying a course below bachelor's degree level, you should provide evidence of these qualifications in accordance with your CAS.

### Evidence of Finances for Living Costs and Fees

You will need to show you have **£1,334** per month (for the duration of the course up to a maximum of 9 months) - **£12,006** AND your first or current year's tuition fees as stated on your CAS.

The bank account must be in **your name or in a parent's or legal guardian's name**. If you wish to use a bank account in your parents or guardian's name or names, you must also include evidence of their relationship to you – a **birth certificate** and a **supporting letter**. **Please note that this letter must contain specific information, please see Student Route Policy Guidance at the end of this document paragraph 230.**

The bank statements should be **not more than 31 days old**. You must show that the money has been held in the account(s) for a minimum of **28 consecutive days**. The account balance must not drop below the relevant amount during the whole of the 28 day period.

If you have any **unpaid tuition fees** then you will need to demonstrate that you have this money in addition to the maintenance funds for the consecutive 28 day period.

If you have any other financial documents e.g. a loan letter or a certificate of deposit then please read the UKCISA guidance very carefully and/or speak with an adviser.

Please also check the financial guidance carefully:

<https://www.gov.uk/guidance/financial-evidence-for-student-and-child-student-route-applicants>

## Official Financial Sponsor Letter

If you are sponsored by your Government, UCL Scholarship or other Official Sponsor you will need a letter on official letter-headed paper from the scholarship body confirming financial support.

This should confirm the following details:

Your name

The name and contact details of the official sponsor

The official stamp of the sponsor

The date of the letter

The length of sponsorship

The amount of money the sponsor is giving to you or a statement that your official financial sponsor will cover all of your fees and living costs

If your “official financial sponsor” is providing all of the funds for your course fees and maintenance, you do not have to provide separate evidence of your savings.

If your sponsor(s) will only pay SOME of your costs, you will need a letter from them AND proof that you have enough money yourself to meet the rest of the Maintenance Requirement, for example your personal bank statements.

## Official Financial Sponsor Consent Letter

You must provide a letter from your Sponsor giving unconditional consent to your continuing to study in the UK if you are currently **wholly supported (fees and living costs paid)** by a government or an international scholarship agency, or **have ever received** financial sponsorship.

For further details, please see the Student Route Policy Guidance at the end of this document.

## Tuition Fee Receipt (with official UCL letterhead)

If you have already paid some or all of this year’s tuition fees. This information may be shown on the CAS statement. A tuition fee receipt is not necessary if on your CAS it states that you have paid your tuition fees in full. Otherwise you need to submit the Official UCL receipt as an original.

## Accommodation Charges Receipt

This is only applicable if you are in a UCL or Inter-Collegiate Hall of Residence. Up to £1,334 can be deducted from the maintenance requirement above if you have paid for your accommodation in advance.

## TB Screening

In some countries you must show that you have been screened for Tuberculosis (TB). For more information see <https://www.gov.uk/tb-test-visa>  
<https://www.gov.uk/tb-test-visa/countries-where-you-need-a-tb-test-to-enter-the-uk>

## Payment:

Student and Student dependants - Entry clearance (visa) applications outside the UK

Standard - £348

Priority visa service - £568

Super priority visa service – £1,304

You’ll also have to pay the Immigration Health Surcharge at the end of your application. The cost is **£776** for students and any dependants and **£388** for part of a year (6 months or less).

You can download detailed Student Route & Financial Requirement Guidance from:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/923750/student-route-casework-guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923750/student-route-casework-guidance.pdf)