



The  
University  
Of  
Sheffield.

# VISA APPLICATION GUIDE

Guide to completing the online 'Student' visa application form to apply for entry clearance from outside the UK.

**Disclaimer:** *This document was created in August 2021. It is important to note that the application format and how questions are phrased can be altered or changed by the UKVI at any time. This document should be used as a guide for understanding the application process, and it addresses any questions, which are frequently asked by our students applying for their student visa. Please be aware that the order of questions on the application form can change or new questions may be added by the UKVI in the future. If you notice anything significantly different on the application form, which is not in this guide then please [inform us](#).*

This guide is for students who are completing their visa application from outside the UK for studying at the University of Sheffield. Please read through our [webpages on the Student Route](#) for information on this immigration category.

You will need to have received a CAS from the University of Sheffield prior to starting your visa application. Please ensure the information on your CAS is accurate before proceeding.

You must apply either:

- in your country of nationality, or
- in the country in which you are living (this means a country where you are there lawfully for a reason other than a short-term visit)

It is very important to answer all the questions honestly and accurately according to your situation and personal circumstances.

There is also some guidance and further information within the form to help you understand the questions.

You can select [► Show and edit answers](#) to review and amend questions you have already answered.

# Application Form & Registering an account

To apply for a Student visa you will need to visit - <https://www.gov.uk/student-visa/apply>

Once you have read the information on this page under '**Apply**' section, click the '**Start now**' link (as shown below)

## Apply outside the UK

As part of your application, you'll need to prove your identity. How you do this depends on where you're from and what type of passport you have.

You'll either:

- give your fingerprints and a photograph (biometric information) at a [visa application centre](#)
- use the 'UK Immigration: ID Check' app to scan your identity document - you'll also create or sign into your UK Visas and Immigration (UKVI) account

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

Once you've started your application, you can save your form and complete it later.

**Start now >**

## Are you intending to live in one of the Crown Dependencies of the United Kingdom?

Answer **NO** to this question unless you are planning to live in Jersey, Guernsey or the Isle of Man.

### Are you intending to live in one of the Crown Dependencies of the United Kingdom?

The Crown Dependencies are Jersey, Guernsey and the Isle of Man

☐

Yes

☐

No

**Continue**

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

Answer this question as applicable.

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

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

☐

Yes

☐

No

**Continue**

## Select your language

You can read the questions in a different language, but your answers must be in English.

### Select your language

You can read the questions in a different language, but your answers must be in English.

All words used in any translation are there to help. The English version of the questions will be used to assess your application.

Please select your language:

- ☒ English - please select your language
- ☐ 简体中文 - 请选择您的语言
- ☐ हिन्दी - कृपया अपनी भाषा चुनें
- ☐ Русский - пожалуйста, выберите ваш язык
- ☐ Türkçe - lütfen dilinizi seçin
- ☐ ไทย - โปรดเลือกภาษาของคุณ
- ☐ العربية - الرجاء تحديد اللغة
- ☐ اردو - آپ کی زبان کا انتخاب کریں
- ☐ বাংলা - দয়া করে আপনার ভাষা নির্বাচন করুন
- ☐ Français - s'il vous plaît choisir votre langue
- ☐ silahkan pilih bahasa Anda - Indonesia
- ☐ 日本 - 言語を選択してください
- ☐ 한국어 - 언어를 선택하세요
- ☐ Português - Selecione seu idioma
- ☐ සිංහල - කරුණාකර ඔබගේ භාෂාව තෝරන්න
- ☐ Español - por favor seleccione su idioma
- ☐ Việt - vui lòng chọn ngôn ngữ của bạn
- ☐ ગુજરાતી - કૃપા કરીને તમારી ભાષા પસંદ કરો
- ☐ தமிழ் - உங்கள் மொழியை தேர்வு செய்யவும்

Next

## Confirm your visa type

Select “**Student**”. If you are applying for another visa type, the rest of this guide will not be applicable to you.

### Confirm your visa type

Confirm what type of visa you want to apply for from the options below. If you are not sure, use the [check if you need a UK visa tool](#), or see the [visas and immigration guidance pages](#) for information.

- ☐ Visit or transit visa
- ☐ Tier 1 (Investor)
- ☐ Tier 1 (Entrepreneur)
- ☐ Skilled Worker visa
- ☐ British Nationals (Overseas) visa
- ☐ Tier 2 (Sportsperson) visa
- ☐ Tier 2 (Minister of Religion) visa
- ☐ Intra-Company Transfer and Graduate Trainee
- ☐ Frontier Worker
- ☐ Short-term student visa
- ☒ Student
- ☐ Child Student

## Select a country to provide your biometrics

Enter the country in which you are making your application and wish to provide your biometrics.

### Select a country to provide your biometrics

To complete your application, you must make arrangements to provide your biometrics (fingerprints and facial photograph) with our commercial partner, which may involve attending one of their centres. You will be able to see the options available to you after you have completed your application and continue to our commercial partner's website.

Enter the country in which you are making your application and wish to provide your biometrics

<input type="text"/>
<a href="#">Afghanistan</a>
<a href="#">Aland Islands</a>
<a href="#">Albania</a>
<a href="#">Algeria</a>
<a href="#">American Samoa</a>
<a href="#">Andorra</a>
<a href="#">Angola</a>
<a href="#">Anguilla</a>
<a href="#">Antigua and Barbuda</a>
<a href="#">Argentina</a>

[Can I enter any country?](#)

Next

## Check available biometric enrolment locations

Read the information carefully and select the option appropriate to your circumstances.

### Check available biometric enrolment locations

**!** The continued international effort to limit the impact of the coronavirus (COVID-19) pandemic has resulted in the disruption of services at some of the UK's visa application centres. To check the availability of services at your preferred application centre you can find more information by visiting the website of our commercial partner [VFS Global](#) who operates our centres around the world.

You must [check the available biometric enrolment locations](#) for your country of application. You will not be able to change your country of application after you have submitted your application.

If you have entered a country where no biometric enrolment location is available, then you will be redirected to another country. If it is difficult for you to travel to the redirected country, then you can [change the country where you will be providing your biometrics](#).

China

[Change the country where you will be providing your biometrics](#)

☐

I have checked [available biometric enrolment locations](#) and can travel to a location in my selected country. If no location is available in that country, then I confirm that I can travel to a location in the redirected country.

☐

I am unable to travel to a location in my selected country or, as there is no location available, to the redirected country.

Next

On the next page, read the information carefully and scroll down to the bottom of the page.

Click 'Apply now'

**Before you apply**

Before you start your application, [read the guidance](#) on:

- eligibility
- how to apply and required documents
- fees

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 at another time if you need to.

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

**How we use your data**

The Home Office will use the personal information you provide to decide whether to grant 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 Border, 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](#)

You will now need to register your email address. **You should use an email address that you use and check regularly.** Please create a secure and memorable password that you will be able to remember because you will need this to log back in to your application.

You will be requested to verify your email address in order to continue your application. You will receive an email from [noreply@visas-immigration.service.gov.uk](mailto:noreply@visas-immigration.service.gov.uk), click on [Verify Email](#) and enter your password to continue your application.

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](#)

UK visa application: verify your email address Inbox x

[noreply@visas-immigration.service.gov.uk](mailto:noreply@visas-immigration.service.gov.uk) 11:45 (9 minutes ago) ☆ ↩

to me ▾

**UK Visas & Immigration**

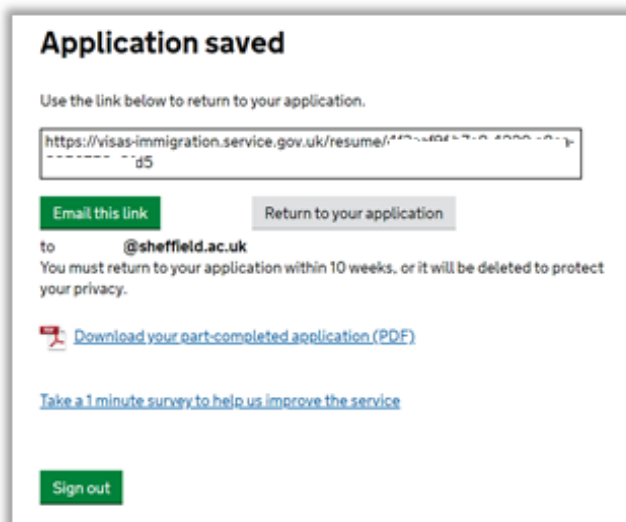
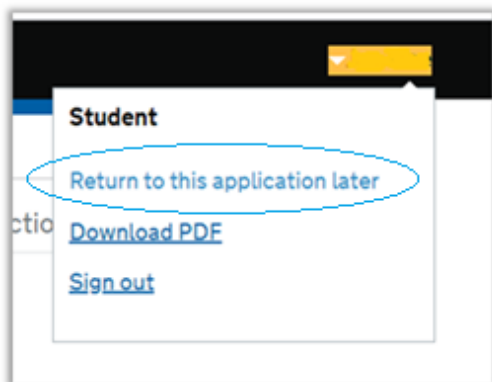
Click this link to verify your email address:

[Verify Email](#)

Alternatively, you can copy and paste this link into your browser:

<https://visas-immigration.service.gov.uk/loginToVerify/116a4cc1-77fb-4fcc-bb4a-9e6fe35d1d7f?key=bb0c05f4-0c76-42df-9ef1-c9d903dd93d8>

You do not need to complete all your questions in one session. If you prefer, you can return to your application at a later date. Please see the screenshots below on how to save your application in order to return to it later.



You will also be asked to provide a telephone number. Again, please use a telephone number which you can access in case UKVI need to speak to you about your application.

## 2. Application

### Your Confirmation of Acceptance for Studies (CAS)

Your CAS is provided to you by the University of Sheffield. When you select “Yes”, you will be asked to insert your CAS reference number.

A screenshot of a web form titled 'Your Confirmation of Acceptance for Studies'. The form contains a section for 'Coronavirus (COVID-19): Disruption to this service' with text about UK Visa Application Centres and links to 'TLS contact' and 'VFS global'. It also mentions 'border control guidance' and 'travel bans'. Below this, it asks 'Do you have a Confirmation of Acceptance for Studies (CAS) number?' with radio buttons for 'Yes' (selected) and 'No'. There is a text input field for the 'Confirmation of Acceptance for Studies reference number' and a 'Save and continue' button at the bottom.

## Your name

- Enter your name, as shown in your current passport or travel document. (Required)

Enter your name as shown in your passport. If your CAS does not reflect the same information as your passport, you must update your CAS.

Please note that middle name (if you have one) should also be included. There is not a specific field to enter the middle name so you will need to include it in the 'All given names' field.

## Any other names

If you are known by any other names, please select **YES** and provide the details.

## Your gender and relationship status

- What is your gender, as shown in your passport or travel document?
- What is your relationship status?

## Your address

Please provide the address where you currently live. You will also be asked if the address you provide is your correspondence address. If your answer is "Yes" you do not need to provide a further address. However, if you prefer to receive post at another address, select "No" and provide your correspondence address.

### Your address

#### Coronavirus (COVID-19): Disruption to this service

Most UK Visa Application Centres have resumed services where local restrictions allow. To check availability of local services, contact:

- [TLS contact](#) if you are in Europe, Africa and parts of the Middle East
- [VFS global](#) for all other countries

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.

There are changes at the border because of coronavirus (COVID-19). You are advised to consider [border control guidance](#) and any current [travel bans](#) before you apply for a visa.

If you are applying for a visitor visa from a country where travel to the UK is suspended, your application decision may be delayed. Check [here](#) for further details.

Address

Town/City

Province/Region/State

Postal code (if applicable)

Country

Is this address also your correspondence address?

We may use this address to contact you about your application, including after it has been decided.

☐ Yes ☐ No

Save and continue



You will need to specify how long you have lived at the address provided along with the ownership status of your home.

## About this property

### Coronavirus (COVID-19): Disruption to this service

Most UK Visa Application Centres have resumed services where local restrictions allow. To check availability of local services, contact:

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There are changes at the border because of coronavirus (COVID-19). You are advised to consider [border control guidance](#) and any current [travel bans](#) before you apply for a visa.

If you are applying for a visitor visa from a country where travel to the UK is suspended, your application decision may be delayed. Check [here](#) for further details.

How long have you lived at this address?

Select a unit of time and enter a value

What is the ownership status of your home?

- ☐ I own it
- ☐ I rent it
- ☐ Other

Save and continue

## Your passport

- **Passport number**
- **Issuing authority** (on your passport this could also be referred to as 'country of issue' or 'place of issue')
- **Issue date**
- **Expiry date**

Use your current passport to complete this section and confirm that you can provide your passport. If you cannot supply your current and valid passport as part of your application then please [contact us](#) for assistance.

*Please note that your passport only needs to be valid at the time of your visa application and when you intend to travel to the UK. You do not need to have a minimum amount of validity on your passport to apply for a visa.*

## Your identity card

Please provide the details if you have an identity card from your home country.

Please note that your identity card (if you have one) will not be required for the visa application, unless you do not have a passport. If you do not have your identity card or details with you then you can answer **NO** to this question.

- **Do you have a valid national identity card?**
- **National identity card number**
- **Issuing authority**
- **Issue date (if applicable)**
- **Expiry date (if applicable)**

### **Your nationality, country and date of birth**

- **Country of nationality**
- **Country of birth**
- **Place of birth**
- **Date of birth**

Please enter the details as shown in your passport.

### **Your other nationalities**

- **Do you currently hold, or have you ever held, any other nationality or citizenship?**

Select **YES** if you hold any other nationality and provide information, as required

### **Previous evidence of English language ability**

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

If you have previously obtained a UK visa, and provided evidence of your English language ability, select “Yes”. If not, select “No”.

### **Spoken language preference**

If UKVI need to speak to you about your application, you can choose the language in which they communicate with you. Please note that you may still be required to speak in English.

### **English qualification from a UK school**

If you have never studied in the UK, select “No”. If you have, you must provide your exam certificate. You can use a GCSE, A Level, National 4 or 5, Higher, or Advanced Higher qualification.

## English language assessment

The University of Sheffield is a higher education provider with a track record of compliance. Select "Yes".

### English language assessment

#### Coronavirus (COVID-19): Disruption to this service

Most UK Visa Application Centres have resumed services where local restrictions allow. To check availability of local services, contact:

- [TLS contact](#) if you are in Europe, Africa and parts of the Middle East
- [VFS global](#) for all other countries

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.

There are changes at the border because of coronavirus (COVID-19). You are advised to consider [border control guidance](#) and any current [travel bans](#) before you apply for a visa.

If you are applying for a visitor visa from a country where travel to the UK is suspended, your application decision may be delayed. Check [here](#) for further details.

Are you coming to the UK to study at a higher education provider with 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

Does your Confirmation of Acceptance for Studies (CAS) statement indicate that your English language ability was assessed by your institution or that you are a 'gifted' student?

☐ Yes ☐ No

Save and continue

Check your CAS to see if your English language ability was assessed by the University.

#### English language qualification

Is SELT required?

N

Reason not required:

Higher Education Institution (HEI) sponsor has made assessment

English language level attained:

## Partners and dependants

Depending on the answer you provided about your relationship status, the next question will either ask you about your partner or if there is anyone financially dependant on you.

### Your current partner

#### Coronavirus (COVID-19): Disruption to this service

Most UK Visa Application Centres have resumed services where local restrictions allow. To check availability of local services, contact:

- [TLS contact](#) if you are in Europe, Africa and parts of the Middle East
- [VFS global](#) for all other countries

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.

There are changes at the border because of coronavirus (COVID-19). You are advised to consider [border control guidance](#) and any current [travel bans](#) before you apply for a visa.

If you are applying for a visitor visa from a country where travel to the UK is suspended, your application decision may be delayed. Check [here](#) for further details.

Use your partner's passport or travel document, if they have one, to complete this section

Given names

Family name

Date of birth

Enter date in the format DD MM YYYY

Day Month Year

Country of nationality

Do they currently live with you?

☐ Yes ☐ No

Will they be travelling with you to the UK?

☐ Yes ☐ No

[Save and continue](#)

Or

### About your dependant

#### Coronavirus (COVID-19): Disruption to this service

Most UK Visa Application Centres have resumed services where local restrictions allow. To check availability of local services, contact:

- [TLS contact](#) if you are in Europe, Africa and parts of the Middle East
- [VFS global](#) for all other countries

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.

There are changes at the border because of coronavirus (COVID-19). You are advised to consider [border control guidance](#) and any current [travel bans](#) before you apply for a visa.

If you are applying for a visitor visa from a country where travel to the UK is suspended, your application decision may be delayed. Check [here](#) for further details.

You should use your dependant's passport, if they have one, to complete this section.

What is this person's relationship to you?

Given names

Family name

Date of birth

Enter date in the format DD MM YYYY

Day Month Year

Does this person currently live with you?

☐ Yes ☐ No

Is this person travelling with you to the UK?

☐ Yes ☐ No

[Save and continue](#)

[Cancel](#)

If your partner and / or dependants will be travelling with you to live in the UK, you must ensure you meet the [criteria](#) to do so. They will need to apply separately after you have submitted your visa application. You can find more information on our [dependants webpage](#).

## Give details about your first parent

- What is this person's relationship to you?
- Given names
- Family name
- Date of birth
- Country of Nationality
- Have they always had the same nationality?

Complete the details using one of your parent's details. It does not matter which one you choose first.

If you do not know their details then click **'What if I do not have my parent's details?'** It will give you a free text box where you can explain why you do not have their details.

## Give details about your second parent

Complete the details using one of your parent's details. If you do not know their details then click **'What if I do not have my parent's details?'** It will give you a free text box where you can explain why you do not have their details.

## Family who live in the UK

If you have family in the UK, select "Yes". You will be asked to provide further information on the next page.

If not, select "No".

## Travelling as part of an organised group

Select "Yes" if you are travelling as part of a travel company, sports, work or study group. If not, select "No".

## Travelling with another person

Select "Yes" if you will be travelling to the UK with someone who is not your partner or dependant. You will need to provide the details of only one of your travel companions, even if you are travelling with more than one person. If not, select "Yes".

## Where will you stay in the UK

If you have already arranged accommodation for when you arrive in the UK, select "Yes" and you will be provided with the opportunity to enter your accommodation's address.

If you have not yet applied for your accommodation, select "No". On the next page, you will be asked to provide your accommodation plans. An example of your accommodation plans could be "I plan on staying in a hotel when I arrive in the UK. During this time, I will search for appropriate accommodation for my needs". Please provide as much detail of your plans as you can.

*You do not need to have your accommodation confirmed to apply for your visa.*

## UK travel history

Select “Yes” if you have travelled to the UK in the past **10 years**. You will then be asked to enter the number of times you have been to the UK.

Select “No” if you have not travelled to the UK in the past **10 years**.

*Please declare every trip to the best of your ability. If you cannot remember the details of a particular trip (eg. dates) you can use the free text box at the end of the application form to explain this.*

## UK visa applications

Select “Yes” if you have been issued a UK visa in the past **10 years**. You will then be asked when your last visa was issued.

Select “No” if you have not been issued a UK visa in the past **10 years**.

## Travel to Australia, Canada, New Zealand, USA, Switzerland or the European Economic Area

If you have travelled to the above countries in the past **10 years**, select the appropriate option. You will then be asked to provide details of your most recent travel.

If you have not, select “Zero”.

If you are unsure of which countries are part of the European Economic Area, you can click on the link provided which will list the countries for you.

*Please declare every trip to the best of your ability. If you cannot remember the details of a particular trip (eg. dates) you can use the free text box at the end of the application form to explain this.*

## World travel

If you have travelled to any other country in the past **10 years**, select “Yes”. You will then be asked to provide details of your most recent travel.

If you have not, select “No”.

*Please declare every trip to the best of your ability. If you cannot remember the details of a particular trip (eg. dates) you can use the free text box at the end of the application form to explain this.*

## Your planned travel information

Please enter the date you plan to arrive in the UK. Don't worry if your travel date ends up being a few days before or after the date you have provided.

## 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**

Please answer this section accurately and provide details as required. If you have not been subject to any of the actions listed above then select “No”. If you have then select “Yes” and answer the questions that follow. **Please note that it is important to declare any previous refusals.** Failure to declare any previous refusals could lead to refusal on deception, which would carry a 10 year entry clearance ban.

## 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**

Please answer this section accurately and provide details as required. If you have not been subject to any of the actions listed above then select “No”. Please [contact us](#) if you need to answer “Yes”.

## 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 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**

Please read this question carefully and answer accurately. **If you are unsure whether your issue is defined as a ‘conviction’ or ‘penalty’ it is safer to declare it here, making it clear to UKVI that you are not trying to hide anything.**

## War crimes

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

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

Please answer this section accurately. There is guidance available in the section to help with understanding of war crimes.

### **Terrorist activities, organisations and views**

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

- **Have you ever been involved in, supported or encouraged terrorist activities in any country?**
- **Have you ever been a member of, or given support to, an organisation which has been concerned in terrorism?**
- **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?**

Please answer this section accurately. There is guidance available in the section to help with understanding of terrorist activities, organisations and views.

### **Extremist organisations and views**

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

- **Have you ever been a member of, or given support to, an organisation which is or has been concerned with extremism?**
- **Have you, by any means or medium, expressed any extremist views?**

Please answer this section accurately. There is guidance available in the section to help with understanding of extremist organisations and views.

### **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?**
- **Have you ever engaged in any other activities which might indicate that you may not be considered to be a person of good character?**
- **Is there any other information about your character or behaviour which you would like to make us aware of?**

Please answer this section correctly. If you select YES for any of the questions, you will have to provide further details.

### **Your employment history**

If you have worked for any of the types of organisations listed, select the appropriate one. You will be asked to provide further information.

If not, select "I have not worked in any of the jobs listed above."



## Sponsor licence number and address

- **What is your sponsor licence number?**

EGTNN8XR7

- **Sponsor's address**

The University of Sheffield

Western Bank

Sheffield

S10 2TN

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](#)

## Place of Study

What type of sponsor will you be studying with?

Select 'Higher Education Provider with a track record of compliance'.

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](#)

## Primary site of study

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

The University of Sheffield  
Western Bank  
Sheffield  
S10 2TN

Please check your CAS for the primary site of study and answer accordingly.

If the address is different from the one shown (for instance, if you are doing a work placement), then select "No" and enter the address as stated on your CAS.

## UCAS details

Did you apply for your course through UCAS?

Only answer “Yes” if you applied for your course through [UCAS](#). If you applied to the University of Sheffield directly, or through an agent, select “No”.

If you applied through UCAS then your UCAS number will be stated on your CAS.

*Please note that this question is not asking about or referring to your CAS number.*

## Academic Technology Approval Scheme (ATAS)

- **Do you need to obtain permission from the ATAS?**
- **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.

You can find out if you need an ATAS certificate on your CAS.

If your course requires [ATAS clearance](#), include the details here, and upload the ATAS certificate with your supporting documents.

## Future official financial sponsor

- **Will you be receiving money from an official financial sponsor for your continuing studies?**

If you will be receiving money from an official financial sponsor, select “Yes”. A financial sponsor can be the British Council, the British government or your home government, an international organisation or company (with an office in more than one country) or a university.

In the follow up question, select the appropriate option out of the following, as applicable.

- *My Student sponsor has confirmed this information on my CAS*
- *Letter of official financial sponsorship*
- *I am not being wholly sponsored*

## Course information

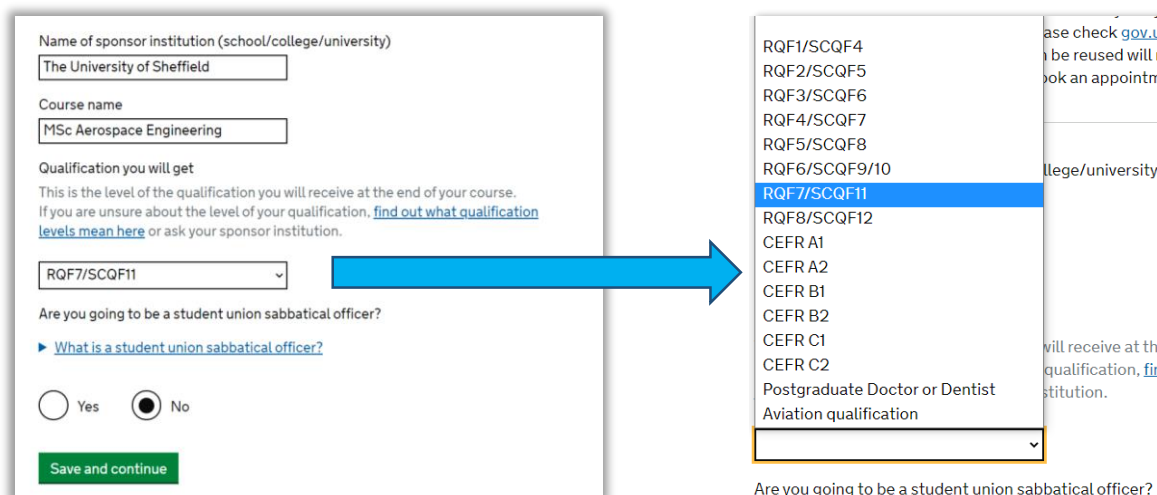
- **Name of sponsor institution (school/college/university)**
- **Course name**
- **Qualification you will get**

Please enter the information as is stated on your CAS

*Please note that the qualification in your CAS may refer to NQF. RQF and NQF level are interchangeable (eg. NQF7 is also RQF7).*

- **Are you going to be a student union sabbatical officer?**

Please select “No” unless you are a student union sabbatical officer.



The screenshot shows a form with the following fields: 'Name of sponsor institution (school/college/university)' with 'The University of Sheffield' entered; 'Course name' with 'MSc Aerospace Engineering' entered; 'Qualification you will get' with a dropdown menu showing 'RQF7/SCQF11' selected; and 'Are you going to be a student union sabbatical officer?' with 'No' selected. A blue arrow points from the 'Qualification you will get' dropdown to a larger, detailed view of the dropdown menu on the right. This menu lists various qualifications: RQF1/SCQF4, RQF2/SCQF5, RQF3/SCQF6, RQF4/SCQF7, RQF5/SCQF8, RQF6/SCQF9/10, RQF7/SCQF11 (highlighted), RQF8/SCQF12, CEFR A1, CEFR A2, CEFR B1, CEFR B2, CEFR C1, CEFR C2, Postgraduate Doctor or Dentist, and Aviation qualification.

## Course dates

- **Course start date**
- **Course end date**

Please refer to your CAS for this information.

## 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](#)

Only select “Yes” if you are staying at the University accommodation and have paid money to the University of Sheffield. Your CAS will also confirm if you have paid any fees for accommodation so please check that.

If you are staying in private accommodation, with family or in any other accommodation, select “No”.

## 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.

Please refer to your CAS for this information.

Please be aware that if you have a scholarship or tuition fee discount, there will be a sponsor note confirming your reduced tuition fee. If this applies to you, you should enter the reduced fee.

- **Have you or your parent(s) or legal guardian(s) already paid any of your course fees?**

Please select “No” if you (or your parent(s) or legal guardian(s)) have not yet paid any of your course fee or if your course does not have a fee.

Select “Yes” if you (or your parent(s) or legal guardian(s)) have paid some or all of your course fee. You will then need to answer the following supplementary questions:

- **How much has been paid?**

This is listed in the 'Course fees paid' field in your CAS statement. If you have paid tuition fees since your CAS was issued, contact the Income Office at [studentcustomers@sheffield.ac.uk](mailto:studentcustomers@sheffield.ac.uk) for an update.

Once your CAS has been updated with your tuition fee payment, you can select 'My sponsor has confirmed this information on my CAS'.

## Student Loan

- **Are any of the funds required for this application in the form of a student loan?**

If you intend to use a student loan to cover your course fees, and living costs for you (and any dependants) then select "Yes". If not, select "No".

## Maintenance funds

- **Are all of the maintenance funds required for this application in a bank account with your name on it?**

If the money for the maintenance funds is held in your personal bank account, select "Yes".

If you are financially sponsored for your studies by an 'official financial sponsor' then you can select "No" for this question, even if your sponsor has already transferred the funds to you.

If you are relying on your parent(s)' or legal guardian(s)' bank statement, then select "No". You will be asked to provide further information as shown.

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

Please note that if you will be using your parent(s)' or legal guardian(s)' bank statement, you will also need to provide a **consent letter** from the account holder.

Please carefully read [the information available on our website](#) to check how you can meet the maintenance requirements and the financial documents you will need to submit as evidence of this. ***Please note that some students will meet the maintenance requirement automatically and may not need to submit any financial documents with their visa application.***

## Additional Information

Finally, in this section, you will be given the opportunity to include additional information about your application. Only complete this section if you feel you need to inform UKVI of your personal circumstances that may affect your visa application.

If you needed to add more information about your application but were not able to, you can write it here.

If there is no further information you want to add, click the 'Save and continue' button.

Add further details:

Maximum of 1,000 characters

To complete the “Application” section, you will be asked to review the information you have provided. Please check this page carefully to ensure that the information provided is accurate.

## 3. Documents

This section will list the documents you may have to provide with your visa application. Use this and the checklist as a guide for documents required, instead of the form provided by the local visa application centre.

Please note that you will need to tick each box to confirm you will provide the requested document and to be able to progress further.

Later on in the application process, you will be invited to upload your documents to UKVI’s commercial partner’s website. If you do not have access to a scanner, you can take your documents with you to your appointment where UKVI’s commercial partner can scan them for you.

## 4. Declaration

Please read through the conditions listed and confirm you understand and accept them.

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](#)

On the next page, please read through the declaration and select the appropriate option.

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 understand that any passports/travel documents submitted in support of my application, which remain uncollected after 3 months from the date they were ready for collection, will be returned to an office of the authority that issued the document. If this happens, the Visa Application Centre will be able to advise where the document has been sent.

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

[I accept the above](#)

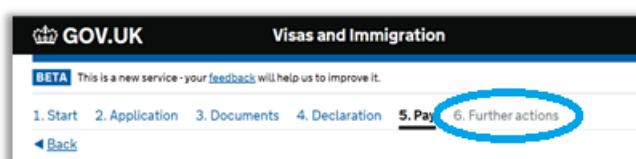
You will then be provided with the opportunity to review your answers.

## 5. Pay

The next steps will be to first pay the [Immigration Health Surcharge \(IHS\)](#), then pay the visa application fee. Once payment is completed, you will be able to download your '**document checklist**' and '**application form**', which you should save.

After your HIS payment, you will be prompted to select an ACL (alternative collection location) code. You can enter the code for the University of Sheffield which is **2HE237**. This will instruct UKVI to deliver your BRP to the University of Sheffield, where we can arrange for you to collect it.

## 6. Further actions



- On this page, you'll have the option to download your 'Document Checklist' and 'Application form'. You can upload your 'Document Checklist' as one of the documents to show proof of your application.
- You will also see a green button on the right-hand side on this page to 'Book Appointment'. Click on this to register an account on UKVI's commercial partner's website, upload your documents and make an appointment.
- Keep your log in details safe.
- Take your original passport to your appointment.
- It is recommended to keep a copy of your application, document checklist and copy of the documents you have uploaded with your application.

## Contact Us

We hope that you have found this guide useful.

If you have any questions or need further assistance, [please feel free to contact us](#).