**Visa Fact Sheet for Incoming Erasmus+ and Study Abroad Students**

**Do I need a visa to study at Sheffield?**

This depends on 3 things: (1) why you intend to come to the UK, (2) your nationality and (3) the length of your stay. For an assessment please visit the following website: [www.gov.uk/check-uk-visa](http://www.gov.uk/check-uk-visa)

**Non-visa nationals**

Nationals of some countries can travel to the UK for up to six months without needing to apply for a visa before travelling. These are called ‘non-visa nationals’.

If you are a non-visa national, you can ask for permission to be admitted to the UK when you arrive at immigration control. However, you must ensure you bring all documents with you to show at the border. See the relevant student visa guide to see what documents to bring. You will get a stamp in your passport that will allow you to stay in the UK as a short term student for up to six months.

If as a non-visa national, you get leave to enter at the border, you then need to request this each time you travel in and out of the UK and carry the right documentation with you. If you apply for entry clearance first you get a visa vignette that allows for travel in and out without this.

If you choose to travel to the UK without getting entry clearance first, you should explicitly state to the Immigration Officer that you wish to enter the UK as a Short-Term Student and not a Standard Visitor. You should make a special effort to ensure that they look at your Short-Term Student visa letter, and that the stamp they give you in your passport includes the words ‘Short-Term Student’. The risk with travelling without entry clearance is that you could be given an entry stamp as a Standard Visitor, and you cannot be registered on your course if this happens.

**Which visa should I apply for?**

If you are coming to study in Sheffield for a full academic year, you must apply for a Tier 4 (General) student visa.

If you are coming to study in Sheffield for a semester only, you can apply for EITHER (1) a Tier 4 visa OR (2) a short-term study visa.

Each option has different requirements and rules. You need to decide which visa you want to apply for.

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<tr>
<th><strong>Short-term Study Visa</strong></th>
<th><strong>Tier 4 Visa</strong></th>
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<tbody>
<tr>
<td>We strongly advise that you apply before leaving your home country, even if you are a non-visa national, for the reasons above</td>
<td>You MUST apply before leaving your home country and apply from the country you are ordinarily resident in (i.e. not just visiting)</td>
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<tr>
<td>Your study period must be 6 months or less</td>
<td>You can work part-time in the UK (conditions apply)</td>
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<tr>
<td>You cannot extend your visa</td>
<td>You will need a CAS number from Sheffield</td>
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<td>You cannot work in the UK</td>
<td>If you come for semester one on a Tier 4 visa, then decide you want to study semester 2, you cannot extend in the UK. You will need to return home and apply for a Tier 4 visa for your second semester.</td>
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<tr>
<td>You will not need a CAS number from Sheffield</td>
<td>You will also have to pay a Health Surcharge of up to £300 per year if your study is for more than 6 months.</td>
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<td>You must leave the UK within 30 days of the course end date stated on your offer letter or before your visa expires, whichever is later.</td>
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Updated January 2019
For Information on visa fees please see: https://www.gov.uk/visa-fees

Information:
University of Sheffield information
UKVI information: Tier 4 visas / Short Term Study visas

What is a Confirmation of Acceptance for Studies (CAS) number?
You only need a Confirmation of Acceptance for Studies (CAS) number if you are applying for a Tier 4 visa. Please skip to the ‘Do I need a visa letter?’ section if you are applying for a short-term study visa.

The CAS number represents the official confirmation of your place to study at the University of Sheffield. Before we can issue you with a CAS number, we need to inform the UK Visa and Immigration Service (UKVI) of some of your personal details. We will send you these details for careful checking and confirmation before we do this (see below).

The CAS number will be issued to you through the pre-registration system. You must write your CAS number on your visa application form.

Once you have used your University of Sheffield CAS number you will ONLY be allowed to study at the University of Sheffield. If you want to study elsewhere, you must apply for a new CAS number and visa before you leave your home country.

When will I receive my CAS number?
The information you provide in your application must match up EXACTLY with the details in your passport and other documents. If there are any errors, please notify us of this. You then need to formally accept your place to study with us. Details will then be passed to a specific team within the Admissions Office and they will process your data and issue you a CAS number.

Your CAS number will be available to you no earlier than 3 months before your official start date at Sheffield. So for example – if you will join us in September, you will get the CAS number from mid-June onwards. If you will join us in February, you will get it from mid-November (please note these dates are approximate and may vary).

Do I need a Visa Letter?

Tier 4 visa - No. You must obtain a CAS number from the University to apply for a Tier 4 visa. This is instead of a visa letter.

Short-term study visa – you will need a Short-Term Study Visa letter from Sheffield, this will be sent to you after you have been made an unconditional offer and accepted it, approximately 3 months before your arrival.

What is biometric information? What do I have to do?
If the length of the visa you are granted is 6 months or less, you will be given a visa inside your passport covering your whole stay in the UK.

If the length of visa you are granted is longer than 6 months, you will collect a Biometric Residence Permit (BRP) when you arrive in the UK.

When your visa application is granted, you will receive a visa vignette in your passport giving you 30 days to travel to the UK, and a letter confirming where to collect your BRP upon your arrival.

The University of Sheffield can receive the BRP on your behalf. This is the easiest method to choose. To ensure students’ BRPs are delivered to the University, you should enter 2HE237 into the Biometric Residence Permit Collection screen in the visa application form.

Having the BRP delivered to the University will make the process of registration quicker and easier for students. Students will collect your BRP as part of the registration process.

If you do not enter the code, the BRP will be delivered to a local post office and students will need to make a special journey to collect it.
### What documents do I need to submit?

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### How much money do I have to show for the Maintenance section application form?

The specific financial requirements detailed below are only applicable for Tier 4 visa applications. However we would still advise that you use these as a guideline for your financial evidence if applying for a Short-Term Study visa instead.

A Tier 4 visa application requires you to show that you have enough money to cover your maintenance costs. This is set by UKVI.

The amount you need to show is £1,015 per calendar month (up to a maximum of 9 months). This is in addition to any tuition fees that you need to pay (where this applies to you). You must have held the total amount required in your bank account for at least 28 consecutive days before submitting your Tier 4 visa application online.

You should read more information about the financial requirements for Tier 4 visa applications as detailed here:

- University of Sheffield
- UKCISA

### Information from Sheffield to include on your Tier 4 visa form

**Question:** Give the full address of your Tier 4 Sponsor including postal code:

**Question:** Give the full address of your primary site of study, including postal code:

University of Sheffield  
Western Bank  
Sheffield  
S10 2TN  
United Kingdom

**CAS number – This will be available to you through the pre-registration system.**

### Erasmus+ Students:

- **Course title:** Erasmus+ Programme (but see below:)
- **If you are doing a summer course at the English Language Teaching Centre you must write:** Erasmus+ Programme (with English Language Preparation)
- **Course level:** Undergraduate (Bachelor) degree / Postgraduate (Masters) degree / PhD (Doctoral) studies
- **Secondary course level:** not applicable
- **Course start date:** This is given on your Offer Email
- **Course end date:** This is given on your Offer Email
- **Tick if the course is full time:** Please tick – it is full time

### Study Abroad Students:

- **Course title:** Study Abroad Programme (but see below:)
- **If you are doing a Summer course at the English Language Teaching Centre you must write:** Study Abroad Programme (with English Language Preparation)
- **Course level:** Undergraduate Degree

### Exchange Students

Exchange Students - If you are coming to Sheffield on an exchange then we have told UKVI that you will be paying £0.00 to Sheffield.

Fee paying students – we have told UKVI the fee you will be paying. If you do not know what this is, please email globalopps@sheffield.ac.uk
Applying for a visa can seem quite stressful. However, if you read all of the suggested websites, the application form guidance notes and allow plenty of time it can make things a lot easier.

Questions?

Please note that Global Opportunities & Exchanges does not issue your CAS number. It is the Admissions Service that takes care of this.

About receiving your CAS from Sheffield contact the Admissions Service: pbsapply@sheffield.ac.uk

General immigration advice from Sheffield

Email: Please use the relevant form at the following link to submit a query: https://www.sheffield.ac.uk/ssid/international/email

UKVI

After your arrival in Sheffield - Attendance Monitoring

If you are accepted into the UK on a Tier 4 visa, you must visit the Student Services Information Desk (SSiD) on the 1st and 15th of each month to confirm your continuing attendance at the University of Sheffield.

This is an official condition of your visa.

If the 1st or 15th falls on a weekend or national Bank Holiday, please visit on the next available working day.

Please ensure you take your University membership card (U-card) with you on every visit.

Extensions after arrival at Sheffield

If you wish to extend your stay at Sheffield, you must first contact the Global Opportunities & Exchanges office before 1st November (fall semester) or 1st April (spring semester) and they will look into the possibility. Please be aware that this is not automatically approved and it is handled on a case by case basis.

You need to be aware of the following immigration details with regard to extending:

Students holding a Tier 4 visa: If you wish to continue your studies in Sheffield, you would need to apply for a new Tier 4 visa from your home country. Unfortunately, you are not eligible to extend your Tier 4 visa in the UK as this application would not meet UKVI’s academic progression rules. Once you have received approval and the necessary paperwork from Global Opportunities & Exchanges office, you can look at the information here to see what you will need to do next to apply for your visa.

Students holding a Short-Term Study Visa: You cannot extend a Short-Term Study Visa. If you need more time in the UK to study, you have to leave the UK and apply for a Tier 4 student visa, normally in your home country. This is because a new Short-Term Student visa application would be a risk of refusal under UKVI’s rules concerning ‘frequent or successive’ visits in this category.

Thank you for carefully reading this fact sheet.