



Graduate Immigration Route: Visa Application Guide

International Student Support, Advice and Compliance Team (ISSAC)





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 -<u>https://students.sheffield.ac.uk/immigration/renewals/graduate-route</u>
- UKVI overview & link to application https://www.gov.uk/graduate-visa
- Immigration Rules https://www.gov.uk/guidance/immigration-rules-appendix-graduate
- Graduate route caseworker guidancehttps://www.gov.uk/government/publications/graduate-caseworker-guidance
- Gov.UK guide The Points based immigration System: the Graduate immigration Route
 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/atachment_data/file/1006443/Graduate_Immigration_Route_guide_July_2021_.pdf
- Guide to Using UKVI ID APP https://www.gov.uk/guidance/using-the-uk-immigration-id-check-app





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 <u>graduateroute@Sheffield.ac.uk</u> 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





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, ccess so they can apply for you, you also need their email address and phose number.

Follow the instructions

to create or sign-in to

vour UKVI account

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 accoun

You likely do not already have an account unless you already have a digital UK immigration status (an immigration status with no BRP card)

Sign in

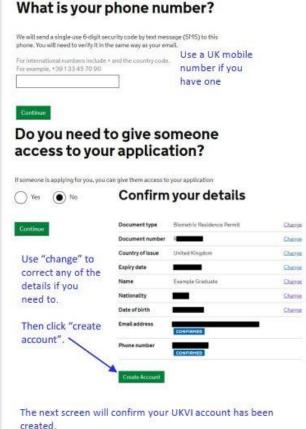
If you applied before October 2020, you do not have an account (unless you applied to the EU Settlement Scheme).

To sign in, you need your identity document number and date of birth, and access to your phone or email.

Sign in







Click "sign in" and use the same identity document and details

entered above to proceed to your Graduate Route application.

dashboard





ID APP

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.









Select 'no'

Continue

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

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





Continue

Should I apply to the EU Settlement Scheme instead?

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

You will need your BRP to confirm your identity. If you have lost your BRP,





Select Yes unless you have lost your **BRP**

If Yes you will be

of ID verification

process.

forwarded to start

residence permit the same as on your current passport? If answer is No you will

Is your name on your biometric

not be able to use ID app to verify your identity

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 amail - this can be your email or someone else's. You do not use your decision letter to prove your status.

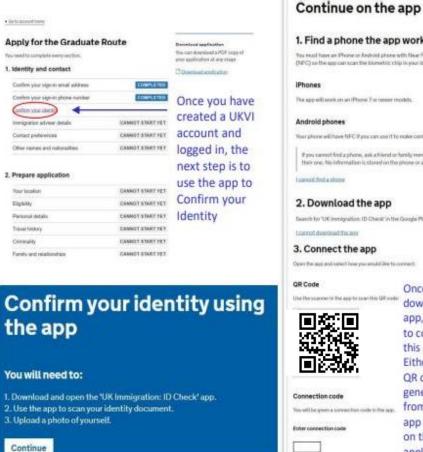
I do not have a phone that can use the app

Lam applying in the UK and I cannot receive my decision letter by email

- Part of application requires you to prove your identity by an ID 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





on the

form.

application

- Download ID app from google/apple play store
- Use same document with biometric -osymbol 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-
- 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.





number and create a password to allow you to log back into your application later.

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	on You cannot	Immigration adviser		
Are you in the UK?	apply from this	Do you have an immigration adviser based in the UK?		
Yes	visa unless you are in the UK	Immigration advisers can advise you on matters relating to immigration and citizenship. For more information, click <u>bere</u> .		
When did you first arrive in the	JK on your current visa?			
Check the date by which you must have entered the UK to be eligible for this route		Yes No Answer 'no' unless you are receiving advice from an independent immigration adviser (not the university)		
Do you currently have an a	current student visa. If you applied for your current visa outside of the UK: date stamp on the temporary travel visa in your passport If you applied for your current visa in the UK: issue date of your BRP	Course Have you successfully completed your course? You must have successfully completed your course to make this application Save and continue		
which you have not yet rec		Doctorate Extension Scheme		
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.		Have you previously been granted permission under the Doctorate Extension Scheme?		
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.	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		
Save and continue	Most applicants should answer 'no'	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.		
	heck App: you will be asked to register an email, phone	Save and continue You cannot apply for a Graduate Route Visa if you have ever been granted permission under the Doctorate Extension Scheme		



Your name Enteryour 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 potronymic 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 Enter names as they appear on your passport Given name(s) Your given name is usually your first 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 Any other names In addition to the names already provided, are you now or have you ever been known. 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. If you have been known by another name e.g. maiden name say yes

and provide details

Example Student's contact email	Example Student's telephone number		
Can we use this email address to contact you?			
The state of the s	Provide your telephone number		
If possible, we will use this email as your correspondence address. We will use this to contact you about your application and may use it to contact you about your immigration status after your application has been decided. If your application is successful, we may issue a biometric residence permit (BRP) to you. We will use this email address to make the arrangements to deliver the BRP to you. Emails may go to your spam, junk or trash folders.	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.		
You must notify us immediately if your email changes. Find out how to change your details here.	Cannot be contacted by telephone		
Yes No	Where do you use this telephone number? You can select more than one option		
Save and continue	For use whilst in the UK		
Confirm your email address, use personal email you check regularly rather than @Sheffield.ac.uk	For use whilst out of the UK Save and continue		



Example Student's postal address rovide your postal address e may use this address to send sensitive personal information and important. cuments such as your biometric residence permit. If we can't contact you by mail, we will use this postal address. We may use this address for correspondence out your application and may use you to contact you about your immigration atus after your application has been decided. ou must notify us immediately if your postal address changes. Find out how to nter a UK postcode Find UK address oter address manually this where you live? When did you start living at this address? Enter the date format in MM/YYYY Month Year Provide current address Save and continue details which is safe to receive correspondence. eturn to this application later how and edit answers Not all applicants will get a

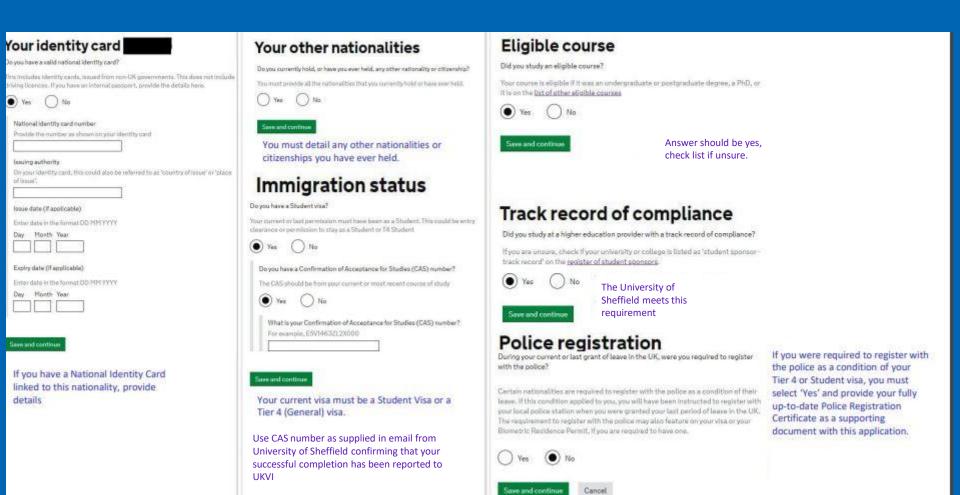
BRP-if using new ID app

About this property
Select which option applies to your home:
O lawn H
● Inent R
Provide contact details for your landlord
Name This may be the name of a company or a person
Telephone number
Address
Town/Oity
Postal code (if applicable)
Province/Region/State
Country
Other
Same and continue
In most cases you will be renting, provide details of landlord or owner of property you live in
details of landlord or owner of property you

Your sex and	d relationship status
What is your sex, as shown in y	our passport or travel document?
O Male	
Female UnapetRed	Enter as on your passport
What is your relationship statu	*
	e never been married or in a civil partnership, and that er yourself in a relationship.
	ans that you currently consider yourself in a midd or in a civil partnership.
Country of nationality If you have previous or additions	country and date of birth
Your nationality,	
Your nationality, Country of nationality If you have previous or additions the application. Country of birth Place of birth	
Your nationality, Country of nationality If you have previous or additions the application. Country of birth Place of birth	al nationalities, you will be able to add these later in
Your nationality, Country of settionality Nyou have previous or additionates application. Country of birth Place of birth Enter your place of birth (for each	al nationalities, you will be able to add these later in



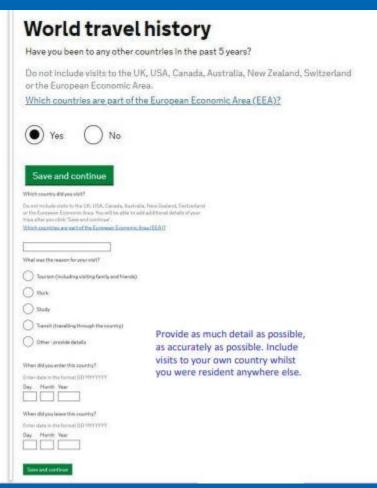






Your biometric residence permit (BRP) Have you ever had a biometric residence permit for the UK? A blometric residence permit (BRP) is a card with your name, nationality and picture. t describes your entitlement to be in the UK. Save and continue It is likely that your current Tier 4/Student Visa is in the form of a BRP card, unless you are an EEA National that applied using the ID Check app Providing your biometric residence permit (BRP) Are you able to provide a biometric residence permit (BRP) card with this application? Read guidance about what a BRP is and see examples of what they look like and where to find the BRP number. No, I have lost my BRP or it has been stolen No, I have already sent my BRP to the Home Office No, I cannot provide a BRP Save and continue Select the appropriate option. You will usually not need to provide your physical BRP unless you have to attend a UKVCAS appointment/haven't used the ID Check app

What is	your current National Insurance number	?
Example	e QQ 12 34 56 C	
5		
10	do not have a National Insurance numbe	ŧ
- Contraction	and continue	contra visco
the UK	ve never worked for a UK employer/never , it is likely that you do not have a National a number.	
Driv	ing licence	
	ave a UK driving licence?	
Yes	s No	
Enter	your licence number, if you know it	
Save ar	nd continue	





Immigration history For either the UK or any other country, have you over 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 You will be able to sold details of any further in engineties; and being after you o'll of An application for a your non-raftward () I man refused entry at the beside I was refused parentiales to stay or remain O tour refused soylam () I miss decourted. () I take removed. () I make required to like or () I man enchalled or barried from entry When did this trenggation problem happen? Extended in the former him sixty Overnors details of what happened

If you have had any of the listed immigration problems in

any country, you must provide as much detail as possible.

risk to your application than declaring it.

Concealing an immigration problem is likely to be more of a

Breach of UK immigration law Have poureven · 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 · breached UK immigration law in any other way You must answer accurately. 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 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 Save and continue 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)

Public funds Have you received any public funds (money) in the UK? This includes benefits for people on low incomes, housing or child benefit Most Tier 4 and Student Visas have the endorsement 'No access to public funds'. However, if you have received public funds before this, Save and continue 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? 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 You must answer accurately. No, I have never had any of these You must tell us about spent as well as unspent convictions. You must tell us about any absolute or conditional discharges you have received for an offence.

Save and continue



War crimes 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	
Warcrimes	Extremist organisations	activity on behalf of a non-UK government which you know to be dangerous to interests or national security of the UK or its allies?	
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 Yes No I have reed all of the information about war crimes, including the guidance You must read all of the information and answer accurately. Terrorist activities, organisations and views You rust reed all of the information on this page before answering. Introduced the information on this page before answering. Introduced the information on this page before answering. You must read all of the information and answer accurately. You must read all of the information and answer accurately. You must read all of the information and answer accurately. You must read all of the information and answer accurately. You must read all of the information and answer accurately. You was tread all of the information and answer accurately. You was tread all of the information and answer accurately. You was tread all of the information and answer accurately. You was tread all of the information and answer accurately. You was tread all of the information and answer accurately. You was tread all of the information and answer accurately.	Have you ever been a member of, or given support to, an organisation which is or has been concerned with extremism? Yes No You must read all of the information and answer accurately. 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	Have you ever engaged in any other activities which might indicate that you may nobe 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? You must answer accurately. Save and continue	



	oyment history
	oald or unpaid work, Select all that apply.
Armed Forces (career)
Armed Forces (compu	ilsory national or military service)
Government (includin compulsory national s	g Public or Civil Administration and non-military ervice)
Intelligence services	
Security organisation	s (including police and private security services)
Media organisations	
Judiciary (Including w	ork as a judge or magistrate)
I have not worked in a	ny of the jobs listed above
Save and continue	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

Official financial sponsor
lave you received money from a financial sponsor?
or example, a government or international scholarship agency
fyou have, in the 12 months before the date of application, been awarded a cholarship or sponsorship for study in the UK, you must provide written consent rom that sponsor
Yes No
Has your financial sponsor given you permission to apply for the Graduate route? Yes No
Save and continue
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

Read and confirm that you have read the following conditions

Conditions

If your application is successful, there will be conditions on your visa or leave to remain. This will include, for example, whether you are able to work in the UK.

If you stay in the UK without permission:

- · You can be detained
- · You can be prosecuted, fined and imprisoned
- . You can be removed and banned from returning to the UK
- · You will not be allowed to work
- . You will not be able to rent a home
- . You will not be able to claim any benefits and can be prosecuted if you try to
- · You can be charged by the NHS for medical treatment
- . You can be denied access to a bank account
- . DVLA can prevent you from driving by taking away your driving licence

	I confirm that	understand and acc	ept these co	onditions
-				

Save and continue

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.





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.

Loonfirm 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

Laccept the above

Read declaration and confirm you are the applicant.

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 9 digits long and start with IHS, for example, IHS123456789.

Enter your IHS reference number

I am exempt from paying IHS

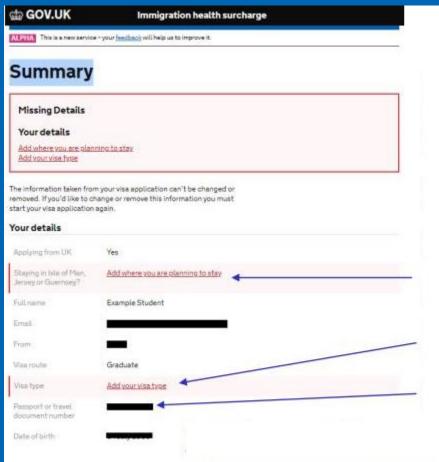
Save and continue

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.





Immigration Healthcare Surcharge



The Immigration healthcare charge is £624 per year. PHD = $3 \times £624 = £1872$ Other eligible graduates $2 \times £624 = £1248$

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

Declaration

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

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

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

I agree to the terms and conditions and how my information will be used.

lagree

- 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 TOP



Uploading Supporting Documents

- You can upload supporting documents to application form if using ID App
- You will not be equired 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
- 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)
- Please see dependant requirements at page 21-30 of Graduate route guidancehttps://assets.publishing.service.gov.uk/government/uploads/system/uwwr.ploads/attachment_data/file/1031597/Graduate_route.pdf



After you apply

- You should not leave the UK or <u>Common Travel Area</u> 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 <u>Section 3C leave</u>. This means you will not become an over
 stayer 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 <u>visa national country</u> you may still get a BRP even if you apply using the ID App.

 TO

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 <u>graduateroute@Sheffield.ac.uk</u>
- Please get in touch if your GIR visa is refused and you need advice about what you should do.

