Graduate Immigration Route: Visa Application Guide

International Student Support, Advice and Compliance Team (ISSAC)

November 2021
Disclaimer

- Most applicants will make a completely digital Graduate Route Visa application using a UKVI ID App for registering biometrics and online application form.
- If you cannot use the ID app for registering biometrics you can use visa application centre to register your biometrics.
- There may be slight differences in the application format depending on how you apply e.g. via ID app or not.
- Please use the following guide for general guidance only. The information is from form for those who cannot use ID app, so some questions may appear differently if you use the ID app.
- This guide is not endorsed by UKVI and has been prepared by the International Student Support, Advice & Compliance Team for University of Sheffield Students.
- The University does not take any responsibility for any visa application submitted using the guide.
- Application forms, immigration rules & guidance are subject to frequent changes. Always check most recent visa guidance at time of application, see useful resource link below.
Useful resources

• University of Sheffield website - https://students.sheffield.ac.uk/immigration/renewals/graduate-route

• UKVI overview & link to application - https://www.gov.uk/graduate-visa


• Graduate route caseworker guidance - https://www.gov.uk/government/publications/graduate-caseworker-guidance


The University’s Role

• The University does not sponsor you under this route but it is required to confirm that you have successfully completed an eligible course to UKVI and meet the study in UK eligibility requirement.
• Successful completion is when you have passed your degree
• This is done by the International Student Support, Advice and Compliance team (ISSAC) via a new reporting system using data from the student record system - such as visa type, duration, expiry date, successful completion, UK location
• ISSAC will email you after successful completion to confirm your eligibility & include your last CAS number. This is done automatically.
• Please also see https://students.sheffield.ac.uk/immigration/renewals/graduate-route for further details about the GIR visa and to check you meet the eligibility requirements before making the application. See Useful resources below for UKVI guidance.
• Email graduateroute@Sheffield.ac.uk if you have successfully completed your course and have not received a confirmation email and/or your visa is expiring within 2 weeks
Are you ready to apply?

You should only apply if;

- You have received email from University confirming that your successful completion has been reported to UKVI. This email will also provide your last CAS number which you need for the application.
- You are inside the UK
- You have valid Student Visa at time of application
- You have checked you meet other eligibility or validity requirements see https://students.sheffield.ac.uk/immigration/renewals/graduate-route
- If you apply before successful completion has been reported your application could be refused and you could lose your application fee

**To apply go to**  [https://www.gov.uk/graduate-visa/apply](https://www.gov.uk/graduate-visa/apply)
Creating UKVI Account

Create a UK Visas and Immigration account

To use this service, you need to create an account.

Once you have an account, you can use it to confirm your identity, apply and use other Home Office services.

What you need
You will need your:
- date of birth
- passport
- email address
- phone number

If you need to give someone application access, so they can apply for you, you also need their email address and phone number.

Who can create an account

You can create an account for yourself or someone else in some cases - for example, your young child.

Create an account:

Who is completing this application form?

- the applicant
- Non-applicant

If you do not need access to the applicant's account select 'Non-applicant!' and answer all questions on the applicant.

Continue

What is your country of nationality?

Please enter the country of nationality shown on your identity document. Use the English spelling if it is written in two languages.

Continue

Enter your biometric residence permit details

What is your date of birth?

Enter these details exactly as they appear on your passport.

Continue

What is your name?

Please enter your name as it is written on your identity document. Use the English spelling if it is written in two languages.

Continue

What is your email address?

We will send a single-use 6-digit security code to this email address. This is to verify the address is correct and that you have access to it.

Continue

Verify your email address

Have you received a 6-digit code to?

If you have not received a code, make sure the email address is correct and that you have access to it.

Enter code

Continue

What is your phone number?

We will send a single-use 6-digit security code to the mobile number you have one

For international numbers include + and the country code.
For example, +44 1332 45 23 90

Continue

Do you need to give someone access to your application?

If someone is applying for you, you can give them access to your application.

[Yes] [No]

Continue

Confirm your details

[Document type] [Document number] [Country of issue] [Name] [Nationality] [Passport number]

Confirm

Create account

The next screen will confirm your UKVI account has been created.

Click “sign in” and use the same identity document and details entered above to proceed to your Graduate Route application dashboard.
Part of application requires you to prove your identity by an ID APP
https://www.gov.uk/guidance/using-the-uk-immigration-id-check-app

The questions opposite are to establish if you can use the ID App

If you are from EU, Switzerland, Norway, Iceland or Liechtenstein you can scan passport which has a biometric chip

If you are not from a different country and have biometric residence permit (BRP) you should be able to use the ID App

You will also need access to a phone which has near field communication (NFC) but the phone does not have to be yours to use the ID App

You will also need to be able to receive decision letter by email

Don’t worry if you cannot use the ID app, you will be able to book appointment at a visa application centre to register biometrics and complete online form
Using the ID App

- Download ID app from google/apple play store
- Use same document with biometric symbol as you did to create UKVI account
- Connect app using QR code to your application
- Please see Useful Guide & video to using ID App and follow detailed instructions on app [https://www.gov.uk/guidance/using-the-uk-immigration-id-check-app](https://www.gov.uk/guidance/using-the-uk-immigration-id-check-app)
- Take picture of photo page in passport ensuring you include entire page
- Scan passport or BRP to find biometric chip using app on your smartphone
- Scan face if aged 10 and over
- Take photo of yourself
- Once you have confirmed identity you can complete rest of application on that device or any PC, laptop, tablet, smartphone.
Completing Application

Please note: the following guidance is from application form used by those who cannot use UK immigration ID check app. If you have used the ID app some questions may not appear or be in slightly different format because you have already provided information via ID app.

**Your location**

Are you in the UK?

- [ ] Yes
- [ ] No

When did you first arrive in the UK on your current visa?

Check the date by which you must have entered the UK to be eligible for this route.

Enter the date in the format DD MM YYYY.

Day
- [ ]

Month
- [ ]

Year
- [ ]

**Immigration adviser**

Do you have an immigration adviser based in the UK?

- [ ] Yes
- [ ] No

Immigration advisers can advise you on matters relating to immigration and citizenship. For more information, click here.

Answer ‘no’ unless you are receiving advice from an independent immigration adviser (not the university).

**Course**

Have you successfully completed your course?

- [ ] Yes
- [ ] No

You must have successfully completed your course to make this application.

**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?

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

If you have any other application waiting for a decision, that application will be “varied” and no longer considered once you have submitted this application. Most applicants should answer ‘no’.

**Doctorate Extension Scheme**

Have you previously been granted permission under the Doctorate Extension Scheme?

The Doctorate Extension Scheme operated as part of the Student route and gave students completing a PhD or other doctoral qualifications a non-extendible 12 months period of permission from the expected completion date of their course.

- [ ] Yes
- [ ] No

The Doctorate Extension Scheme is a type of visa which closed to new applications in June 2021. It was a type of work visa granted to PhD Graduates for a period after their study had ended. You cannot apply for a Graduate Route Visa if you have ever been granted permission under the Doctorate Extension Scheme.
Enter names as they appear on your passport.

If you have been known by another name e.g. maiden name say yes and provide details.

Confirm your email address, use personal email you check regularly rather than @Sheffield.ac.uk.
<table>
<thead>
<tr>
<th><strong>Application Form</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Provide current address details which is safe to receive correspondence.</strong></td>
</tr>
<tr>
<td><strong>Not all applicants will get a BRP if using new ID app.</strong></td>
</tr>
<tr>
<td><strong>In most cases you will be renting, provide details of landlord or owner of property you live in.</strong></td>
</tr>
<tr>
<td><strong>If you have more than one nationality, suggest you use same one as you applied for Student Route/Tier 4.</strong></td>
</tr>
<tr>
<td><strong>It must be valid passport on date of application but there is no minimum period of validity required. Use same passport as you applied for Student route if dual national.</strong></td>
</tr>
</tbody>
</table>
Application Form

The University of Sheffield meets this requirement

Answer should be yes, check list if unsure.

The University of Sheffield meets this requirement

Use CAS number as supplied in email from University of Sheffield confirming that your successful completion has been reported to UKVI
Application Form

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

Select Yes or No:

- Yes
- No

Breach of UK immigration law

Have you:
- 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

Select Yes or No:

- Yes
- No

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.

Select Yes or No:

- Yes
- No

Public funds

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

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

Select Yes or No:

- Yes
- No

Most Tier 4 and Student Visas have the endorsement ‘No access to public funds’. However, if you have received public funds before this, you must answer ‘Yes’

Convictions and other penalties

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

- 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

Select Yes or No:

- Yes
- No

Answer ‘Yes’ to the first question if you have accessed any medical treatment in the UK. However, you can answer ‘No’ for the second question provided you were not asked to pay for this (or if it was covered by your Immigration Health Surcharge).
**War crimes**
You must read all of the information on this page before answering.

**Terrorist activities, organisations and views**
You must read all of the information on this page before answering.

**Extremist organisations and views**
You must read all of the information on this page before answering.

**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

You must answer accurately.
The immigration rules say you need consent if you have received sponsorship from a government or international financial agency, which covers both fees and living costs in the 12 months prior to application date. If you have been partially funded or received funding from a company or University of Sheffield a letter of consent is not required, but you may wish to explain in cover letter why you do not require consent letter. Template letters are available from International Student Support & Advice. Seek further guidance if required.

If you have received sponsorship answer yes and provide consent where possible or cover letter explaining your sponsorship arrangements.

If you have worked in one of these sectors provide further information, you can do this in cover letter if needed and upload with supporting documents.

Read and confirm that you have read the following conditions.

At this point you can still check and amend any answers on the form. You cannot do this after signing declaration and paying application fee.
Application Form

Declaration

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

- the information relating to the application
- the supporting evidence

I understand that the data I have given can be used as set out in the privacy policy. I consent to organisations, including financial institutions, providing information to the Home Office when requested in relation to this application.

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

I agree to the terms and conditions.

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

I confirm that:

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

I accept the above.

Immigration Health Surcharge (IHS)

Add your Immigration Health Surcharge (IHS) reference number

If you have not paid your IHS, you must do so before you can complete your visa application. You must pay using the external IHS website and then return to this site to complete your visa application. When you go to the IHS website, this application will be locked even if you do not pay your IHS straight away.

If you do wish to edit your answers before submitting this application, you must do so now through Show and edit answers.

Go to IHS website

If you have already paid your IHS, you will have received this reference number via email. Your reference number will be 8 digits long and start with IHS, for example, IHS123456789.

Enter your IHS reference number

I am exempt from paying IHS

Save and continue

Read declaration and confirm you are the applicant.

If you click go to IHS website you will be redirected to IHS payment page. When you have paid insert reference number here. You must pay the IHS charge before you can submit the application and the application could be deemed invalid if you did not pay. You have to pay the full 2 or 3 year IHS charge at the time of application.
The Immigration healthcare charge is £624 per year.
PHD = 3 x £624 = £1872
Other eligible graduates 2 x £624 = £1248

Some details on the form are transferred automatically from the application form and cannot be changed.

Click to enter required information-
Say No to staying in Isle of Man, Jersey or Guernsey

PHD graduates should click and enter 3 year Graduate Route
Other eligible graduates should select 2 year Graduate
If you applied via ID app your BRP number will be shown here instead of your passport number- this is fine and cannot be changed.
Declaration & Final Tasks

- Read terms and agree to declaration
- Select application route (fees and processing times will be displayed)
- Pay Application Fee £700 - keep e-receipts for all fees paid
- The date of application is the date you pay the fees
- You should download and keep copy of application form and document checklist
- Upload supporting documents to application form if using ID app
- If you did not use ID app, you must click book appointment and register for UKVACS account. You can then upload documents to UKVACS website.
- UKVACs will contact you within 5-10 days to inform you whether you need to book appointment at visa application centre to register biometrics or if your previous biometrics can be re-used.
Uploading Supporting Documents

- You can upload supporting documents to application form if using ID App.
- You will not be required to send any documents by post.
- The ID App should allow you to take photos of your documents or upload files e.g. PDF’s.
- You should upload any mandatory document specified in checklist but you can also upload optional documents which you feel are needed to support application e.g. letter explaining partial sponsorship if applicable.
- If you did not use ID app, you must register for UKVACS account. You can then upload documents to UKVACS website. They do offer a scanning service but they charge for this.
- UKVACs will contact you within 5-10 days to inform you whether you need to book appointment at visa application centre to register biometrics or if your previous biometrics can be re-used.
- If they cannot re-use biometrics you will need to book an appointment, for information on preparing and attending a biometric appointment, please see https://www.ukvcas.co.uk/appointment-info.
Dependants

• Your dependants can apply if they already hold a valid student dependant visa and are in the UK. Babies born in the UK during current grant of leave or in the future will also be able to apply.

• Dependants have to make a separate dependant application [https://www.gov.uk/graduate-visa/your-partner-and-children](https://www.gov.uk/graduate-visa/your-partner-and-children)

• They do not need to meet any financial requirements.

• They may need sponsor consent if they have also received official financial sponsorship.

• They will pay same application fee (£700) and IHS surcharge as main applicant (£624 adult, £470 children per year paid upfront at time of application). Dependants may have to manually input dates to IHS page based on when you think GIR visa will expire e.g. 2 years or 3 years from date of application.

• You may need to provide evidence of relationship and evidence that the relationship is genuine & subsisting at time of application (e.g. recent bills showing you are living together).

After you apply

- You should not leave the UK or Common Travel Area whilst application is pending, as by doing so your visa will be deemed withdrawn.
- You can only withdraw or cancel an application if UKVI have not started processing it.
- If you made a valid GIR visa application before current student visa expires, you will be covered by Section 3C leave. This means you will not become an overstayer if your student leave expires before you receive a decision on your GIR visa. Your student visa conditions (e.g. around working) are extended until the new visa is granted.
- It can take up to 8 weeks to get a decision, which you will receive by email if you applied via ID app.
- The email will explain your visa conditions, read it carefully and check you have been granted the correct length of leave/conditions. Report any errors.
- If you used the ID App you will be granted digital immigration status, you can prove your right to live and work in the UK at status at https://www.gov.uk/view-prove-immigration-status.
- If you are from a visa national country you may still get a BRP even if you apply using the ID App.
Support & Advice

- We are not able to offer 1:1 GIR application form checks
- We will offer advice around your eligibility & making an application
- Email ISSAC team via web form at https://students.sheffield.ac.uk/ssid/contacts/issac
- Live Chat advice sessions are always available Mon, Wed, Fri 10-12 and 2-4pm
- Additional GIR Live chat session Tuesdays 10-12pm and Thursdays 2-4pm from 9th November- December 2021 if you have questions about the application form https://students.sheffield.ac.uk/ssid/contacts/issac
- If you are within 2 weeks of your visa expiring and you have not received an email to say that your successful completion has been reported to UKVI, please email graduateroute@Sheffield.ac.uk
- Please get in touch if your GIR visa is refused and you need advice about what you should do.