

CAS REQUEST FORM



You will need a CAS (Confirmation of Acceptance for Studies) to support your Tier 4 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 courses.

If you have any questions about CAS, supporting documents or the visa application process, please contact the [International Student Adviser](#) who will be happy to assist you.

AUB Student Reference Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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.

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

VISA APPLCIATION	Where are you planning on applying for your visa?	
PRE-SESSIONAL	Will you be studying an AUB Pre-Sessional Course?	

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

Course Title:		NQF 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?	<i>If yes, please specify</i>
Have you ever had a UK Visa application for any category refused?	<i>If yes, attach Visa Refusal Notice</i>

FEE INFORMATION – to ensure the fee information included on your CAS is correct, please confirm how much you have paid towards your course and accommodation fees.

Course Fees 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 CAS is updated and correct for your visa application.

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.	
I have paid a deposit of one-term's course fees or paid the pre-sessional course fee in full.	
I have read, understood and signed the Finance Declaration below.	
I have attached a copy of the photo-page of the passport I will use for my visa application.	
I have attached a copy of any UK visas I have ever had – this includes passport stamps and/or BRP cards.	
I have a Tuberculosis (TB) Clearance Certificate from an approved clinic (if required)	

Tier 4 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	For <u>example</u>
More than 9 months (1 academic year)	First year of course fees Plus £9,135 to cover living costs for 9 months in the UK (£1,015 per month)	If your tuition fee for your first year of study are £13,500 and you have paid a deposit of £4,665, then your remaining tuition fee to show will be £9,330. You would need to show £9,135 (living costs) + £9,330 = £18,465 in available funds.

Make sure that you have the right financial evidence for your Tier 4 Student Visa

The Home Office (UKVI) requires 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 £9,135 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 your CAS.

The balance must not drop below the required amount for 28 days – not even 1 pence 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**.

Do not use any of the money until after your visa has been issued to you and you have arrived in the UK.

The bank statements that you provide must be no more than 31 days old.

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

Some financial institutions (e.g Banks) are not accepted by UKVI, please check [Immigration Rules \(Appendix P\)](#)

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

Your name or your parents/legal guardians 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 parents/legal guardian **PLUS** a letter from your parents/legal guardians that confirms the relationship between you and your parents/legal guardian and that they have given their consent to you using their funds to study in the UK.

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 accurate translation.

Declaration

Before you submit your visa application you **MUST** carefully read the following document on the Home Office (UKVI) website: [UKVI Tier 4 Policy Guidance](#) (You will find full instructions regarding how to provide correct financial evidence on pages 42 to 52, including alternative documents to bank statements that can be used for financial evidence).

The **UK Immigration Rules** are not flexible and you **must** meet the required criteria in the above mentioned document, 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 £1500 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 intadvice@aub.ac.uk and we will be happy to help.

Before we issue a CAS, you will need to sign to confirm you understand the above:

Signature:

Name:

Date: