

## Guide to Completing a Student Visa Application from Inside the UK

This guide is for Liverpool John Moores University students who are applying for a Student Visa from inside the UK, either extending a student visa or switching to student visa from another permitted visa category.

You should ensure that you read the '[Applying for a Student Route Visa in the UK](#)' Information Sheet to check eligibility requirements before you complete a Student Visa application.

### Some key points about applying for a Student Visa in the UK

You can apply for your visa via standard service (for a decision within 8 weeks of submitting biometrics), priority\* (for a decision within 5 working days of submitting biometrics) and super priority\* (for a decision the next working day after the biometric appointment)\*

*\*Our understanding is that at present priority and super-priority services are suspended due to COVID-19*

The date you pay the IHS charge and application fee is the date you have made your visa application. Do not worry if your visa expiry date passes and you have not received a decision. As long as you submitted a valid visa application in time (so by your visa expiry date) you can lawfully remain in the UK while you are awaiting your decision.

Please ensure that your documents meet the Student visa requirements on this date. For further information please see our Information Sheet on 'Applying for the Student Route visa inside the UK' [HERE](#).

- You can scan and upload your supporting documents instead of sending them.
- After you submit your visa application, some students will need to visit a UKVCAS centre to provide your biometric information (digital fingerprints and photo)
- Some students may be eligible to complete the visa application process by using the UKVCAS IDV app as UKVI confirms whether biometrics can be re-used. You will be contacted to confirm whether you are eligible to use the IDV App or whether you will need to attend an appointment.
- There will be user pay services, but you shouldn't need to pay to have your documents checked for you at the appointment – the International Student Advisers at LJMU are trained specialists in the Student immigration rules and can answer any questions you have for free before you apply.
- If you need to attend an in-person biometrics appointment, your passport will be returned to you once you have provided your biometric information.

**You cannot travel outside the Common Travel Area (UK and Ireland) when your Student visa application is in progress because you will not be able to re-enter the UK on a Student visa and your application will be cancelled. If you need to travel urgently before a decision is made, please contact The International Advice Team for information.**

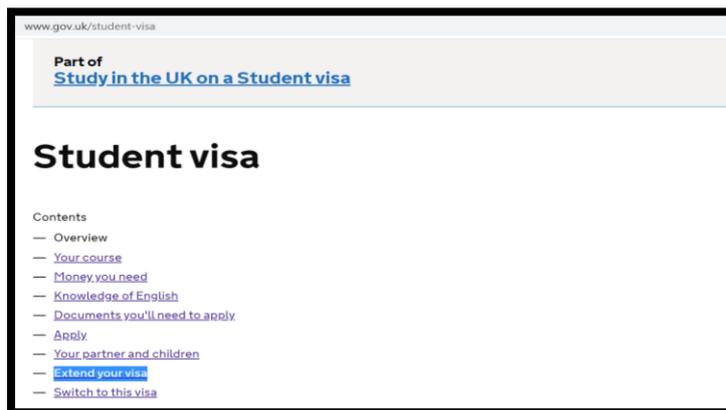
More information can be found at: <https://www.gov.uk/ukvcas>

- If you require ATAS clearance, you should make sure you do this in plenty of time. [www.gov.uk/guidance/academic-technology-approval-scheme](https://www.gov.uk/guidance/academic-technology-approval-scheme)

If you are inactive for over 25 minutes, you will be automatically logged out of the application form.

To log back in you will need to go to UKVI email and click on the link provided. You are not able to log into your account directly via the gov.uk website.

Go to [www.gov.uk/student-visa](https://www.gov.uk/student-visa)



Click on extend your visa if extending or switch to this visa if switching to this visa



www.gov.uk/student-visa/extend-your-visa

You may need to pay £19.20 to have your biometric information (fingerprints and a photo) taken.

### Apply

You must apply online.

As part of your application you'll need to prove your identity.

How you do this depends on where you're from and the type of passport you have.

You'll either:

- give your fingerprints and a photograph (biometric information) at a [UK Visa and Citizenship Application Services \(UKVCAS\)](#) service point
- use the 'UK Immigration: ID Check' app to scan your identity document - you will also create or sign in to your UK Visas and Immigration (UKVI) account

You'll be told what you need to do when you apply.

[Start now >](#)

Scroll down to section on Apply

Click on "Start Now"



### Where are you planning to live?

England, Scotland, Wales or Northern Ireland

Jersey, Guernsey or the Isle of Man

[Continue](#)

Click 'England, Scotland, Wales or Northern Ireland'



**GOV.UK**

**BETA** This is a new service.

[Back](#)

### 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?](#)

Click yes or no depending on your nationality



**EU/EEA Nationals only – you will be directed to screens regarding verifying your ID. This can usually be done via the IDV app if you have a biometric passport.**

**For non-EU/EEA passport holders please go straight to [Page 6](#)**

### 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](#)

IF you are an EU/EEA national you will be directed to the following screens

### Does your passport have a biometric chip?

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



Yes  No

[Continue](#)

### 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

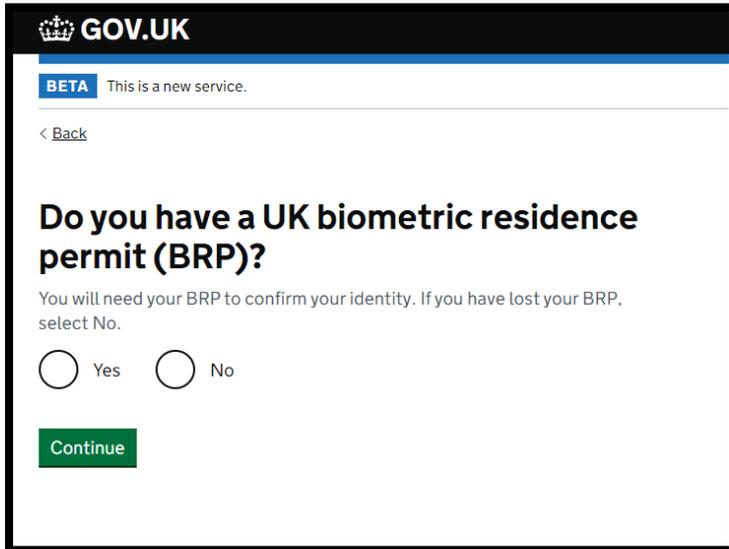
Ask a friend or family member if you can use their phone. No information is stored on the app or phone after you close it.

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](#)

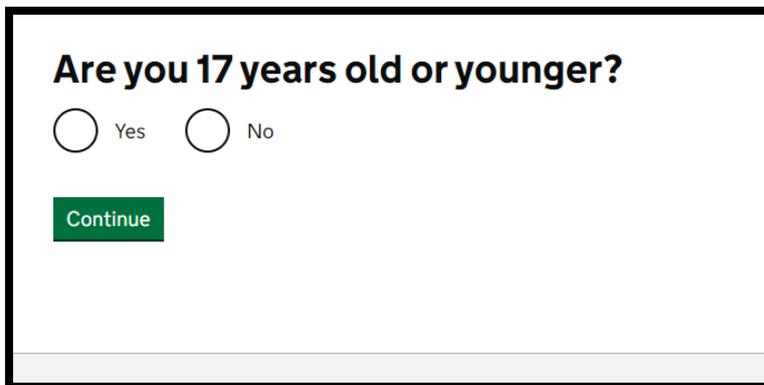
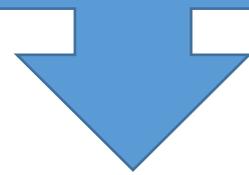
## Bio-Metric Residence Permit Information



The screenshot shows the GOV.UK website interface. At the top left is the GOV.UK logo. Below it is a blue banner with the text 'BETA This is a new service.' A '< Back' link is visible. The main heading is 'Do you have a UK biometric residence permit (BRP)?'. Below the heading is a sub-heading: 'You will need your BRP to confirm your identity. If you have lost your BRP, select No.' There are two radio button options: 'Yes' and 'No'. A green 'Continue' button is at the bottom.

Answer yes if you have a BRP

Answer No if you have lost your BRP or don't have one. If you don't have one you will be directed straight to the 'apply' page



The screenshot shows a question: 'Are you 17 years old or younger?'. Below the question are two radio button options: 'Yes' and 'No'. A green 'Continue' button is at the bottom.

Click 'no'



**Do you have any children applying with you?**

A child is either of the following:

- your child under 18, including if they were born in the UK during your stay
- your child over 18 if they're currently in the UK as your dependant

Check the [guidance](#) on who is classed as a dependant child

Yes  No

[Continue](#)

If you have children applying at the same time as you click 'yes'



**Is your name on your biometric residence permit the same as on your current passport?**

Yes  No

[Continue](#)

Check to see your name is the same as on your current passport



DETA This is a new service.

**Student**

Apply to extend or switch to Student.

**How to apply**

To apply to extend or switch to a Student you need to:

- fill in the application form
- have your documents ready
- pay the application fee
- pay the health surcharge
- have your biometrics taken (fingerprints and a photo)

[Find more information](#) on the requirements for a Student, including the documents you will need to submit with your application.

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 another time if you need to.

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

**Postgraduate studies**

If you are taking a postgraduate course in certain subjects you might need an Academic Technology Approval Scheme (ATAS) certificate. [Find out if you need an](#)

Read the information about how to apply for a student visa and click on "Apply now"



**Healthcare surcharge**

You will also have to [pay a healthcare](#) surcharge (called the 'immigration health surcharge' or IHS) in addition to your visa fee.

The exact amount you have to pay will depend on the length of your visa. [Check how much you will have to pay](#) before you apply.

**Biometric information**

As part of the application process, you are also required to apply for a biometric immigration document, commonly known as a [biometric residence permit \(BRP\)](#).

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You will only be considered for Student permission to stay. You will not be considered for any other type of leave to remain. You must [use a different form](#) if you want to stay for another reason.

**How we use your data**

The Home Office will use the personal information you provide to consider 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 Borders, 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](#)

**Your location**

Are you currently in the UK?

Yes  No

[Save and continue](#)

You must be physically in the UK to apply for permission to stay in the UK.



**Other Home Office applications**

Do you currently have an application with the Home Office for leave to remain for which you have not yet received a decision?

If you have submitted any other applications to the Home Office which have not yet been decided then submitting this application varies those previous applications. This means that only this application, which you are now completing, will now be considered.

Yes  No

[Save and continue](#)

[Show and edit answers](#)

If you have another application with the Home Office, this application will 'vary' it. If this is your situation, contact the International Student Advice team for advice.



**Register an 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 will need to enter your email address and create a password of at least 8 characters which needs to include a letter or number.

Please make sure you note down your password and keep it safe.



We have sent a verification email to:

This email address must be verified by clicking the link in the email before the application can be submitted.

[Change email address](#)  
[Resend verification email](#)

[Save and continue](#)

You will need to check your email and click on a link to verify your application



**Registration email address**

The applicant  
 An immigration adviser based in the UK  
 Someone else

[Save and continue](#)

Answer the question who this email belongs to, it should be 'You' (unless applying for a dependant child).



**Immigration adviser**

Do you have an immigration adviser based in the UK?

Immigration advisers can advise you on matters relating to immigration and citizenship. For more information, click [here](#).

Yes  No

[Save and continue](#)

Most students will not have an immigration adviser and can answer no, even if you receive advice from an International adviser at LJMU



The screenshot shows the 'Check your answers' page. At the top, it says 'GOV.UK Visas and Immigration' and 'Application menu'. Below that, it says 'BETA This is a new service - your feedback will help us to improve it.' The progress bar shows '1. Start', '2. Application', '3. Documents', '4. Declaration', '5. Pay', and '6. Further actions'. The main heading is 'Check your answers' with a sub-heading 'Check the information below before you continue to the next section.' There are three sections: 'Personal information' with questions 'Are you currently in the UK?' (Yes), 'Do you currently have an application with the Home Office for leave to remain for which you have not yet received a decision?' (No), and 'Email address' (redacted). 'Who does this email belong to?' is 'The applicant'. 'Immigration adviser' with the question 'Do you have an immigration adviser based in the UK?' (No). A green 'Continue' button is at the bottom.

Check your answers and continue



The screenshot shows the 'Applicant(s)' page. At the top, it says 'GOV.UK Visas and Immigration' and 'Application menu'. Below that, it says 'BETA This is a new service - your feedback will help us to improve it.' The progress bar shows '1. Start', '2. Application', '3. Documents', '4. Declaration', '5. Pay', and '6. Further actions'. The main heading is 'Applicant(s)' with a sub-heading 'Once the questions for the main applicant have been completed, you will be able to add additional applicants to this application, such as a family member or dependant'. There is a section for 'Student' with 'The applicant' and 'Not started'. A green button says 'Answer questions about this applicant'. A link says 'Return to this application later'.

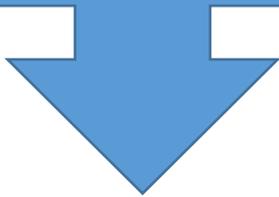
Click on answer questions about the applicant to begin the application



The screenshot shows the 'Your name' page. At the top, it says 'GOV.UK Visas and Immigration' and 'Application menu'. Below that, it says 'BETA This is a new service - your feedback will help us to improve it.' The progress bar shows '1. Start', '2. Application', '3. Documents', '4. Declaration', '5. Pay', and '6. Further actions'. There are links for 'Back' and 'All applicants'. There is a section for 'Student' with 'The applicant' and 'Not started'. The main heading is 'Your name'.

Enter your name as shown in your passport. If your CAS does not reflect the same information as on your passport, you must get it updated.

If you only have one name (you do not have both a given name and a family name) choose 'I do not have both a given name and a family name'.



Enter your name, as shown in your current passport or travel document.

Your given name is usually your first name. Your family name is the surname that is shared by your family. If you have middle names, include these with your given name. If your name has a suffix (e.g. Jr), include this with your given name. If you have a patronymic name include it with your given names. You must tell us all your given names.

[▶ I cannot enter my name using a current passport or travel document](#)

Title

Given name(s)

Family name

[▶ I do not have both a given name and a family name](#)

**Save and continue**

### Any other names

In addition to the names already provided, are you now or have you ever been known by another name?

You must provide all your names. For example, if you changed your name after marriage or have a different name that you use for professional purposes.

Yes  No

**Save and continue**

If you are known or have been known by another name, answer yes here and provide details



**GOV.UK** Visas and Immigration

**BETA** This is a new service - your [feedback](#) will help us to improve it.

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[◀ Back](#)  
[◀ All applicants](#)

---

Student  
**Mr Bill Billy**  
**Part complete**

**contact email**

You will be asked again to confirm your correspondence email



Can we use this email address to contact you?

If possible, we will use this email as your correspondence address. We will use this to contact you about your application and may use it to contact you about your immigration status after your application has been decided. If your application is successful, we may issue a [biometric residence permit \(BRP\)](#) to you. We will use this email address to make the arrangements to deliver the BRP to you. Emails may go to your spam, junk or trash folders.

You must notify us immediately if your email changes: [Find out how to change your details here](#).

Yes  No

[Save and continue](#)

## telephone number

Only include numbers, and for international numbers include the country code. We may contact you by telephone if we have any further questions about your application, or about your immigration status after your application has been decided. This may be a home, work or mobile number.

You must notify us immediately if the contact telephone number you provide as part of this application changes: [Find out how to change your details here](#).

I cannot be contacted by telephone

Where do you use this telephone number?

You can select more than one option

For use whilst in the UK

For use whilst out of the UK

[Save and continue](#)

[Return to this application later](#)

You are now asked for your telephone number and whether this is for use inside or outside the UK.

The phone number can be a UK number or a number from another country.

UKVI may contact you by phone so please ensure the number you give is correct



**Provide your postal address**

We may use this address to send sensitive personal information and important documents such as your [biometric residence permit](#). If we can't contact you by email, we will use this postal address. We may use this address for correspondence about your application and may use you to contact you about your immigration status after your application has been decided.

You must notify us immediately if your postal address changes. [Find out how to update your details here](#)

Enter a UK postcode  
 [Find UK address](#)

[Enter address manually](#)

Is this where you live?

Yes  No

[Save and continue](#)

Provide a correspondence address in the UK for you and confirm if the address is also where you live.

It is very important that you write your full UK address, including any flat or apartment numbers.



**About this property**

Select which option applies to your home:

I own it

I rent it

Other

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

Please click to say whether you own or rent or 'other'



**I rent it**

Provide contact details for your landlord

Landlord's name  
This may be the name of a company or a person

Landlord's telephone number

Landlord's address

Town/City

Postal code (if applicable)

Province/Region/State

If you rent your accommodation, you will be asked for your Landlord's details



**Your sex and relationship status**

What is your sex, as shown in your passport or travel document?

Male

Female

Unspecified

What is your relationship status?

[I am unsure of my current relationship status](#)

[Return to this application later](#)

You are then asked for your sex and relationship status.



GOV.UK Visas and Immigration

1. Start 2. Application 3. Documents 4. Declaration 5. Pay 6. Further actions

Back

### Your nationality, country and date of birth

Enter your country of nationality. If you hold more than one nationality you will be asked later on in the form for this information.

Country of nationality  
Enter your country of nationality or citizenship, as shown on your passport or travel document. If you have previous or additional nationalities or citizenships, you will be able to add these later in the application.

Country of birth

Place of birth  
Enter your place of birth (for example, the city or province), as shown on your passport or travel document.

Date of birth  
For example, 31 3 2020  
Day Month Year

Save and continue

You are then asked for your country and place of birth (e.g. city or province) and your date of birth (in DD/MM/YY format).

GOV.UK Visas and Immigration

1. Start 2. Application 3. Documents 4. Declaration 5. Pay 6. Further actions

Back

### Your passport

You must enter your current passport details here.  
If you don't have a valid passport at the time that you are applying for a Student Visa, contact the International Student Advice team for advice.

Do you have a valid passport?

Use your passport to complete this section. If you cannot supply your current and valid passport as part of your application, select No.

Yes  No

Passport number

Issuing authority  
On your passport this could also be referred to as 'country of issue' or 'place of issue'.

Issue date  
For example, 31 3 2020  
Day Month Year

Expiry date  
For example, 31 3 2020  
Day Month Year

Confirm you can provide this passport  
 I can provide this passport if required

Save and continue

GOV.UK Visas and Immigration

1. Start 2. **Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[Back](#)

### Your identity card

Do you have a valid national identity card?  
This includes identity cards, issued from non-UK governments. This does not include driving licences. If you have an internal passport, provide the details here.

Yes  No

**National identity card number**  
Provide the number as shown on your identity card

**Issuing authority**  
On your identity card, this could also be referred to as 'country of issue' or 'place of issue'.

**Issue date (if applicable)**  
Enter date in the format DD MM YYYY

Day Month Year

**Expiry date (if applicable)**  
Enter date in the format DD MM YYYY

Day Month Year

[Save and continue](#)

A National Identity Card is issued by your Government.

Not all countries issue these but if you do have one, enter the details here.



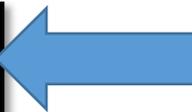
GOV.UK Visas and Immigration

1. Start 2. **Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[Back](#)

### Your other nationalities

If you hold or previously held any other nationalities answer yes, and you will then be directed to a screen to add further information.



Do you currently hold, or have you ever held, any other nationality or citizenship?  
You must provide all the nationalities that you currently hold or have ever held.

Yes  No

[Save and continue](#)

### Your current UK immigration status

Do you currently have a visa or leave to remain?

Yes  No

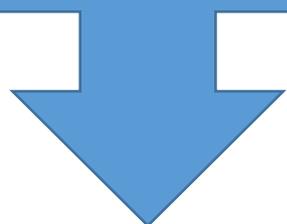
[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

If you are applying in the UK, you will need to have a visa or permission, which allows you to extend or switch to Student Visa.

If you don't have valid permission to be in the UK (because it expired or you have permission which doesn't allow you to switch) contact the International Student Advice team.



Do you currently have a visa or leave to remain?

Yes  No

What type of visa or leave to remain do you have?

[I have a different visa or leave to remain](#)

Name of your visa or leave to remain:

[Save and continue](#)

Choose from the drop down box what type of visa you have.

If your visa is not on the drop down list, click on link below and add information.

Check that your visa allows you to switch to Student visa in the UK.

### Your current visa or leave to remain

What is the start date of your current visa or leave to remain?

Enter date in the format DD MM YYYY

Day Month Year

What is the end date of your current visa or leave to remain?

Day Month Year

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

Put the start and end dates of your current or most recent visa in the UK here.

### Revocation, cancellation or curtailment

Has your visa or leave to remain ever been revoked, cancelled or curtailed?

This means your visa or leave was withdrawn after it had been granted. You would have been informed by the Home Office.

Yes  No

[Save and continue](#)

Answer yes or no to this question. If you are not sure if you have ever had a visa revoked, cancelled or curtailed, contact the International Student Advice team for advice.

**Police registration**

During your current or last grant of leave in the UK, were you required to register with the police?

Certain nationalities are required to register with the police as a condition of their leave. If this condition applied to you, you will have been instructed to register with your local police station when you were granted your last period of leave in the UK. The requirement to register with the police may also feature on your visa or your Biometric Residence Permit, if you are required to have one.

Yes  No

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

Some nationalities are required to register with the Police. If you are not sure, check [HERE](#).



**Time in the UK**

How long have you lived in the UK?

Year(s)    Month(s)

[Save and continue](#)

Answer here how long you have been living in the UK in years and months, rounded up to the nearest month.



Provide details of both your parents. If you do not know the details of one or both of your parents, click on the link for more information.



[About your first parent](#)

[About your second parent](#)

You must give details about both parents if you know them. If you only have some of your parents' details, you should fill in as much as you can.  
 ► [What if I do not have my parents' details?](#)

What is this person's relationship to you?

Mother

Father

Stepmother

Stepfather

You must give details about both parents if you know them. If you only have some of your parents' details, you should fill in as much as you can.  
 ► [What if I do not have my parents' details?](#)

What is this person's relationship to you?

Mother

Father

Stepmother

Stepfather

Title

Given names

Family name

If they do not have both a given and family name, enter their name(s) in the Given names field.

Date of birth  
 Enter date in the format DD MM YYYY  
 Day Month Year

Country of Nationality

Have they always had the same nationality?

Yes

No

Don't know

[Save and continue](#)

Title

Given names

Family name

If they do not have both a given and family name, enter their name(s) in the Given names field.

Date of birth  
 Enter date in the format DD MM YYYY  
 Day Month Year

Country of Nationality

Have they always had the same nationality?

Yes

No

Don't know

[Save and continue](#)

### Biometric residence permit (BRP)

Do you have a biometric residence permit?

Read guidance about [what a BRP is](#) and [see examples](#) of what they look like and where to find the BRP number.

Yes, I have a biometric residence permit

Enter your permit number

No, I had a biometric residence permit for my most recent leave, but I do not have it now

No, I did not have a biometric residence permit for my most recent leave

[Save and continue](#)

If you have a Biometric Residence Permit, the number is on the top right corner of the card.



Important: If you have been issued with a Biometric Residence Permit, but it has been lost or stolen, you should report it to the Home Office immediately. See our information sheet for more details on [lost/ stolen BRPs](#)

**Your National Insurance number**

What is your current National Insurance number?  
Example QQ 12 34 56 C

I do not have a National Insurance number

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

If you have a UK National Insurance number (if you have worked you should have one), provide the number here.

**Driving licence**

Do you have a UK driving licence?

Yes  No

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

If you have a UK issued driving licence, answer yes here.

**World travel history**

Have you been to any other countries in the past 10 years?

Do not include visits to the UK, USA, Canada, Australia, New Zealand, Switzerland or the European Economic Area.

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

Yes  No

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

You will be asked if you have been to any other countries in the past 10 years (but not the UK, USA, Canada, Australia, New Zealand, Switzerland or the European Economic Area).

Which country did you visit?

Do not include visits to the UK, USA, Canada, Australia, New Zealand, Switzerland or the European Economic Area. You will be able to add additional details of your trips after you click 'Save and continue'.

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

Provide the name of the country you visited most recently.

What was the reason for your visit?

Tourism (including visiting family and friends)

Work

Study

Transit (travelling through the country)

Other - provide details

When did you enter this country?

Enter date in the format DD MM YYYY

Day    Month    Year

When did you leave this country?

Enter date in the format DD MM YYYY

Day    Month    Year

[Save and continue](#)

Provide details of the reason for the visit and the dates of visit.



### Any other world travel history

Have you been to any other countries in the past 10 years?

Do not include visits to the UK, USA, Canada, Australia, New Zealand, Switzerland or the European Economic Area.

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

Yes     No

[Save and continue](#)

You should continue to add any previous visits to other countries (apart from the exceptions) in the last 10 years.



### English Language Section:

Most LJMU students applying for a Student Visa for a course at degree level or above, will be able to prove their English language ability either through having previously met the English Language requirements or because LJMU, as a Higher Education Provider with a Track Record of Compliance, has stated on your CAS that the institution has assessed your English language and you meet the minimum B2 requirements in all four components

Some other students, mainly those studying at below degree level, may have to prove English language ability through one of the other possible options

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

You must have been granted a visa or permission to stay after meeting the language requirement at level B1 or above. For example:

- scored level B1, B2, C1 or C2 on an [approved English language test](#) which assessed your reading, writing, speaking and listening skills
- have a degree which was taught in English
- have an English GCSE, A level or Scottish National 4 or 5, Higher, or Advanced Higher qualification
- if you were a student, your sponsor confirmed on your CAS that you met the required level

Yes  No

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

If you have previously been granted a Tier 4/Student visa and have proven your ability to meet the requirements listed, and this is stated on your CAS, choose yes.



If you answer no to the question about previous evidence of English language ability, you will be asked other questions about proving English language ability until you answer yes. This should match what is stated on your CAS.

#### English qualification from a UK school

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

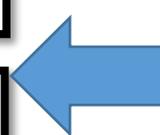
This must be from a school you attended when you were under 18. You will need to provide your exam certificate.

You can use a GCSE, A level, National 4 or 5, Higher, or Advanced Higher qualification.

Yes  No

[Save and continue](#)

You should answer no to this question unless your CAS states this is how LJMU have assessed your English ability.



### English language assessment

If you are studying at a Higher Education Provider, have they assessed that you meet the English language requirement, or that you are a 'gifted student'?

You can find this information on your Confirmation of Acceptance of Studies (CAS) statement, if you have one.

Yes  No

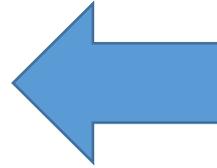
Does the Higher Education Provider have a track record of compliance?

See the Register of Student Sponsors to confirm whether a Higher Education Provider has a track record of compliance. A Higher Education Provider with a track record of compliance will have the status Student Sponsor - Track Record.

Yes  No

[Save and continue](#)

For most students studying at degree level or above if your CAS states LJMU have assessed your English ability, choose yes and yes to the follow up question.



Have you passed an [approved English language test](#) in the last 2 years?

The test must have included reading, writing, speaking and listening skills. You must have scored level B1, B2, C1 or C2. [Check your grades against the CEFR level and grade requirements.](#)

Yes  No

**Awarding body**  
For example, IELTS SELT Consortium

**Your reference number**  
This number is unique to you - your awarding body will have sent this to you with your test result.

[Save and continue](#)

### Immigration history problems

If you have ever had problems with immigration in the UK or in another country, once you have given details of the immigration problem you faced, you will be asked whether you have faced any other immigration problems. If you have not, select 'No'. If you have faced more than one issue, select 'Yes' and complete the information again.

Please ensure that you complete this section accurately and truthfully. Failure to declare immigration issues can impact on your visa application, particularly if you fail to declare a previous visa refusal. Failure to declare a refusal can lead to a ban on immigration applications to the UK under the General Grounds for refusal. See [HERE](#) for more information.

### Immigration history

You must declare if you have had any immigration issues for the UK or any other country in the world. This may not affect your visa application for the UK, but it will depend on the issue.



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

[Save and continue](#)

If you have answered 'yes' to the previous question about immigration problems, you will be directed to a new set of questions about the type of immigration problem and for you to add details of what happened.

### Details of an immigration problem

Give details of what happened

You will be able to add details of any further immigration problems after you click 'Save and continue'

- An application for a visa was refused
- I was refused entry at the border
- I was refused permission to stay or remain
- I was refused asylum
- I was deported
- I was removed
- I was required to leave
- I was excluded or banned from entry

Country

When did this immigration problem happen?

Enter date in the format MM YYYY

Month Year

Give more details of what happened

Maximum of 500 characters

[Save and continue](#)

### Breach of UK Immigration Law

Separate to the immigration issues question, there is also a question about breaches of UK immigration law, this includes illegal working and overstaying your permission or visa to be in the UK. It is important to answer this question accurately and truthfully.

If you have been to the UK, applied for, or held a UK visa previously, and you have breached UK immigration laws, you should seek specialist immigration advice as this could have an impact on your visa application depending on a number of factors including the offence, any mitigating circumstances and the length of time passed since the offence.

**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

[Save and continue](#) [Cancel](#)

[Return to this application later](#)

[Show and edit answers](#)

Answer the question about any breach of UK immigration law yes or no.

If yes, you will be asked to provide details of the breach of immigration law.

Give details of what happened  
You will be able to add details of any additional breaches after you select 'Save and continue'

I entered the UK illegally

I remained in the UK beyond the validity of my visa/permission to stay

I breached the conditions of my leave

I gave false information when applying for a visa, leave to enter or remain

Other

When did this breach of UK immigration law happen?  
Enter the date in the format MM/YYYY

Day Month Year

Give details of what happened

Maximum of 500 characters

[Save and continue](#)

If you answered yes to the question about breach of UK immigration law, you need to select how and give information about the breach including what, when and any explanation and mitigation that you have for what happened.

### Medical treatment in the UK

Answer yes or no, if you have ever received medical treatment in the UK.

Have you ever been given medical treatment in the UK?

For example, if you visited a doctor, clinic or hospital, this counts as having medical treatment

Yes  No

[Save and continue](#)

### Details of previous medical treatment in the UK

Where did you go for your previous medical treatment in the UK?

You will be able to add details of any additional medical treatments after you click 'Save and continue'

Accident and Emergency (A&E) at a hospital

To a doctor, clinic or hospital for non-emergency treatment

If you answered yes to receiving medical treatment in the UK, you should provide further information here.



Name of hospital, clinic or doctors's surgery

Enter a UK postcode

Enter the hospital's postcode (if you know it)

 [Find UK address](#)

[Enter address manually](#)

When did you start receiving this medical treatment?

Enter date in the format MM YYYY

Month Year

When did you stop receiving this medical treatment?

Enter date in the format MM YYYY

Month Year

I am still receiving this medical treatment

[Save and continue](#)

Part complete

### Public funds

Have you ever received any public funds (money) in the UK?

This includes benefits for people on low incomes, such as housing or child benefits.

Yes  No

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

Answer the question yes or no if you have ever received public funds in the UK.

Visas generally have a no recourse to public funds condition but if you are unsure contact the International Student Advice team for advice.



Tell us which public funds you have received.

Tick the box next to all money or benefits you have received, even if you do not receive any now.

**Family help**

Child Benefit

Child Tax Credit

---

**Income help**

Income-based Jobseeker's Allowance

Income-related Employment and Support Allowance

Income Support

Social Fund Payment

State Pension Credit

Working Tax Credit

Universal Credit

If you answered yes to the question about public funds, you should confirm which funds here.



### Criminal Convictions and Other Penalties

The application asks about any criminal convictions you have received. You will need to declare if any of these apply to you, whether they are spent or unspent. You should answer these questions accurately and honestly.

Convictions and penalties include official warnings, cautions as well as driving offences.

If you need to declare a conviction or are awaiting trial, you should seek specialist immigration advice as it could have an impact on your application.

**Care and disability help**

Attendance Allowance

Carer's Allowance

Disability Living Allowance

Personal Independence Payment

Severe Disablement Allowance

---

**Housing help**

Council Tax Benefit

Council Tax Reduction

Housing Benefit

Housing or Homelessness Assistance

---

### Convictions and other penalties

At any time have you ever had any of the following, in the UK or in another country?

Only select one answer at a time. If you need to give more than one answer, you can do so on another page.

- A criminal conviction
- A penalty for a driving offence, for example disqualification for speeding or no motor insurance
- An arrest or charge for which you are currently on, or awaiting trial
- A caution, warning, reprimand or other out-of-court penalty
- A civil court judgment against you, for example for non payment of debt, bankruptcy proceedings or anti-social behaviour
- A civil penalty issued under UK immigration law
- No, I have never had any of these

You must tell us about spent as well as unspent convictions. You must tell us about any absolute or conditional discharges you have received for an offence.

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

If you have ever received a criminal conviction or any of the other penalties listed here, you should select as appropriate and provide details. If not, select "No, I have never had any of these".



If you answered yes to any of the questions about criminal convictions or other penalties, depending on what you have selected you will be asked to provide more information about that conviction or penalty.



<h4>Your criminal conviction</h4> <p><b>Coronavirus (COVID-19): Disruption to this service</b></p> <p>Most UK Visa Application Centres have resumed services where local restrictions allow. To check availability of local services, contact:</p> <ul style="list-style-type: none"> <li><a href="#">TLS contact</a> if you are in Europe, Africa and parts of the Middle East</li> <li><a href="#">VFS global</a> for all other countries</li> </ul> <p>Priority and Super Priority services are only available in some locations. If available, you will be able to purchase these services when booking your appointment.</p> <p>There are changes at the border because of coronavirus (COVID-19). <a href="#">Check what you need to do before you travel.</a></p> <p>What crime were you convicted of?</p> <input type="text"/> <p>Give details about your sentence</p> <p>Include details about the sentence, for example, how long it was, how much you served, if you went to prison or did community service</p> <input type="text"/>	<h4>Your driving offence</h4> <p><b>Coronavirus (COVID-19): Disruption to this service</b></p> <p>Most UK Visa Application Centres have resumed services where local restrictions allow. To check availability of local services, contact:</p> <ul style="list-style-type: none"> <li><a href="#">TLS contact</a> if you are in Europe, Africa and parts of the Middle East</li> <li><a href="#">VFS global</a> for all other countries</li> </ul> <p>Priority and Super Priority services are only available in some locations. If available, you will be able to purchase these services when booking your appointment.</p> <p>There are changes at the border because of coronavirus (COVID-19). <a href="#">Check what you need to do before you travel.</a></p> <p>You must tell us about fixed penalty notices (e.g. a speeding or parking ticket) if you've received three or more. If you received a fixed penalty notice but didn't pay the fine and there was a criminal proceeding resulting in a conviction, tell us here.</p> <p>What was your driving offence?</p> <ul style="list-style-type: none"> <li><input type="radio"/> Disqualification for speeding</li> <li><input type="radio"/> No insurance</li> <li><input type="radio"/> Other</li> </ul>	<h4>Your arrest and charge</h4> <p><b>Coronavirus (COVID-19): Disruption to this service</b></p> <p>Most UK Visa Application Centres have resumed services where local restrictions allow. To check availability of local services, contact:</p> <ul style="list-style-type: none"> <li><a href="#">TLS contact</a> if you are in Europe, Africa and parts of the Middle East</li> <li><a href="#">VFS global</a> for all other countries</li> </ul> <p>Priority and Super Priority services are only available in some locations. If available, you will be able to purchase these services when booking your appointment.</p> <p>There are changes at the border because of coronavirus (COVID-19). <a href="#">Check what you need to do before you travel.</a></p> <p>Why were you arrested and charged?</p> <input type="text"/> <p>Give more detail including arrest date, charge date and any court dates</p> <input type="text"/> <p>Maximum of 500 characters</p> <p>Which country were you arrested and charged in?</p> <input type="text"/>
<h4>Your caution or other penalty</h4> <p><b>Coronavirus (COVID-19): Disruption to this service</b></p> <p>Most UK Visa Application Centres have resumed services where local restrictions allow. To check availability of local services, contact:</p> <ul style="list-style-type: none"> <li><a href="#">TLS contact</a> if you are in Europe, Africa and parts of the Middle East</li> <li><a href="#">VFS global</a> for all other countries</li> </ul> <p>Priority and Super Priority services are only available in some locations. If available, you will be able to purchase these services when booking your appointment.</p> <p>There are changes at the border because of coronavirus (COVID-19). <a href="#">Check what you need to do before you travel.</a></p> <p>What did you get?</p> <ul style="list-style-type: none"> <li><input type="radio"/> A caution</li> <li><input type="radio"/> A warning or reprimand</li> <li><input type="radio"/> A fixed penalty notice</li> <li><input type="radio"/> Other</li> </ul>	<h4>Your court judgement</h4> <p><b>Coronavirus (COVID-19): Disruption to this service</b></p> <p>Most UK Visa Application Centres have resumed services where local restrictions allow. To check availability of local services, contact:</p> <ul style="list-style-type: none"> <li><a href="#">TLS contact</a> if you are in Europe, Africa and parts of the Middle East</li> <li><a href="#">VFS global</a> for all other countries</li> </ul> <p>Priority and Super Priority services are only available in some locations. If available, you will be able to purchase these services when booking your appointment.</p> <p>There are changes at the border because of coronavirus (COVID-19). <a href="#">Check what you need to do before you travel.</a></p> <p>What was the court judgement?</p> <input type="text"/> <p>Give more detail</p> <input type="text"/> <p>Maximum of 500 characters</p> <p>Date of judgement</p> <p>Enter date in the format DD MMM YYYY</p> <input type="text"/>	<h4>Your civil penalty under UK immigration law</h4> <p><b>Coronavirus (COVID-19): Disruption to this service</b></p> <p>Most UK Visa Application Centres have resumed services where local restrictions allow. To check availability of local services, contact:</p> <ul style="list-style-type: none"> <li><a href="#">TLS contact</a> if you are in Europe, Africa and parts of the Middle East</li> <li><a href="#">VFS global</a> for all other countries</li> </ul> <p>Priority and Super Priority services are only available in some locations. If available, you will be able to purchase these services when booking your appointment.</p> <p>There are changes at the border because of coronavirus (COVID-19). <a href="#">Check what you need to do before you travel.</a></p> <p>Why did you get the civil penalty?</p> <input type="text"/> <p>Give more detail, for example, how much was the penalty</p> <input type="text"/> <p>Maximum of 500 characters</p> <p>Date of penalty</p> <input type="text"/>

### Terrorism, extremist organisations and good character questions section

These questions need to be answered accurately and honestly. You should read all of the guidance on each screen and will need to click in the box to confirm that you have read this

If you answer yes to any of these questions, you should seek specialist immigration advice.

#### Terrorist activities, organisations and views

You must read all of the information on this page before answering.

▶ [Terrorist activities](#)

Have you ever been involved in, supported or encouraged terrorist activities in any country?

Yes  No

▶ [Terrorist organisations](#)

Have you ever been a member of, or given support to, an organisation which has been concerned in terrorism?

Yes  No

Have you, by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to commit terrorist or other serious criminal acts?

Yes  No

I have read all of the information about terrorist activities, organisations and views, including the guidance

[Save and continue](#)

Answer these questions yes or no. If you answer yes to any, you will be required to provide details.



#### Extremist organisations and views

You must read all of the information on this page before answering.

▶ [Extremist organisations](#)

Have you ever been a member of, or given support to, an organisation which is or has been concerned with extremism?

Yes  No

▶ [Extremist views](#)

Have you, by any means or medium, expressed any extremist views?

Yes  No

I have read all of the information about extremist organisations and views, including the guidance

[Save and continue](#)

Answer these questions yes or no. If you answer yes to any, you will be required to provide details.



### Person of good character

Have you, as a part of your employment or otherwise, undertaken paid or unpaid activity on behalf of a non-UK government which you know to be dangerous to the interests or national security of the UK or its allies?

Yes  No

Have you ever engaged in any other activities which might indicate that you may not be considered to be a person of good character?

Yes  No

Is there any other information about your character or behaviour which you would like to make us aware of?

Yes  No

[Save and continue](#)

Answer these questions yes or no. If you answer yes to any, you will be required to provide details.



### Your employment history

Have you ever worked for any of the following types of organisation?  
Include information for any paid or unpaid work. Select all that apply.

Armed Forces (career)

Armed Forces (compulsory national or military service)

Government (including Public or Civil Administration and non-military compulsory national service)

Intelligence services

Security organisations (including police and private security services)

Media organisations

Judiciary (including work as a judge or magistrate)

I have not worked in any of the jobs listed above

[Save and continue](#)

If you have ever worked in any of the organisations listed, you should select all that apply and answer follow up questions.

We recommend that you provide brief details of the job title, scope of work and dates that you worked in that organisation.



### Information about your Student Visa sponsor (LJMU)

You are now asked to provide details of your Student Visa sponsor including the sponsor license number and address.

Your sponsor is LJMU and the details will be contained in your CAS statement

### 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**

LJMU's Sponsor Licence Number is stated on your CAS.  
The Sponsor's (LJMU) address is stated at the bottom of 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**

LJMU is a Higher Education Provider with a track record of compliance.  
Select this option.

### Primary site of study

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

EW  
Liverpool  
L2 2ER

Check your CAS for your primary site of study (course taught at).  
This will be different to the LJMU address at the bottom of your CAS, so select 'No' and provide the LJMU address at which your course is taught



Yes  No

Address of your primary site of study

Town/City

Postcode

[Save and continue](#)

### Academic Technology Approval Scheme (ATAS)

If you require ATAS, it will be shown on your CAS and in your offer letter so please check that carefully and you will be informed by the admissions or registry team if this is required. If this applies to you, you will only be able to apply for your visa when you have received ATAS clearance.

### UCAS details

Did you apply for your course through UCAS?

Yes  No

[What is UCAS?](#)

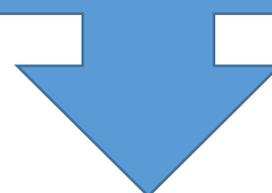
[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

If you are studying an undergraduate (Bachelors) degree, you will have applied through UCAS so you should select 'Yes' and provide your UCAS identification number.

For most other courses, including exchange programme, you can 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

What is your Academic Technology Approval Scheme (ATAS) reference number?

This is the reference number on the ATAS clearance certificate issued to you by the Foreign and Commonwealth Office.

If you require an ATAS clearance certificate, you should answer yes and provide the reference number.

### Official Financial Sponsor

The next couple of questions are about Official Financial Sponsors. This is normally different to your Student Route sponsor (LJMU). If you or your family is financing your fees and living costs while you study, you don't have an Official Financial Sponsor.

An Official Financial Sponsor is where your fees and living costs are financed by either your government, the UK government or its agencies, an International Scholarship Organisation, an International Company or your education institution (LJMU)

If you will receive Official Financial Sponsorship to pay your fees and living costs, answer the questions yes and select the evidence you are providing. If you or your family are paying for your fees and living costs, answer no.

## Current or past official financial sponsor

Are you currently receiving money from an official financial sponsor - or have you received money from an official financial sponsor in the past 12 months?

Yes  No

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

Save and continue

[Return to this application later](#)

[Show and edit answers](#)

### 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?](#)

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

Save and continue

If your scholarship does not cover all the tuition fees and living costs required, choose 'I am not being wholly sponsored'. If you select this option, you will be required to show that you have sufficient funds to cover the remaining living costs and tuition fees which not paid by an official financial sponsor.

## 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?](#)

Yes  No

Save and continue

The course name and qualification should be entered as on your CAS.

The qualification you will get will also be confirmed on your CAS. It may be shown as QCF or NQF instead of RQF, however it is the same. For example NQF 7 is the same as RQF 7 on the application form.

Course start date

Provide the start date of your main course of study, but do not include any other courses you may be taking before. Enter date in the format DD MM YYYY

Day    Month    Year

Course end date

Day    Month    Year

You should enter your course start and end dates as shown on your CAS.

**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

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

Click yes if you are receiving a student loan – no if you don't. For a definition of a student loan, please see our [Applying for a Student Route visa inside the UK guide](#).



**Your Confirmation of Acceptance for Studies**

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

Yes  No

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

If you have your CAS number enter it here. You will not be able to submit your application without a CAS number



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

Yes  No

Confirmation of Acceptance for Studies reference number

[Save and continue](#)

**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

[Save and continue](#) [Cancel](#)

[Return to this application later](#)

Check your CAS, the amount of course fees you enter here should match the course fee on your CAS. This is the total amount of fees for the first or current year of your course (even if your course is more than 1 year long, you just need to provide information about the first year course fees).

It is fine if you have not yet paid any fees, you will just need to show that you have sufficient funds to cover the unpaid tuition fees and your living costs.

### Student Loan

If you are using an educational loan as evidence, you should answer 'Yes' to this question. You will then be asked to confirm whether you have already received your loan. You can only use a loan letter for your Student visa application.

### 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

Save and continue

If you need to show your finances for your visa application, answer 'Yes' if you are using a bank account in your name to cover all of the financial evidence, or you are receiving a scholarship which covers your any outstanding maintenance.

If you are using your parent(s)/legal guardian(s) bank account to cover some of all of the funds, please select 'No'

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

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

Yes  No

Do you have permission from your parent(s) or legal guardian(s) to use this money?

Yes  No

How can you prove they are your parent(s) or legal guardian(s)?

- Birth certificate
- Adoption certificate
- Court document

Save and continue

If you need to show your finances for your visa application and you are relying on funds in your parent(s) name(s), you select no to the question are all the funds in your name.

Select yes to the question about money held in your parent(s) name(s).

You will also need to provide a letter of permission from your parent(s) and your birth certificate.

### Checking your answers & adding dependents

You will then be given an opportunity to check the answers you have provided on the application form. Please ensure you check everything carefully before moving on with the form.

Some errors are minor and can be explained in a cover letter. However, some may lead to a refusal e.g. incorrect passport details or evidence of finances.

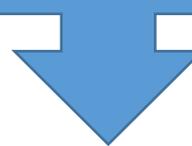
It is your responsibility to ensure you have completed the form as accurately as possible before submitting it.

You can also add any dependants who are applying at the same time as you, to your application (if you meet the requirements to have dependants with you in the UK)

The screenshot shows a section titled 'Edit responses about this applicant'. Below this is a box for 'Coronavirus (COVID-19): UKVCAS and SSCs' with text about appointment locations and biometrics. Underneath is the 'Additional applicant' section, which includes the instruction 'To add another applicant, select their relationship to you.' and a dropdown menu labeled 'I would like to add:'. Below the dropdown is a green 'Add this applicant' button and a 'Continue' button at the bottom.

At this stage, you can check and edit your answers.

Additionally, if you want to add any dependants (if you meet the requirements for dependants), you can do at this stage.



### Documents

#### Mandatory documents

These documents are mandatory and you must provide them as part of your application. Tick the box to agree that you will provide each document:

- The biometric residence permit for Mr Bill Billy
- The passport issued by India for Mr Bill Billy

The checklist of documents for your application will depend on your answers and your individual circumstances.

You will need to submit all of the documents on this list, not just the documents labelled mandatory.

Read the information about providing your documents.

If you are a low-risk national coming under the differentiation agreement you please see [Applying for a Student Route Guide](#)

## Other documents

If you do not provide these documents, your application may be delayed or refused.

- If you provided any qualification evidence to your sponsor for them to issue your CAS, you must submit this evidence (including translations). For example, you might have sent your sponsor your certificate of qualification or transcript of results.

## Providing your documents

You must provide your documents after you submit your application, these can be originals or copies. **Any passports provided must be originals.**

You will be able to upload copies of your documents on our commercial partner's website, or you can take your documents to your biometrics appointment to be scanned and uploaded by our commercial partner for a fee. You'll be told how to book an appointment and upload your documents after you submit your application.

**You do not need to send any physical documents to the Home Office or UK Visas & Immigration unless you are advised to do so.**

**Your application may be rejected if you do not provide all mandatory documents.** If your application is rejected due to documents not being provided, it will not be considered and an administration fee for each person included in the application will be deducted from your refund.

Save and continue

## Verification consent

The Home Office will check that the information and supporting documentation from a bank or utility company that you supply as part of this application is correct. You must download, sign and return the following declaration to confirm that you consent for the Home Office to request verification checks:

[Declaration of consent for the Home Office to request verification checks](#)

You should download and print this declaration now. A copy will also be available to download once you have paid for your application.

- I will provide a declaration signed by me to confirm my consent for the Home Office to request verification checks

Save and continue

As part of your application, you will need to download and print a verification declaration consenting to the Home Office to request verification checks on any documents you submit as part of your application.



## 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

Read the conditions checklist and confirm that you accept the conditions.



## Declaration

By sending this application, you confirm that to the best of your knowledge and belief the following is correct:

- the information relating to the application
- the supporting evidence

I understand that the data I have given can be used as set out in the [privacy policy](#).

I consent to organisations, including financial institutions, providing information to the Home Office when requested in relation to this application.

I have discussed with any other applicants that I am acting on behalf of, and confirmed that the contents of the application are correct and complete.

I agree to the [terms and conditions](#).

I understand that if false information is given, the application can be refused and I may be prosecuted, and, if I am the applicant, I may be banned from the UK.

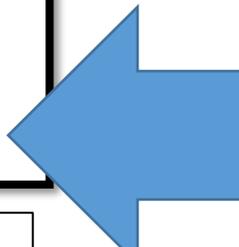
I confirm that:

I am the applicant aged 18 or over

I am the applicant aged under 18

I am the parent or legal guardian of the applicant who is aged under 18 and completing and submitting the form on their behalf

I am submitting the form on behalf of the applicant



Once you accept the declaration you cannot change any of your answers.

By agreeing to this declaration, you are confirming that all information you have provided is correct.

Providing incorrect or false information can have serious implications.

**This is the end of the application form. This is your last chance to check your visa application form to make sure all the information is correct. Once you go on to the payment pages, you will not be able to go back and amend any of the details.**

**If you would like the International Student Advice Team to check over your application form, please email the PDF application form to [internationaladvice@ljmu.ac.uk](mailto:internationaladvice@ljmu.ac.uk).**

**Immigration Health Surcharge**

You will be directed to the section for the Immigration Healthcare Surcharge (IHS).

Click on 'Go to IHS website'. You'll then need to pay the IHS. You can check how much you'll need to pay here: [www.immigrationhealth-surcharge.service.gov.uk/checker/type](http://www.immigrationhealth-surcharge.service.gov.uk/checker/type).

It is currently £470 per year or part year of more than 6 months (or £235 for part year less than 6 months) of the visa plus the additional time on the visa. On the first IHS webpage, you will just need to read the information about the cost. Click 'Continue' after reading that page.

### 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.

[Go to IHS website](#)

[Save and continue](#)

Click on the link to Go to IHS website and follow the instructions.

### Summary

#### Missing Details

##### Your details

[Add where you are planning to stay](#)  
[Add your course start date](#)  
[Add your course end date](#)  
[Add whether you are continuing a course](#)  
[Add the location of your course](#)

The information taken from your visa application can't be changed or removed. If you'd like to change or remove this information you must start your visa application again.

You'll see a 'Summary' page. You'll need to enter all of the information requested in the red hyperlinks to be able to proceed with your IHS payment.

### Your Location

You need to state whether you are applying to stay in the Isle of Man, Jersey or Guernsey

Are you applying from within the UK?

Yes  No

Are you applying to stay in the Isle of Man, Jersey or Guernsey?

Yes  No

You need to state whether you are applying to stay in the Isle of Man, Jersey or Guernsey

First click 'Add where you are planning to stay'. You will then see this screen. As you are applying inside the UK, answer 'Yes' to the first question. For the second question about staying in the Isle of Man, Jersey or Guernsey, you should answer 'No'.

Complete and check the other sections of the Immigration Health Surcharge some of which should already be completed from the answers you gave in your visa application form.

## Declaration

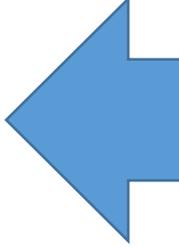
I confirm that, to the best of my knowledge and belief, my details are correct and complete.

If I give false information, I, or a person named on this application could be:

- stopped from entering the UK now or in the future
- required to leave or removed from the UK
- required to pay extra for healthcare in the UK

I agree to the [terms and conditions](#) and [how my information will be used](#).

I agree



If you are happy that you have provided true and accurate information, you must agree to this declaration to proceed to the payment. The next screen will tell you how much you have to pay in your local currency, click on 'Pay now' to complete the payment.

### Final submission of and paying for your Student Visa Application

You will then proceed to the payment for the visa application. Once you pay the application fee, this is the date you have made your Student visa application.

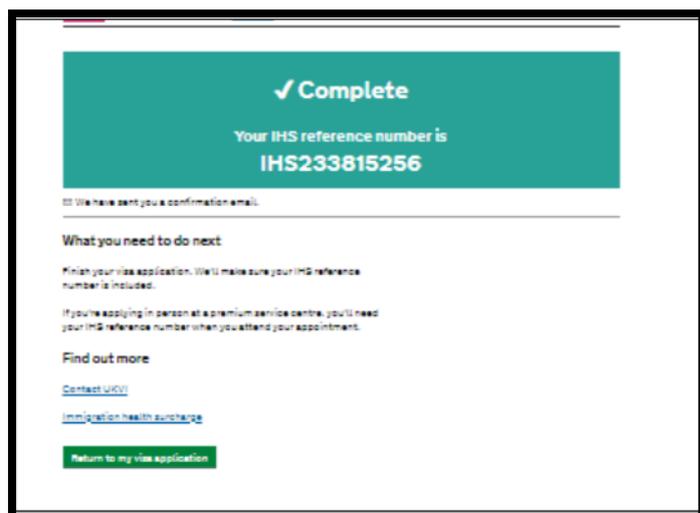
At that stage, you will be directed to UKVI's Commercial Partner, Sopra Steria to register for an account with UKVCAS.

You should register with UKVCAS and create a UKVCAS account; you are directed to do this when you complete your on-line application.

**You will receive an email from UKVCAS within 7-10 days advising you on what to do next.**

**Please ensure you check your inbox and spam/junk emails.**

Please do not to download the app or try to make an appointment until you receive an email from UKVCAS inviting you to do so. If you have any questions please contact our International Student Advice Team on [internationaladvice@ljmu.ac.uk](mailto:internationaladvice@ljmu.ac.uk).



Once you have paid the IHS, you will see this screen. You will receive a different IHS number, this is just an example. You should then click on 'Return to my visa application'

### After You Submit and Pay for your Student Visa Application

Keep a copy of your submitted application and any evidence you submitted in support of your application and save in a secure location electronically. Save any emails you receive about your visa application including automated emails and confirmation emails.

Regularly check your email (inbox and junk/ spam mail folders) and your mobile phone sms messages for the contact details you have provided for any contact about your visa application.

**When your visa application is decided, you will normally be notified by email along with a Visa Decision Letter. This letter is very important as it outlines your visa details.**

If you think you have made a mistake on your application form after you have submitted it, please contact the International Student Advice team immediately. Some mistakes are minor and are unlikely to affect your application. However, some errors can lead to a refusal e.g. failing to declare a past refusal or an application made for a UK visa.