



Preparation pack for making a student visa application from inside the UK

Student Name:

University Registration Number:

Nationality:

*** This pack is only applicable for University of Sheffield International College students who are due to start the degree course at the University of Sheffield. This is for use to apply for a Student Visa from inside the UK.**

*** Contact the International Student Support, Advice and Compliance team**

<https://www.sheffield.ac.uk/new-students/immigration/student-visa-application/contact-us>



Important

1. You can only apply for a new Student visa in the UK if:

- You have successfully completed your USIC course; and
- The course start date stated on your CAS is no more than 28 days after your current visa expiry date.

2. You must submit a new visa application **before** your current visa expires.

Step 1 – Read the relevant information

- International College Visa Information

<https://www.sheffield.ac.uk/new-students/immigration/student-visa-application/international-college>

- CAS number application process

<https://www.sheffield.ac.uk/international/welcome/cas-application>

- CAS number frequently asked questions

<https://www.sheffield.ac.uk/international/welcome/cas-application/faqs#>

- Making an application in the UK

<https://www.sheffield.ac.uk/new-students/immigration/student-visa-application/inside-uk>

- UKVI Guidance on student visa route

<https://www.gov.uk/student-visa>

- UKCISA

<https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Making-a-Student-route-application-in-the-UK>



Step 2 – prepare supporting documents

Please ensure to prepare all the required documents

- ☐ Current passport (valid and signed)
- ☐ Biometric Residence Permit (BRP) (you should have a BRP if you have been to the UK and if your USIC course is longer than 6 months)
- ☐ Bank statements (either UK bank statement or from overseas) – see examples of supporting financial documents <https://www.sheffield.ac.uk/new-students/immigration/student-visa-application/supporting-documents#Financial%20Documents>
***You must ensure that you are able to show the required level of fund in your account for 28 days prior to submitting your visa application.*
****You may **NOT** be required to submit your financial evidence with the visa application, see further information on our [webpage](#).*
- ☐ Birth certificate (only if using parent's bank statements **OR** if you are under 18 at the time of the application)
- ☐ Letter from parent(s), confirming that you have their consent to travel to and live in the UK independently (**only** if you are under 18 at the time of the application)
- ☐ Letter from parent(s), giving permission to use their funds (only if using parents' bank statements)
- ☐ Evidence of sponsorship, letters from your official financial sponsor or International Scholarship Agency (if sponsored)
- ☐ ATAS (if required – check your offer letter and CAS)
- ☐ If any documents are not in English, include a translation that contains:
 - confirmation from the translator / translation company that it is an accurate translation of the original document
 - the date of the translation
 - the full name and signature of the translator, or of an authorised official of the translation company
 - the contact details of the translator or translation company; and
 - (if you are already in the UK and are applying for further leave) certification by a qualified translator and details of the translator or translation company's credentials



Step 3 – apply for a CAS in your Pre-Registration menu

- Up to 3 months before your course start date; and
- You have received your unconditional offer

Remember to confirm your current visa expiry date if you are applying in the UK so your request can be prioritised. <https://www.sheffield.ac.uk/international/after-you-apply/arriving-sheffield/cas-application>

Step 4 – complete the online application form and pay IHS and visa fees

https://apply-to-visit-or-stay-in-the-uk.homeoffice.gov.uk/sort/live-in-crown-dependency/student_in_uk?uid=4501950c-4989-4731-b230-3086adad40c8

Step by step guide: <https://www.sheffield.ac.uk/new-students/immigration/student-visa-application/applying-inside#See%20also>

Step 5 – provide biometric information and supporting documents before the deadline

Use UKVI's IDV app OR attend an appointment at a UKVCAS centre

Step 6 – visa granted, check the details on your visa are correct and that you have been given the correct length of visa.

<https://www.sheffield.ac.uk/new-students/immigration/student-visa-application/outside-uk/student-visa-duration>

Step 7 – registration at the University, you must provide:

- Passport
- New visa (BRP)
- Evidence of new in-time visa application (checklist/payment confirmation) if you have not received the BRP

Still have a question, check FAQs

<https://www.sheffield.ac.uk/new-students/immigration/student-visa-application/international-college#FAQ>