Document Checklist for applying for a Student Visa inside the UK

- **CAS (Confirmation of Acceptance for Studies)**
  Request a CAS using the CAS form: [https://www.ucl.ac.uk/students/sites/students/files/cas_request_form_nov_2020_0.pdf](https://www.ucl.ac.uk/students/sites/students/files/cas_request_form_nov_2020_0.pdf)
  Your CAS will be emailed to your UCL email account once it has been processed. A CAS reference number can only be used once. **It is only valid for 6 months.**
  If you are starting a new course at UCL your CAS will be issued by the Admissions Team.

- **Valid Passport(s)** Your current passport

- **Biometric Residence Permit**, if issued.

- **Police Registration Certificate(s)** if applicable.
  It is very important that any changes of address, passport and visa details are reported and recorded on the certificate otherwise you could be in breach of immigration rules.

- **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 and Development Office (FCDO) website at [https://www.gov.uk/academic-technology-approval-scheme](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 FCDO 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.

- **Academic Progression Evidence**
  Certificate or transcript of degree for which your current Student/Tier-4 visa was issued to study or ‘**Formal written confirmation**’ from your current sponsor confirming that you are **highly likely** to complete your course successfully. **IOE & CLIE** pre-sessional students must submit their certificate of successful course completion

- **Evidence of Finances for Living Costs and Fees (Only required if you have been in the UK for less than 12 months or absent for more than 3 months within the last 12 months)**
  You will need to show you have **£1,334** per month for London living costs (for the duration of the course up to a maximum of 9 months - **£12,006**). If funds are in overseas currency, then you will need to do a currency conversion using: [https://www1.oanda.com/currency/converter/](https://www1.oanda.com/currency/converter/). 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.

  The bank account must be in your name or in a parents 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 signed by your parents/legal guardian**.
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 other financial documents e.g. a loan letter or a certificate of deposit, then please speak with an adviser.

Please see our example financial documents: [https://www.ucl.ac.uk/students/immigration-and-visas/student-visa/money/example-documents](https://www.ucl.ac.uk/students/immigration-and-visas/student-visa/money/example-documents)


- **Official Financial Sponsor Letter**
  If you are sponsored by your Government, a UCL Scholarship or another official sponsor, you will need a letter from the scholarship body confirming financial support. 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 have been **wholly supported (fees and living costs paid)** by a government or an international scholarship agency in the last 12 months before the date of application.

- **Tuition Fee Receipt (issued by the UCL fees office)**
  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.

- **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.

- **Payment:**
  Student route - Leave to remain (visa) applications made inside the UK:

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard</td>
<td>£490 (£470)</td>
<td>(8 week service time from the date of application)</td>
</tr>
<tr>
<td>Priority</td>
<td>£990 (£970)</td>
<td>(5 day service time from the date you submit your biometrics)</td>
</tr>
<tr>
<td>Super Priority</td>
<td>£1290 (£1270)</td>
<td>(24 hour service time from the date you submit your biometrics)</td>
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  + £19.20 fee if you need to attend an appointment to submit your biometrics

  Payment is made via your bankcard at the time the application is submitted on-line. Changes cannot be made to your application once the payment has been accepted.

  You will also have to pay the **Immigration Health Surcharge**. The cost is **£470** for students and any dependants. This sum is an annual amount. If your period of leave includes part of a year, that is 6 months or less, the amount payable for that part of a year is half the specified amount, i.e. **£235** for students and dependants. If the period of leave includes part of a year that is more than 6 months, the full annual amount is payable.


  Please do not leave the UK until a decision is made on your application otherwise it will lead to your application being withdrawn!