

GUIDE TO COMPLETING THE STUDENT VISA ONLINE APPLICATION

Applying *in* the UK

(Updated April 2024)

Before beginning your visa application, you must ensure that you read the Home Office's [Student Visa Guidance](#)

This screenshot guide explains the process of completing the Student visa online application applying from **inside** the UK.

If you are applying for Student visa from **OUTSIDE** the UK, you **cannot** use this guidance. Instead you must visit: [Apply for student visa from outside the UK](#)

For further detail please refer to Home Office [Student Visa Guidance](#)

GETTING STARTED

PART 1 – HOW TO FILL-IN YOUR ONLINE VISA APPLICATION

To begin your application, setup an online account via the online link below:
<https://www.gov.uk/student-visa/extend-your-visa>

Scroll down to the bottom of the page and click on the 'Apply now' – see screenshot below:

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 or resident permit you have.

You'll either:

- use the 'UK Immigration: ID Check' app to scan your identity document - you'll also create or sign in to your UK Visas and Immigration (UKVI) account
- give your fingerprints and a photograph (biometric information) at a UK Visa and Citizenship Application Services (UKVCAS) service point - this is to get a biometric residence permit

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

Start now >

Click the green 'Start now' button

Where are you planning to live?

England, Scotland, Wales or Northern Ireland

Jersey, Guernsey or the Isle of Man

Continue

Follow the instruction in the screenshot.

Do you have a current EU, EEA or Swiss passport?

The EEA includes the EU countries and Iceland, Liechtenstein and Norway

Yes No

Continue

Most students would answer this as No but if you have an EU, EEA or Swiss passport then answer Yes and you will then be asked to upload a passport scan

Do you have a valid UK biometric residence permit (BRP)?

You will need your BRP to confirm your identity. If you have lost your BRP, select No.

Yes No

Continue

Answer Yes if you have a valid BRP card. Select No if you have a digital immigration status instead whereby you prove your immigration status via a [share code](#).

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

Yes No

Continue

Answer 'Yes' if your details on the BRP match your passport

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](#)

[I do not have a phone that can use the app](#)

[I am applying in the UK and I cannot receive my decision letter by email](#)

If you have a smartphone which supports contactless payment click 'continue'.

Information about the IDV can be accessed [here](#).

If not, click on the option below the 'continue' box 'I do not have a phone that can use the app'.

If you can't use the IDV app to prove your identity, you will have to apply for Student visa a different way. As part of the application, you will need to book and attend an appointment to have your fingerprint and photo taken after you apply. Please read the information on the next section, then click 'Apply now'.

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 ATAS certificate.](#)

You can [apply online](#) if you need an ATAS certificate.

Fees

Standard service	Priority service	Super priority service
A decision within 8 weeks after attending your biometrics appointment	A decision within 5 working days after attending your biometrics appointment	A decision the next working day following your biometrics appointment
490.00 GBP	990.00 GBP	1490.00 GBP

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 \(BRP\)](#).

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](#)

Click the green 'Apply now' button

Your location

Are you currently in the UK?

Yes No

[Save and continue](#)

Click 'yes' then 'save and continue' button

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](#)

The next question will ask you if you have any other visa application pending with the Home Office. Most students will answer this as 'No'.

Important: If you have made another application on which a decision from the Home Office is still pending, you must answer 'Yes' and then enter your other application reference number

Yes No

Provide the reference number for this other application

[Add another application reference number?](#)

Next, you will need to create an account, therefore please provide your email address and create a password. Please note down the email address and password created so that you can log in with ease at your appointment with us in order to check your form.

The Home Office will send you an email with a link -

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.

Emails sent to this address may contain personal sensitive information. We will send a verification email to this email address. This email address must be verified by clicking the link in the verification email before the application can be submitted

Email address

Create a password

Your password must be 10 characters or longer and must contain at least 3 of the following:

- uppercase letter
- lowercase letter
- a number
- a symbol

Repeat your password

Save and continue

Enter your **university email or Unimail** address in this box

Create a password for your visa application as per the required criteria.

Important: choose a new password as you will be sharing this with your immigration adviser to check your visa application.

You will need to verify your account using the email you receive from the Home Office.

Next, you must confirm if you are using your own email address:

Contact email

Who does this email address belong to

The applicant

An immigration adviser based in the UK

Someone else

Save and continue Cancel

Click 'The applicant' for this section and then 'save and continue'.

Immigration adviser

Do you have an immigration adviser?

Immigration advisers can advise you on immigration law. For more information, click [here](#).

Yes
 No

[Save and continue](#)

This is if you have a solicitor helping you with your application. For this application click 'No' and then click the green button to 'save and continue'

Check your answers

Check the information below before you continue to the next section.

Personal information

Are you currently in the UK?	Yes	Change
Do you currently have an application with the Home Office for leave to remain for which you have not yet received a decision?	No	Change
Email address	u1234567@unimail.hud.ac.uk	Change
Who does this email belong to?	The applicant	Change

a.fayyaz@hud.ac.uk

Immigration adviser

Do you have an immigration adviser based in the UK?	No	Change
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[Continue](#)

The next screen asks you to check the information you have completed so far. Please check the answers and if they are not correct click on the 'change' box to amend. If the details are correct then click on the green 'continue' box

Next, you will start answering questions about yourself. Click the green box '[Answer questions about this applicant](#)' to begin.

Applicant(s)

Once the questions for the main applicant have been completed, you can add other applicants to your application, such as a family member or dependent.

Student

The applicant

Not started

[Answer questions about this applicant](#)

Your name

Enter your name, as shown in your current passport or travel document. Use the English spelling of your name where provided.

Your given name is usually your first name. 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 do not have a current passport or travel document](#)

Title

Given name(s)

Your given name is usually your first name.

Family name

Your family name is the surname shared by your family.

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

Save and continue

Choose your 'Title' as appropriate.

Then enter your Given name (first name) and Family name (Surname) in the boxes provided, please ensure that these match with the name as it appears in your current passport.

In case your passport doesn't have a surname, enter a dot (.) in the surname section.

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

[Return to this application later](#)

[▶ Show and edit answers](#)

Most students will choose 'No'. Click 'Yes' only if you have been known by another name in the past.

Important: This does not include any nicknames. It refers to official names only (e.g. if you were born with a different name and then changed this later)

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

Yes No

[Save and continue](#)

Confirm if you can be contacted to the email address you provided. Click 'Yes', then 'Save and continue'.

Telephone number

Provide your 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](#)

Enter your mobile number and then confirm where do you use this number.

Alternatively you can tick the 'I cannot be contacted by telephone' option

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

On this page you will enter your UK home address. It is important that you enter the correct address as your BRP will be sent to this address. Please note from 01 Jan 2025, the UKVI are transitioning to a new digital system for visas, [see our webpage for detail](#).

Next, you will confirm the date since when you have been living at this address.

Select which option applies to your home:

I own it

I rent it

Other

Save and continue

Most students will choose 'I rent it' in which case you will have to enter your landlord's name, phone and address detail in the next section.

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](#)

Save and continue

[Return to this application later](#)

[Show and edit answers](#)

Click the relevant option to confirm your gender and then choose your relationship status from the drop-down menu. click 'save and continue'

Your nationality, country and date of birth

Country of nationality

If you have previous or additional nationalities, 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

Enter date in the format DD MM YYYY

Day Month Year

Save and continue

Enter your nationality, country of birth and place of birth, then enter your date of birth.

These details must match your passport.

Your passport

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

Save and continue

Confirm that you have a valid passport.

You will only select 'No' in case your passport is lost or expired, and you are in the process of getting a new one.

Passport number

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

Issue date
Enter date in the format DD MM YYYY
Day Month Year

Expiry date
Enter date in the format DD MM YYYY
Day Month Year

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

Save and continue

Next, enter your passport details and confirm if you can provide this passport to the Home Office, if required.

Then click 'save and continue'

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

Save and continue

Most students would answer this questions as 'No' but if you answer as 'Yes' you will be asked to enter details of your National Identity Card.

Your other nationalities

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

Confirm if you currently hold any other nationality

Your current UK immigration status

Do you currently have a visa or leave to remain?

Yes No

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

- Tier 2 (Intra-Company Transfer): Established Staff
- Tier 2 (Intra-Company Transfer): Graduate Trainee leave to remain
- Tier 2 (Intra-Company Transfer): Long Term staff leave to remain
- Tier 2 (Intra-Company Transfer): Short Term staff leave to remain
- Tier 2 (Intra-Company Transfer): Skills Transfer leave to remain
- Tier 2 (Minister of Religion) leave to remain
- Tier 2 (Sportsperson) leave to remain
- Tier 2 (General) leave to remain
- Tier 4 child
- Tier 4 (General) leave to remain

You must be completing this application whilst your current visa is still valid. Select Yes if you have a valid visa for UK and then choose your visa type from the drop-down menu.

If you are on Student visa, select 'Tier 4 (General) leave to remain' as this is the new name for 'Tier 4 visa'

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

 

You must submit your application before your current leave expires

Save and continue

Enter the start and expiry dates of your current visa.

Double check these dates on your BRP or digital immigration status.

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

Most students will answer this as No but confirm if your current or most recent visa has ever been revoked, cancelled or curtailed (shortened) e.g. you finished your previous course early and are now applying to study a new course.

Time in the UK

How long have you lived in the UK?

Year(s) Month(s)

Save and continue

Enter the number of years you have lived in the UK, including the time you have spent on any previous visas.

About your first 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

In this section, you will be asked to provide details of both of your parents. Select the first parent, then provide the required details.

Next, you will be asked to complete the details of the second parent.

Then click '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

Biometric residence permit (BRP)

Do you have a biometric residence permit?

This is a card with your name, nationality and picture. It describes your entitlement to be in the UK.



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

Click 'Yes' if you currently hold a [BRP](#) for your current visa and enter your permit number.

Choose the second option if you have lost your BRP, and third option if your visa is a sticker inside your passport (vignette).

See examples below:



Vignette (sticker inside passport)



Biometric Residence Permit (BRP)

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, or I have a temporary one

Save and continue

Next, enter your National Insurance Number (NI number), or confirm that you don't have one.

Driving licence

Do you have a UK driving licence?

Yes No

Save and continue

If you have a UK driving licence, select 'Yes', then provide the licence number

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

This section asks about your travel history to countries other than the UK in the past 10 years. If you select 'Yes', you will need to provide more details about the countries you visited, the reason for your visit and the dates of your visit.

Details of your world travel history

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 \(EEA\)?](#)

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

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 language or literature GCSE, an International GCSE, an A level, or a 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

Select 'Yes' as your CAS should confirm Option 3

If you need help with this question, email your visa adviser in the Immigration Team.

The next set of questions will ask you to confirm if you have previously had any immigration related problems for the UK or any other countries. You must read and answer each question accurately declaring all immigration related problems as any false information may jeopardise your visa application.

Immigration history

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 select 'Yes' to these questions, you will have to give more details of any immigration problems or breach of UK immigration law.

It is very important to declare any immigration problems or breaches otherwise your visa application will be refused and you will be required to leave the UK.

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

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

Were you told that you had to pay the hospital, clinic or doctor's surgery for your medical treatment?

This does not include the Immigration Health Surcharge

Yes No

Save and continue

Select 'No' if you have not received any medical treatment in the UK.

If you select 'Yes', you will have to confirm whether you needed to pay for this service or not.

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

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](#)

If you received medical treatments in the UK, you would have to provide details of these.

If you were asked to pay for medical treatments (excluding immigration health surcharge) you will need to confirm whether you paid the full amount or not and provide evidence of this.

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](#)

Public funds or benefits are usually not allowed to international students on Student visa. e.g. family credit, income support etc.

See [this link](#) for a full list.

Important: the next set of questions refer to any criminal convictions, penalties, war or terror related crimes or activities. Again, **you must read and answer each question accurately** and truthfully as any false information provided may jeopardise your visa application.

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.

Read and select as appropriate, then click 'Save and continue'.

War crime

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

► [War crimes](#)

In either peace or war time have you ever been involved in, or suspected of involvement in, war crimes, crimes against humanity, or genocide?

Yes No

I have read all of the information about war crimes, including the guidance

Save and continue

Read and select as appropriate, then click 'Save and continue'.

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](#)

Read and select as appropriate, then click 'Save and continue'.

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](#)

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](#)

Read and select as appropriate, then click 'Save and continue'.

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](#)

You will need to provide more details if you have ever worked for any of these types of organisations.

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

University of Huddersfield will be your Student Visa Sponsor and must enter the University's Sponsor Licence number **HEK2NXJ25** as well as address:

**University of Huddersfield
Queensgate
Huddersfield
HD1 3DH**

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

University of Huddersfield is a **'Higher education provider with a track record of compliance'**

Primary site of study

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

University of Huddersfield
Queensgate
Huddersfield
HD1 3DH

Yes No

Save and continue

Next, confirm as 'Yes'

UCAS details

Did you apply for your course through UCAS?

Yes No

▼ What is UCAS?

The Universities and Colleges Admissions Service (UCAS) is an organisation whose main role is to operate the application process for British universities. Most undergraduate and some postgraduate students apply to university through the [ucas.com](https://www.ucas.com/) website.

Save and continue

Confirm if you applied for your course through UCAS

(<https://www.ucas.com/>)

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

Save and continue

You should check your offer letter or CAS to see if you require [ATAS Clearance](#) and enter your reference number.

If your course is subject to ATAS clearance and you are applying for a visa extension to complete the course, you must obtain fresh ATAS Clearance.

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](#)

An official financial sponsor is where your government/embassy, the British Council, an International organisation, International company, University or a UK independent school is paying your tuition fees and/or living in the UK. If you select 'Yes' you will be asked to provide further detail – see next screenshot

See [our factsheet for sponsored students](#)

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?](#)

[Save and continue](#)

Confirm if you were previously a self-funded student but you are being sponsored for your current course and visa application.

See examples below if you answer this as 'Yes'.

If you are being wholly sponsored by an official financial sponsor how will you prove it covers you and your dependants?

My Student sponsor has confirmed this information on my CAS

Letter of official financial sponsorship

I am not being wholly sponsored

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

- If the University of Huddersfield is sponsoring your study (e.g. you have a fee waiver and/or a bursary to cover your living cost), this will be stated on your CAS.
- If you are receiving financial sponsorship, you will require a new sponsor letter.
- If your sponsorship only covers part of your tuition fees and/or living costs, you may need to show the remaining amount in personal or parental bank statements. Talk to your immigration adviser.

Course information

Name of sponsor institution (school/college/university)

University of Huddersfield

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.

Enter your course name and choose the correct course level from the drop-down menu.

Select 'No' for sabbatical officer

← See screenshots

Qualification you will get

- RQF1/SCQF4
- RQF2/SCQF5
- RQF3/SCQF6
- RQF4/SCQF7
- RQF5/SCQF8
- RQF6/SCQF9/10 → Same as QCF_NQF6 (Bachelor / Top-up)
- RQF7/SCQF11 → Same as QCF_NQF7 (Masters)
- RQF8/SCQF12 → Same as QCF_NQF8 (PhD)
- CEFR A1
- CEFR A2
- CEFR B1
- CEFR B2
- CEFR C1
- CEFR C2
- Postgraduate Doctor or Dentist
- Aviation qualification

Are you going to be a student union sabbatical officer

▶ [What is a student union sabbatical officer?](#)

Yes No

Save and continue

Cancel

Course dates

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

Save and continue

Enter the course start and end dates from your CAS. If you are applying for a visa extension the course start date will be your visa expiry date plus one day.

If your CAS is not issued yet, enter any approximate dates to continue further in your application. Later on double check the correct dates on your CAS or with your adviser in the Immigration Team.

Accommodation payments

Have you or your parent(s)/legal guardian(s) already paid any money to your sponsor for accommodation?

This is only money paid to your sponsor. For example, this does not include money paid to a private landlord or housing organisation. There is a limit on how much of this will count towards your maintenance requirement, and this is set out in the guidance [here](#)

Yes No

Save and continue

Select 'No' as this only applies to University owned accommodation.

Please confirm the amount you have paid for your tuition fees, your adviser will check this to ensure the information is accurate.

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

How much has been paid?

£

How can you prove this amount has been paid?

My sponsor has confirmed this information on my CAS

Receipts

These details should be on your CAS. If your CAS is not ready yet, enter any approximate amounts to continue further in your application. Later on double check the correct dates on your CAS or with your adviser in the Immigration Team.

If your CAS shows that you have paid any course tuition fee to the University, Click the option 'My sponsor has confirmed this information on my 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

Most international students will answer this as 'No'. However, if you are in receipt of a student loan or Education loan in your country, you must answer as 'Yes'

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

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

As per the new rules, if you have been living in the UK on a valid visa for the last 12 months or longer, you won't need to provide a bank statement for a visa extension.

If you have been living in the UK for less than 12 months:

- Click Yes if the funds are in your bank account
- Click No if your parents are funding your study. In this case you will also need to provide a scan of your birth certificate as well as a scanned letter of consent signed by your parent (sample text below). See also our [factsheet for self-funded students](#).

Sample – Parental Letter of Consent

Date

To whom it may concern:

I can confirm that I am the [insert father/mother] of [insert student's name] whose date of birth is [insert student's date of birth].

I give my consent to [insert student's name] to use my money to cover course tuition fee as well as all living costs in the UK, throughout the period of [his/her/their] study at the University of Huddersfield, United Kingdom.

Should you need any further information please do not hesitate to contact me.

Yours sincerely,

[Signature of parent]

[Name, address, and contact detail of parent]

All students must have a valid CAS to be able to apply for Student visa so the University will issue you with a new CAS. You cannot apply for your Student visa without a new CAS number. Please select 'Yes' to confirm you have a CAS and copy/paste the CAS number from your CAS email. If your CAS is not yet ready, simply SAVE and SIGN OUT of your online application, then forward your online application link and password to your immigration adviser so they can double check and advise you of next steps.

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

Yes

No

Save and continue



Important: If your CAS has not yet been issued, please contact your immigration adviser directly or the Immigration & Compliance team at immigration@hud.ac.uk

When you have got your CAS, enter the CAS number and this would mean that your application is now complete.

Adding Dependants/Family

If you want to add a dependant (husband/wife/partner and/or a children), use the 'Additional applicant' option on the main page of your online visa application and then complete their visa applications as well - see screenshots below:

Additional applicant

To add another applicant, select their relationship to you. If you do not wish to add another applicant, complete the application for the main applicant and select 'Continue'.

I would like to add a:

Add this applicant

Tier 4 (General) student
Miss Mary Poppins
25 November 1985
Complete

[Edit answers](#)

▼ [Would you like to add another person to this application?](#)

- dependant child
- dependant partner or spouse

[Add](#)

What next?

The next step is to submit your visa application. See our separate PDF guide “How to submit Student visa application - applying in the UK”

Biometric enrolment and documents upload

After your application submission, you will upload scans of your supporting document (e.g. passport, BRP, bank statement etc.) and also record your biometrics (fingerprints and photograph) for the new BRP. You will submit your biometrics via the [UKVCAS](#), which is a company that handles this process on behalf of the Home Office.

You do not need to book an appointment for biometric enrolment if you submitted your student application form via the IDV App.