

CAS Policy for New Applicants and Students Joining a New Course of Study

This policy seeks to maintain the University of Chester's compliance with Home Office/UKVI Tier 4 Sponsor Guidance. Any new applicant or student applying to begin a new course who requests a Confirmation of Acceptance for Studies (CAS) from the University of Chester (the University) in order to apply for Entry Clearance or Leave to Remain under Tier 4 of the Points Based System, must satisfy the University that they fulfil the requirements of the Home Office and the University before a CAS will be issued.

When we will issue a CAS

A CAS will only be issued if the University is satisfied that the requirements of the Home Office in force for the time being are met and all the following apply:

- You have been offered, and accepted a place without any conditions to study a full time course at the University.
 - You meet the Home Office and University requirements for English Language ability (*please contact the International Centre on international@chester.ac.uk for more details*).
 - You have paid the full international tuition fee deposit or provided evidence of official financial sponsorship for course fees, and met any other financial conditions of the University and the Home Office. Information on what the Home Office currently consider to be suitable evidence of official financial sponsorship is available at:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/332185/pbs-tier-4.pdf.
 - You must provide evidence showing that you meet the Home Office's maintenance (funds) requirement if you are **NOT** considered a "low risk national" by the Home Office. More information is available at:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/370866/T4_Guidance_11-14.pdf.
 - You have submitted a satisfactory Genuine Intention Form and/or successfully passed a Genuine Intention interview with the International Centre if you are **NOT** considered a "low risk national" by the Home Office (*the requirement to complete the Genuine Intention Interview is a country specific requirement, please contact the International Centre on international@chester.ac.uk for more details*).
 - You have submitted your completed CAS request form and all supporting documents (*including a copy of your ATAS certificate, if required for your course of study*), as stated on the form.
- and
- If you are applying from your country of residence:

- there are more than 5 weeks before the latest start date for your course;
- the Home Office's processing times indicate that entry clearance can be issued before the latest date of enrolment. For processing time information please see:
<https://www.gov.uk/visa-processing-times>.

OR

- If you are applying from within the UK:
 - there are more than **5 working days** before the latest start date for your course;
 - the start date of your course is no more than 28 days after your current visa expires; and
 - you have valid leave to remain in the UK as a Tier 4 student or in a category which permits you to switch into Tier 4.
 - you have provided evidence that you have successfully completed the course your last CAS/Tier 4 general visa was issued for.

Please note, when making your Tier 4 (General) visa application you will be required to make the mandatory Immigration Health Surcharge (IHS) payment. More Information is available at:

<https://www.gov.uk/healthcare-immigration-application/overview>

When we will not issue a CAS

A CAS will not be issued if the criteria for issuing one are not met or the University is satisfied that any of the following apply:

- You will be studying on a course that is less than six months in duration, unless you are coming to undertake a course which requires you to undertake a work placement.
- You have, or will exceed the maximum time allowed for degree level study by the time your course finishes. Further information about time limits on study, revised on the 3rd August 2015, can be found at:
<http://www.ukcisa.org.uk/International-Students/Immigration-/Making-a-Tier-4-General-application-in-the-UK/Time-limit-cap-on-study/>
- You are applying to complete a course that you started with another Tier 4 sponsor.
- You have previously been issued with a CAS at the same, or higher, academic level in the UK under Tier 4 (General) or as a pre-Tier 4 student.
- If we believe that your new course does not involve deeper specialisation or does not support your genuine career aspirations.

- You have failed to provide a full copy of a previous visa refusal.
- You have provided false and/or incorrect information on your University Application Form and/or CAS request form.
- The **latest start date** for your course has already passed.
- If you were last sponsored by a college in the UK and you fail to provide evidence that you have left the UK. This rule only applies to those who will be submitting their Tier 4 application on or after the 12th November 2015.
- If you are required to submit your Tier 4 application from overseas and you fail to provide evidence that you have left the UK.
- The University has already issued you with two CAS numbers for your Tier 4 application, which, have both been used in visa or leave to remain applications that have been refused.

Please note that the University adheres to a 2-CAS policy. This means that if your Tier 4 application has been refused, and the University is able/willing to issue you with a second CAS number, this will be your last CAS. If you receive another Tier 4 refusal we will not sponsor you under Tier 4.

Issuing a CAS does not guarantee that a student will be successful in securing a visa and/or obtaining further leave to remain. The University is not responsible for any decisions made by the Home Office/UKVI and cannot accept liability for any student failing to obtain a visa and/or consequent losses (whether financial or otherwise) of such failure.

If a student has failed to meet any of the conditions of the CAS issuing policy in the specified timeframes the University will not be liable for any consequences of declining to issue the student with a CAS.

When we will withdraw a CAS

The University reserves the right to withdraw a CAS, prior to a visa being issued, in any of the following circumstances:

- If you are applying from your country of residence:
 - The University is not satisfied that documents, information or other evidence you have submitted with your application are authentic, valid and genuine.
 - Your course of study is cancelled or withdrawn.
 - We are informed that your deposit payment to the University has been unsuccessful and has been returned to the payee.
 - If you are not going to arrive and enrol on time for the latest start date of your course

OR

- If you are applying from within the UK:
 - The University is not satisfied that documents, information or other evidence you have submitted with your application are authentic, valid and genuine.
 - Your course of study is cancelled or withdrawn.
 - We are informed that your deposit payment to the University has been unsuccessful and has been returned to the payee.
 - You have not made your application for Leave to Remain under the University sponsorship before your previous leave expires or by your latest start date (whichever is earliest).
 - You have enrolled on your course of studies and have provided evidence that your application for Leave to Remain under the University sponsorship remains outstanding and you have decided to withdraw from your course.
 - You have enrolled on your course of studies and have provided evidence that your application for Leave to Remain under the University sponsorship remains outstanding and evidence is provided to the student visa compliance team that after repeat warnings your attendance remains unsatisfactory.
 - You fail to update and provide the relevant UKVI documents to the International Centre regarding the progress of your University leave to remain application.

Note: Withdrawing the CAS means that the reference number is no longer valid and any application made where this CAS number is used will be refused by the Home Office as the CAS will have been deleted from their system.

Guidance for students who submit an Entry Clearance application that is refused

If the Home Office refuses your application you should contact the International Centre on international@chester.ac.uk by sending a full copy of your refusal letter and UKVI interview transcript. This must be done within **5 working days** of receiving the visa refusal notice.

On receipt of the visa refusal notice and interview transcript the University will review the decision for refusal of entry clearance. If the University deem it suitable it will request that you submit an Administrative Review. If you fail to follow any reasonable instruction given to you by the University in relation to your visa application or the submission of an Administrative Review they University reserves the right to retain your tuition fee deposit. For further information on the University of Chester international refund policy please visit <https://www1.chester.ac.uk/international/fees-scholarships-and-finance/terms-and-conditions>

If an administrative review is not supported you and wish to submit a new visa application a second CAS will be required. A second CAS **may** be issued, at the University's discretion, if all of the following criteria are satisfied:

- You have been offered and accepted, a place without any conditions to study a full time course at the University.
- You have provided a full copy of your visa refusal letter and UKVI interview transcript.
- You have provided evidence sufficient to the University that the reason for refusal has now been rectified.
- You meet the requirements of the Home Office and the University for English Language ability (*please contact the International Centre on international@chester.ac.uk for more details*)
- You have paid the international tuition fee deposit (if required), or provided evidence of official financial sponsorship for course fees. Information on what the Home Office consider to be suitable evidence of official financial sponsorship is available at:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/332185/pbs-tier-4.pdf.
- You must provide evidence showing that you meet the Home Office's maintenance (funds) requirement if you are **NOT** considered a "low risk national" by the UK Home Office More information is available at:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/370866/T4_Guidance_11-14.pdf.
- You have submitted a satisfactory Genuine Intention Form and/or successfully passed a Genuine Intention interview with the International Centre, if you are **NOT** considered a "low risk national" by the Home Office (*the requirement of the Genuine Intention Interview is a country specific requirement please contact the International Centre on international@chester.ac.uk for more details*).
- You have submitted your completed CAS request form and all supporting documents (*including a copy of your ATAS certificate, if required for your course of study*), as stated on the form.
- There are more than **5 weeks** before the latest start date for your course.
- Where the Home Office processing times indicate that Entry Clearance can be issued before the latest date of enrolment. For processing time information please see:
<https://www.gov.uk/visa-processing-times>.

Please note, when making your Tier 4 (General) visa application you will be required to make the mandatory Immigration Health Surcharge (IHS) payment. More Information is available at:

<https://www.gov.uk/healthcare-immigration-application/overview>

Please note if you have received a visa refusal due to submitting documents which the University is not satisfied are authentic, valid and genuine or failing a UKVI Genuine Intention Interview a second CAS will not be issued to you and we will not sponsor you under Tier 4. If the University considers that the visa refusal was the fault of the applicant, we may deny a further CAS.

Guidance for students who submit a Leave to Remain application under Tier 4 that is returned as invalid/refused before enrolling with the University of Chester

If the Home Office returns your application as invalid or refuses your application you should contact the international Centre on international@chester.ac.uk as soon as possible including a copy of the full visa refusal letter and UKVI Interview Transcript. This must be done within **5 working days** of receiving the visa refusal notice.

If you receive notification that your application is *invalid* after your visa has expired you are likely to have become an overstayer; we strongly advise that if this is the case you return home and provide evidence that you have done so (i.e. flight tickets, passport stamp). Once you have returned home we will look in to your possible options.

If the Home Office *refuses* your application and you made a valid application before your previous leave expired, you may be able to lodge an application for administrative review. On receipt of the visa refusal notice and interview transcript the University will review the decision for refusal of entry clearance. If the University deem it suitable it will request that you submit an Administrative Review. If you fail to follow any reasonable instruction given to you by the University in relation to your visa application or the submission of an Administrative Review they University reserves the right to retain your tuition fee deposit. For further information on the University of Chester international refund policy please visit <https://www1.chester.ac.uk/international/fees-scholarships-and-finance/terms-and-conditions>

If an administrative review is not possible and your current leave is still valid you may be able to make a new Tier 4 (General) visa application, this will require a second CAS. A second CAS **may** be issued, at the University's discretion, if all of the following criteria are satisfied:

- You have been offered, and accepted a place without any conditions to study a full time course at the University of Chester.
- You have provided a full copy of your visa refusal letter and UKVI interview transcript.
- You have provided evidence sufficient to the University that the reason for refusal has now been rectified.
- You have valid leave to remain as a Tier 4 student or Student or in a category which permits you to switch into Tier 4.

- You meet the Home Office and University of Chester requirements for English Language ability (*please contact the International Centre on international@chester.ac.uk for more details*)
- You have paid the international tuition fee deposit (if required), or provided evidence of official financial sponsorship for course fees, and met any other financial conditions of the University and the Home Office. Information on what the Home Office consider to be suitable evidence of official financial sponsorship is available at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/332185/pbs-tier-4.pdf.
- You must provide evidence showing that you meet the Home Office's maintenance (funds) requirement if you are **NOT** considered a "low risk national" by the UK Home Office. More information is available at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/370866/T4_Guidance_11-14.pdf.
- You have submitted a satisfactory Genuine Intention Form and/or successfully passed a Genuine Intention interview with the International Centre (*the completion of the Genuine Intention Interview is a country specific requirement please contact the International Centre on international@chester.ac.uk for further details*).
- You have submitted your completed CAS request form and all supporting documents (*including a copy of your ATAS certificate, if required for your course of study*), as stated on the form.
- There are more than **5 working days** before the latest start date for your course.
- You must not have an outstanding immigration appeal or still be within your time limit to appeal (i.e. your leave is not currently extended by virtue of section 3C or 3D of the Immigration Act 1971).

Please note, when making your Tier 4 (General) visa application you will be required to make the mandatory Immigration Health Surcharge (IHS) payment. More Information is available at:

<https://www.gov.uk/healthcare-immigration-application/overview>

Please be aware you will not be able to fully enrol with the University until you have provided evidence that your Tier 4 (General) application for the University has been submitted to the Home Office either before your current leave expires or before the latest start date of your course (whichever is earliest)

Please note if you have received a visa refusal due to submitting fraudulent documents or failing a UKVI Genuine Intention Interview a second CAS will not be issued to you and we will

not sponsor you under Tier 4. If the University considers that the visa refusal was the fault of the applicant, we may deny a further CAS.

Guidance for students who submit a Leave to Remain application under Tier 4 that is returned as invalid/refused after enrolling with the University of Chester

If the Home Office returns your application as invalid or refuses your application you should contact the International Centre and Institutional Compliance Team on international@chester.ac.uk and tier4@chester.ac.uk as soon as possible with a full copy of your visa refusal letter and UKVI interview transcript. This must be done within **5 working days** of receiving the visa refusal notice.

If you receive notification that your application is *invalid* after your visa has expired you are likely to have become an overstayer; we strongly advise that if this is the case you return home and provide evidence that you have done so (i.e. flight tickets, passport stamp). Once you have returned home the University will look in to your possible options.

If the Home Office refuses your application and you made a valid application before your previous leave expired, you may be able to lodge an application for an administrative review. . On receipt of the visa refusal notice and interview transcript the University will review the decision for refusal of entry clearance. If the University deem it suitable it will request that you submit an Administrative Review. If you fail to follow any reasonable instruction given to you by the University in relation to your visa application or the submission of an Administrative Review they University reserves the right to retain your tuition fee deposit. For further information on the University of Chester international refund policy please visit <https://www1.chester.ac.uk/international/fees-scholarships-and-finance/terms-and-conditions>

If you made your application after your previous leave expired you will become an overstayer after receiving the refusal. The International Centre and Institutional Compliance Team will advise you on your options. If, after discussion with the International Centre and Institutional Compliance Team the decision is made that you are able to make a new Tier 4 (General) application you will need to apply for a new CAS and in order for that to be issued you must be able to meet the criteria below:

- You have provided a full copy of your visa refusal letter and UKVI interview transcript.
- You are enrolled and progressing satisfactorily on a full time course at the University.
- You have a satisfactory attendance record.
- You have provided sufficient evidence to the University that the reason for refusal has now been rectified (this is at the University's discretion).
- You have submitted your completed CAS request form and all supporting documents (*including a copy of your ATAS certificate, if required for your course of study*), as stated on the form.

- You meet the requirements of the Home Office and the University for English Language ability (*please contact the International Centre on international@chester.ac.uk for more details*).
- You have paid your tuition fees or set up a payment plan with the agreement of the finance department, or provided evidence of official financial sponsorship for course fees. Information on what the Home Office consider to be suitable evidence of official financial sponsorship is available at:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/332185/pbs-tier-4.pdf.
- You must provide evidence showing that you meet the Home Office's maintenance (funds) requirement if you are **NOT** considered a "low risk national" by the UK Home Office. More information is available at:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/370866/T4_Guidance_11-14.pdf.
- You have submitted a satisfactory Genuine Intention Form and/or successfully passed a Genuine Intention interview with the International Centre, if you are **NOT** considered a "low risk national" by the Home Office (*the completion of the Genuine Intention Interview is a country specific requirement please contact the International Centre on international@chester.ac.uk for further details*).

If you need to return to your home country to apply for entry clearance:

- You have not overstayed for more than 28 days.
- You are issued permission from the University that you are allowed to take an authorised leave of absence from the course while you obtain new Tier 4 (General) immigration permission.
- The Home Office's processing times indicate that Entry Clearance can be issued within the period of authorised leave you have been granted. For processing time information please see:
<https://www.gov.uk/visa-processing-times>.

OR

If you can make your application from within the UK:

- You have valid leave to remain as a Tier 4 student or Student or in a category which permits you to switch into Tier 4.
- You do not have an outstanding immigration appeal or are still within your time limit to appeal (i.e. your leave is not currently extended by virtue of section 3C or 3D of the Immigration Act 1971).

Please note, when making your Tier 4 (General) visa application you will be required to make the mandatory Immigration Health Surcharge (IHS) payment. More Information is available at:

<https://www.gov.uk/healthcare-immigration-application/overview>

Please note if you have received a visa refusal due to submitting fraudulent documents or failing a UKVI Genuine Intention Interview a second CAS will not be issued to you and we will not sponsor you under Tier 4. If the University considers that the visa refusal was the fault of the applicant, we may deny a further CAS.

Disclaimer

This document is correct at the time of writing. The University of Chester reserves the right to amend or revise the policy where necessary in the light of UKVI or University requirements. Please ensure you are using the most recent version of this document.



**THIS FORM MUST ONLY BE COMPLETED USING ADOBE ACROBAT READER.
VISIT WWW.ADOBE.COM FOR A FREE DOWNLOAD.**

CAS REQUEST FORM FOR NEW APPLICANTS AND STUDENTS JOINING A NEW COURSE OF STUDY

To provide you with a Confirmation of Acceptance for Studies (CAS) for the purpose of applying for your Tier 4 (General) visa, you must complete all the sections on this form, sign the declaration and submit all relevant supporting documents. Once you have signed and completed the form, please email it, as an attachment, to the International Centre: applyinternational@chester.ac.uk. Please include in the subject line of your email: 'CAS Request Form'. The International Centre will aim to process your request as soon as possible and will contact you by email if any further information is required or when your CAS is ready, therefore please ensure that your contact details are filled in correctly.

You must submit the following supporting documents together with the CAS request form (if not previously submitted to the International Centre):

1. If you have previously studied in the UK under a student visa, please ensure the International Centre has received copies of all your previous student visas and/or Biometric Residence Permits.
2. If you have previously studied in the UK under a Tier 4 visa, please ensure the International Centre has received copies of all your previous CAS letters/statements.
3. Evidence of your tuition fee deposit payment, or your letter of confirmation from your official sponsor:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/370866/T4_Guidance_11-14.pdf
4. If you have previously applied for a Tier 4 visa to study in the UK and it was refused, you must provide all pages of the visa refusal notice.
5. You must submit a satisfactory Genuine Intention Form and/or successfully passed a Genuine Intention interview with the International Centre, if you are NOT considered a "low risk national" by the Home Office (the completion of the Genuine Intention Interview is a country specific requirement please contact the International Centre on international@chester.ac.uk for further details).
6. You must provide evidence showing that you meet the Home Office's maintenance (funds) requirement if you are NOT considered a "low risk national" by the UK Home Office. More information is available at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/370866/T4_Guidance_11-14.pdf
7. ATAS Certificate (*if required for your new course of study. Details of whether you require an ATAS certificate should appear on your offer letter*).

Please Note: The information stated on this form will be used for CAS issuing purposes, therefore please ensure all information entered is accurate and correct.

SECTION A: PERSONAL INFORMATION:

A1. Family Name as it appears on your passport:

A2. Given Name(s) as it appears on your passport:

A3. University of Chester Student Number:

Date of Birth:

A5. Passport number: (*leave blank if you do not have a current passport*)

A6. Passport Issue Date

Passport Expiry Date:

A7. Country of birth:

A8. Nationality:

SECTION A: PERSONAL INFORMATION (CONTINUED)

A9. Entry Clearance Post you intend to submit your Tier 4 (General) visa application:

A10. Personal email address:

A11. Personal telephone number:

A12: Have you previously been granted a visa to study in the UK? Yes No

A13: Have you previously supplied, to the International Centre, or attached copies of all previous CAS letters, visas and UK Qualifications? Yes No

A14: Have you previously been refused a visa to study in the UK? Yes No

If yes, please include full copies of all previous visa refusal letters

A15: If you have previously studied in the UK please complete the table below:

| Visa Type | Visa Start Date | Visa End Date | Level of Study/ Qualification achieved | Institution studied at |
|-----------|-----------------|---------------|---|------------------------|
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SECTION B: UNIVERSITY OF CHESTER PROGRAMME DETAILS:

B1: Course Name

B2: Course Intake/Start Date:

SECTION C: FINANCIAL DETAILS:

C1: Please state the amount you have paid towards tuition fees (if you are not a fully sponsored student):

C2: Have you made any payments towards University of Chester accommodation?

C3: Please state how you will be funding your studies. Click arrow to choose.

C4: If you have selected the option parents to question C3, please state their joint annual income:

*As stated above if you are **NOT** considered a "low risk national" by the UK Home Office, you will be required to submit copies of your financial documents/bank statements which must show that you have held the required money for a continuous 28 day period (finishing on the date of the closing balance) ending no more than one month before your Tier 4 (General) visa application. If you cannot provide sufficient evidence of your funds we cannot process and release your CAS.*

For more information on 'How much money do I need?' go to:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/370866/T4_Guidance_11-14.pdf

SECTION D: DECLARATION AND CONSENT TO RELEASE AND REQUEST PERSONAL DATA TO AND FROM THE UKVI/HOME OFFICE

It is important that you read through the University of Chester "CAS Policy for new applicants and students joining a new course of study". Before you submit your visa application you should take time to familiarise yourself with the programme details and the University to ensure you are well prepared for any questions the Entry Clearance Officer/UKVI may ask you.

On receipt of a CAS from the University of Chester and in order to apply for a Tier 4 Student Visa for the purposes of study at the University of Chester I understand, confirm and agree that: (please tick as appropriate)

- All supporting documents I submit to the UKVI as part of my Tier 4 student visa application will be the original documents only, and not reproductions or copies of original documents.
- Submitting copied or reproduced documents (e.g. a photocopy/scanned copy of a bank account statement or photocopy/scanned copy of an original degree certificate/IELTS certificate) is **not permitted** by the UKVI as part of a Tier 4 student visa application.
- The use of a photocopy/scanned copy of any document as part of a Tier 4 student visa application **will** result in a Tier 4 student visa application refusal
- The same financial documents which I submitted to the University of Chester as part of the admissions process will be submitted to the UKVI as part of my Tier 4 student visa application in order to satisfy the Tier 4 maintenance.
- I will not submit to the UKVI as part of my Tier 4 student visa application any financial documents which the University has not verified as part of my application.
- I will notify the University of Chester within 24 hours of the outcome of my Tier 4 student visa application by email to applyinternational@chester.ac.uk regardless of the outcome, granted or refused.
- If I do receive a Tier 4 student visa refusal as a result of having submitted a photocopy/scanned copy or unverified financial document as part of my Tier 4 student visa application, the University of Chester retains the right to retain the financial deposit payment I paid to the University in full.

I confirm that I have read the University of Chester CAS policy and the information given on this form is true and correct.

I hereby authorise and give explicit consent, under the Data Protection Act (1998), to University of Chester to release any personal data they hold relating to me to the UK Border Agency, UK Visas and Immigration, UK Border Force and/or Home Office and/or its successors. I also hereby authorise and give explicit consent, under the Data Protection Act (1998), to University of Chester to request any personal data relating to me from the UK Border Agency, UK Visas and Immigration, UK Border Force and/or Home Office and/or its successors and for the relevant Home Office organisation or agency to release any personal data they hold relating to me to the University of Chester.

SIGNATURE:

DATE: