

CAS REQUEST FORM



You will need a CAS (Confirmation of Acceptance for Studies) to support your Student Route visa application.

Once you have met the conditions of your offer, have paid a deposit, and have the required supporting documents, please complete and return this CAS Request form to cas@aub.ac.uk. Provided all the required information has been included and you pass AUB's immigration check, your CAS will be issued and emailed to you within 5 working days.

Your CAS will only be issued if you hold an unconditional offer. We can also issue your CAS if the only condition remaining on your offer is English language and you will be studying an AUB Pre-Sessional course on campus.

If you have any questions about CAS, supporting documents or the visa application process, please contact the International team (international@aub.ac.uk) for guidance.

AUB Student Reference Number:	<input type="text"/>								
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STUDENT DETAILS as they appear on the passport you will use for your visa application. If you are going to renew your passport prior to applying for a visa, please complete the CAS request form once your new passport is issued. You must have at least six months remaining on your passport to use it for a visa application.

Surname:		Nationality:	
First Name(s):		Date of Birth:	
Passport No.:		Issue Date:	
		Expiry Date:	

VISA APPLICATION	Which country will you be in when you apply for your visa?	
PRE-SESSIONAL	Will you be studying an AUB Pre-Sessional Course?	YES/NO

CURRENT OR MOST RECENT UK STUDIES (if applicable) – if you are **currently studying or have previously studied** in the UK on a Student Route or Tier 4 visa you must complete this section.

Course Title:		RQF Level:	
Name of Institution:		Year of Entry:	
Visa Type:		Issue Date:	
		Expiry Date:	

OTHER UK STUDIES (please list any other courses you have previously studied in the UK):

Name of Institution	Course Title/Level	Dates Attended	Visa Type	Visa Issue & Expiry Date

UK IMMIGRATION HISTORY

Have you ever held any other UK visas, which are not listed above?	YES/NO
Have you ever had a UK Visa application for any category refused?	YES/NO <i>If yes, attach Visa Refusal Notice</i>
Details of other visas	

FEE INFORMATION – Before we issue the CAS, we require a deposit of 1/3 of your tuition fees for one year of studies (equal to one term's fees). Students accessing government/state student loans such as FAFSA, Lånekassen, CSN etc. must pay a £500 deposit.

To ensure the fee information included on your CAS document is correct, please confirm how much you have paid towards your tuition and accommodation fees (if you have booked private/non-AUB accommodation, you do not need to provide details).

Tuition fees/deposit paid:		Accommodation fees paid to AUB:	
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After submitting this form, if you pay additional money towards your course or accommodation fees, it is your responsibility to email cas@aub.ac.uk to request your record is updated and correct for your visa application.

Student Route Visa Applications – Financial Evidence

Before you can apply for your visa, you will need to show that you have sufficient money to pay your tuition fee PLUS a fixed amount of money for living expenses, known as 'Maintenance'.

Your deposit and any other sum of money already paid towards tuition fees will be deducted from the total amount of money you will need to show. These amounts will be clearly stated on your CAS and **should be checked carefully**.

Length of course	Maintenance (funds) needed	Example:
More than 9 months (1 academic year)	First year of course fees Plus at least £9,207 to cover living costs for 9 months in the UK (£1,023 per month)	If your tuition fee for your first year of study is £17,950 and you have paid a deposit of £5,984, then your remaining tuition fee to show will be £11,966. You would need to show £9,207 (living costs) + £11,966 = £21,173 in available funds.

Make sure that you have the right financial evidence for your visa

UK Visas and Immigration (UKVI) require evidence that you or your parents have held the correct amount of money continually for a consecutive period of 28 days.

Your evidence must demonstrate you have at least £9,207 for living costs plus all of the remaining tuition fees for the first year of your course. Your tuition fee and the amount already paid will be stated on the email containing your CAS.

The balance must not drop below the required amount for 28 days – not even 1 penny below that amount for a single day, or even part of a day. Please note, the 28-day period ends on the closing balance of your bank statement. The bank statements that you provide must be no more than 31 days old on the day you apply for your visa.

Use the official **exchange rate** website www.oanda.com to convert your currency to pounds sterling.

Funds will not be considered if they are held in a financial institution that won't allow UKVI to make satisfactory verification checks; that isn't regulated by the appropriate regulatory body for the country in which it is operating; or doesn't use electronic record keeping.

Check that your original bank statements showing the 28-day period include ALL of the following information:

Your name or your parent(s)/legal guardian(s) name - The account number - The date of the statement - The financial institutions name and logo - The amount of money available - The currency

If you are using your parents' or legal guardians' bank statements, then you must also provide:

Your original birth (or adoption) certificate showing the names of your parent(s)/legal guardian(s) **PLUS** a letter from your parent(s)/legal guardian(s) that confirms the relationship between you and your parent(s)/legal guardian(s) and that they have given their consent to you using their funds to study in the UK. *Please contact us if you want a template for a consent letter.*

Low risk nationals

Students from certain countries do not need to routinely provide evidence to show that they meet the financial requirements, however, these documents may be required by the decision maker as part of the visa application process, so it is important to be prepared. For details, please refer to paragraph ST22.1 of Immigration Rules: [Appendix Student](#).

Important information for ALL students

Before you submit your visa application you **MUST** carefully read the following documents:

- Immigration Rules: [Appendix Student](#) (paragraphs ST12.1 to ST12.7 cover financial requirements)
- Immigration Rules: [Appendix Finance](#)
- Guidance: [Financial evidence for Student and Child Student Route applicants](#)

The **UK Immigration Rules** are not flexible, and you **must** meet the required criteria in the above-mentioned documents, otherwise your visa application **will be refused**. If your visa is refused, we may not issue you with another CAS and any additional CAS we issue will incur an administration charge. **If your visa application is refused based on incorrect or invalid information or documentation provided by you, AUB will retain £1,500 of your deposit.**

If you are unsure about any aspect of your visa application or would like AUB to check your bank statement or financial evidence, please email international@aub.ac.uk and we will be happy to help.

Your visa application

Most students will need to apply for their Student Route visa from outside the UK and must wait for the decision before travelling to the UK. If you have a current, valid Student Route or Tier 4 visa that expires no more than 28 days before the start of your course, you may be eligible to apply from within the UK.

During the visa application process, you will be asked questions about your immigration history, your personal circumstances, and any criminal history and UKVI will check this information when assessing your application. If there is anything you are aware of that may have an impact on your visa application, including if you intend to bring a dependent, please declare it here:

If you have any supporting evidence you want to declare, please send it with this form.

Your data

The data you have provided on this form will be held on a secure server at AUB, in accordance with the UK General Data Protection Regulations, the Data Protection Act 2018 and AUB policies and any sharing of this data will be done using secure and audited systems.

The data will be used for the sole purpose of assessing your suitability for receiving a CAS, issuing your CAS, and communicating with UKVI about your visa application. Other than UKVI, we will not share it with any third parties.

For more information about your rights as a data subject, please visit ico.org.uk/your-data-matters/

Supporting documents

NOTE: Any documents not in English must be accompanied by a fully certified translation by a professional translator and include details of the translator's credentials, their contact details and confirmation it is an accurate translation.

CHECKLIST/SUPPORTING DOCUMENTS – please ensure you have met the requirements below and attached the following documents when returning the CAS Request Form.	
I have provided copies of my qualifications (inc. English Language) to Admissions or attached them to this form.	<input type="checkbox"/>
I have attached a copy of the photo-page of the passport I will use for my visa application.	<input type="checkbox"/>
I have attached copies of any UK visas I have ever had – this includes passport stamps and/or BRP cards.	<input type="checkbox"/>
I have a Tuberculosis (TB) Clearance Certificate from an approved clinic (if required).	<input type="checkbox"/>
I have attached a copy of any visa refusals (if relevant) and any other information that may impact my visa application (if relevant).	<input type="checkbox"/>
Under-18s only: I have attached a copy of my birth/adoption certificate and a letter of consent to travel from my parent(s)/guardian(s). <i>Please contact us if you want a template for a consent letter.</i>	<input type="checkbox"/>

Declaration

By completing and signing this form you agree that:

- AUB can share your data with UKVI in order to issue your CAS
- If there are any questions or concerns about your immigration history, AUB can request a full Immigration History Check from UKVI
- If required, AUB can communicate with UKVI about any aspect of your visa application

You also confirm that:

- You have read the information above about Financial Evidence, consulted the relevant parts of the Immigration Rules and prepared financial evidence to submit as part of your visa application (as required)
- All the information provided by you on this form is correct
- You understand that if your visa application is refused based on incorrect or invalid information or documentation provided by you, AUB will retain £1,500 of your deposit

Signature:

Name:

Date: