

# GUIDE TO COMPLETING THE STUDENT VISA ONLINE APPLICATION

Applying *outside* the UK

Before beginning your visa application, you must ensure that you read the Home Office's [Student \(and Child Student\) route guidance](#)

Immigration & Compliance Team  
International Office  
University of Huddersfield  
<https://www.hud.ac.uk/international/immigration/>

This screenshot guide explains the process of completing the Student visa online application as a main applicant who is applying from **outside** the UK to undertake study in the UK.

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See also the visa application flowchart and a documents checklist at the end of this document to ensure that you have all the required documents in order to make your Student visa application.

## ONLINE APPLICATION AND REGISTERING YOUR ACCOUNT

To apply for a Student visa from overseas, visit this link: <https://www.gov.uk/student-visa/apply>

To begin your application, go to the **Apply online** section and then click the **Start now** button.

**Student visa**

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### Apply online

You must apply online for a Student visa.

Check which [documents you'll need to apply](#).

### 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 >**

## Where are you planning to live?

England, Scotland, Wales or Northern Ireland

Jersey, Guernsey or the Isle of Man

Continue

On the next page, select as shown and click Continue.

## 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 'No' unless you have an EU, EEA or Swiss passport

## Select a country to provide your biometrics

To complete your application, you must provide your biometrics (fingerprints and facial photograph). This may involve attending a visa application centre (VAC) operated by one of our commercial partners.

We need to know which commercial partner will manage your biometrics appointment. This is so we can transfer you to the correct website after you have submitted your visa application.

Enter the country where you would like to provide your biometrics. This will usually be the country you are in now. If there is no VAC in your selected country, you will be able to choose an alternative location.

If you believe you are unable to provide your biometrics at any location, you should still choose a location. You will then be told how to proceed.

Next

Usually your country of normal residence but if you have entered a country where no biometric enrolment location is available, you will be redirected to another country via the ['Find a visa application centre'](#) page on GOV.UK website.

I have identified the location where I will provide my biometrics (or I am unable to provide my biometrics at any location).

I want to choose a different location.

Next

If it is difficult for you to travel to the redirected country, then go back and change the country name. Check for available locations via the link below:

Europe, Africa and parts of the Middle East visit: [uk.tlscontact.com](http://uk.tlscontact.com)

All other countries visit: [vfsglobal.co.uk](http://vfsglobal.co.uk)

## Student visa

Use this form to apply from outside the UK for a Student visa.

You cannot add family members ('dependants') to this application. You must complete a [separate form](#) for your dependants.

### 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](#)

Click the 'Apply now' button.

#### Important:

If [your dependants](#) are applying for their visas with you:

- a) you also need to complete a [separate online application](#) for each dependant.

## Register an email

Enter an email address and password so you can save your answers. You will then be emailed a unique link to let you log back in to your application at a later point, if needed.

Throughout your application, you can select the option to 'Return to this application later' in order to re-send the link to your latest saved application.

Email address

Create a password

Your password must be 8 characters or longer and include a letter and a number or symbol.

Repeat your password

Save and continue

Enter your personal email and create a password that you will remember.

Who does this email address belong to?



You



Someone else

Save and continue

## Your telephone number

Provide your telephone number

Only include numbers, and for international numbers include the country code. You will be able to add any additional telephone numbers after you click 'Save and continue'.

Where do you use this telephone number?

You can select more than one option

For use whilst in the UK

For use whilst out of the UK

Select whether this is your home, mobile or work telephone number

You can select more than one option

Home telephone number

Business telephone number

Mobile telephone number

Enter your contact phone number and related details.

## Contacting you by telephone

Are you able to be contacted by telephone?

- I can be contacted by telephone call and text message (SMS)
- I can only be contacted by telephone call
- I can only be contacted by text message (SMS)
- I cannot be contacted by telephone call or text message (SMS)

Save and continue

Make sure you enter a number where you can be contacted should the Home Office want to contact you.

## Scholarships

Do you have a Marshall, Chevening or commonwealth scholarship?

Check the [postgraduate scholarship guidance](#), if you do not know.

- Yes  No

Save and continue

Cancel

Usually answered 'No' as this question only refers to the scholarships stated. See postgraduate scholarship guidance link provided for detail

## Your Confirmation of Acceptance for Studies

Do you have a Confirmation of Acceptance for Studies (CAS) number?

- Yes  No

Confirmation of Acceptance for Studies reference number

Save and continue

Answer Yes and enter your unique CAS number here.

**Note:** if your CAS has not yet been issued, you can select 'No' and complete and save the rest of the application.

**IMPORTANT**

**a CAS can only be used once.** This means if your application is refused, you will need a new CAS from the University.

## Your name

Enter your name as shown on your passport or travel document. Use the English spelling of your name where provided.

You must tell us your full name.

### Given name(s)

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 patronymic name, include it with your given name. You must tell us all your given names.

### Family name

Your family name is the surname shared by your family.

[I do not have a current passport or travel document](#)

Save and continue

Enter in your given names and family names as shown in your passport.

Note: if your passport doesn't mention a surname, you can enter a dot/full-stop or a punctuation mark.

## Any other names

In addition to the names already provided, are you now or have you ever been known by another name?

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.

Yes  No

Save and continue

If you have ever been known by another name you should select 'Yes'. You will then be asked for more information. You may also require an official document to prove the change of name.

## Your sex and relationship status

What is your sex, as shown in your passport or travel document?

- Male  
 Female  
 Unspecified

What is your relationship status?

[I am unsure of my current relationship status](#)

Save and continue

Answer questions about your gender and relationship status.

**Note:** If you select 'Married or a civil partner' you will be asked later in the application to provide detail of your dependants whether they are travelling with you or not.

## Your address

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

Enter your address in your home country, or the address where you are living at present.

If your correspondence address is different then specify

## About this property

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

Answer questions about your home address.

If you are living with parents, choose 'Other' to enter detail about your living situation.



## Your passport

**!** You must use your passport or travel document to complete this section.

Passport number or travel document reference number

Issuing authority

On your passport or travel document this could also be referred to as 'country of issue' or 'place of issue'.

Issue date

Enter date in the format DD MM YYYY

Day Month Year

  

Expiry date

Enter date in the format DD MM YYYY

Day Month Year

  

Save and continue

Enter your passport details from your current valid passport that you will be using to travel to the UK.

## Your identity card

Do you have a valid national identity card?

This includes identity cards, issued from non-UK governments. This does not include driving licences. If you have an internal passport, provide the details here.

Yes  No

Save and continue

If you select 'Yes' you will be asked for further information which you can find on your national identity card i.e. ID card number, and validity dates.

## Your nationality, country and date of birth

Country of nationality

Enter your country of nationality or citizenship, as shown on your passport or travel document. If you have previous or additional nationalities or citizenships, you will be able to add these later in the application.

Country of birth

Place of birth

Enter your place of birth (for example, the city or province), as shown on your passport or travel document.

Date of birth

For example, 31 3 2020

Day Month Year

  

Save and continue

Enter all details as per your passport and/or birth certificate.

## Your other nationalities

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

You must provide all the nationalities that you currently hold or have ever held.

Yes  No

Save and continue

If you hold dual nationalities, you must declare this.

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

You must have been granted a visa or permission to stay after meeting the language requirement at level B1 or above. For example:

- scored level B1, B2, C1 or C2 on an [approved English language test](#) which assessed your reading, writing, speaking and listening skills
- have a degree which was taught in English
- have an English GCSE, A level or Scottish National 4 or 5, Higher, or Advanced Higher qualification
- if you were a student, your sponsor confirmed on your CAS that you met the required level

Yes  No

Save and continue

Only answer in 'Yes' if you have previously studied in the UK. If this is your first student visa application, choose No then save and continue.

## Spoken language preference

We may have to talk to you about your application. Which language would you prefer to use?

English

Other

Save and continue

Students would normally choose 'English' as it is expected from you to be able to communicate in English.

**Important:** The Home Office may choose to interview you either as part of your visa application or when you arrive at a UK airport.

## English qualification from a UK school

Do you have an English language or literature qualification from a UK school?

This must be from a school you attended when you were under 18. You will need to provide your exam certificate.

You can use a GCSE, A level, National 4 or 5, Higher, or Advanced Higher qualification.

Yes  No

Save and continue

As highlighted, this question, only answer as Yes if you have completed a qualification in a UK school, or if you have completed GCSE, A level, National 4 or 5, Higher, or Advanced Higher qualification in your country.

## English language assessment

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

Choose Yes to both questions as the University of Huddersfield is a "Student sponsor with a track record of compliance" status and your CAS should state how we have assessed your English language ability e.g. an English language test such as IELTS.

## Your current partner

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

### **Students with spouses or partners (dependants)**

If you declared your relationship status as married, civil or unmarried partner, you will see the next set of questions – you must enter details of your dependants from their passports and confirm if they will be traveling with you to the UK.

If you declared your relationship status as single, divorced, separated or widowed, please scroll down to next page.

## People financially dependent on you

Does anyone rely on you for financial support?  
Include both those travelling with you and those who are not.

This could include:

- children under 18
- children over 18 who live with you at home
- children who you look after all the time
- older relatives who need you for accommodation or other support

Yes  No

[Will these dependants be included in my application?](#)

Save and continue

You must answer as Yes if you have a spouse/partner, children and/or an older relative e.g. parent(s) who are financially dependent on you.

### **Important:**

If [your dependants](#) are applying for their visas with you, you also need to complete a [separate online application](#) for them.

## About your dependant

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 you answered the previous question about Dependents as Yes, you must provide their detail.

You must provide the detail about each dependent separately.

## Other dependants

Do you have any other people who need you for financial support?

 Yes  No

Save and continue

## Give details about your first parent

Give details about 2 of your parents.

[What if I do not have my parents' details?](#)

What is this person's relationship to you?

Mother

Father

Given names

Family name

If they do not have both a given and family name, enter their name(s) in the Given names field.

Date of birth

Enter date in the format DD MM YYYY

Day Month Year

  

Country of nationality

Have they always had the same nationality?

Yes  No

Save and continue

You will be asked to give details about your parents.

**Note:** Click 'What if I do not have my parent's details' if you only have the details of one parent.

## Family who live in the UK

Do you have any family in the UK?

This includes:

- immediate family - such as spouse, civil partner, parents or children
- grandparents or grandchildren
- your spouse or civil partner's family
- your child's spouse, civil partner or partner
- your partner, if you have lived with them for 2 out of the last 3 years

Yes  No

Save and continue

If you select 'Yes' you will be asked for details of your family member and details of their visa type.

## Travelling as part of an organised group

Will you be travelling to the UK as part of an organised group?

This include travel companies or sports, work, or study groups.

Yes  No

Save and continue

Most students will answer these as No.

## Travelling with another person

Will you be travelling to the UK with someone who is not your partner, spouse, or dependant?

Yes  No

Save and continue

## Where you will stay in the UK

Do you know where you will be staying in the UK?

Yes  No

What address will you be staying at while in the UK?

You will be able to add details of any additional places you will be staying after you click 'Save and continue'

Enter a UK postcode

Find UK address

[Enter address manually](#)

Save and continue

If you select 'Yes' you will be asked to provide your UK accommodation address.

If you select 'No' you will be asked where you plan to stay in the UK on the next page e.g. hotel or a friend's place.

## Accommodation plans in the UK

Where do you plan to stay in the UK?

Give as much detail as possible of where you intend to stay, for example in a hotel, private housing, or with friends. Include the names of anyone else you will live with and their relationship to you.

Maximum of 500 characters

Save and continue

## UK travel history

Have you been to the UK in the past 10 years?

Yes  No

Save and continue

You must declare this accurately. If you answer as 'Yes' you will be asked to provide detail of 3 most recent times when you were in the UK.

You will be asked for the type of visa you held, the date you arrived and the duration of our stay.

How many times have you been to the UK in the past 10 years?

If you are unsure of the exact number, provide an estimation. You will be asked to provide details for up to 3 of your most recent times in the UK.

## Your previous time in the UK

Select why you were in the UK:

- Tourism (including visiting family and friends)
- Work
- Study
- Transit (travelling through the country)
- Other reason

Date you arrived in the UK

Enter date in the format MM YYYY

Month Year

 

How long were you in the UK?

Select a unit of time and enter a value

 

Save and continue

## UK visa applications

Have you been issued with a UK visa in the past 10 years?

Yes  No

Save and continue



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

How many times have you visited the following places in the past 10 years?

- Australia
- Canada
- New Zealand
- USA
- Switzerland
- European Economic Area (do not include travel to the UK)

[Which countries are part of the European Economic Area \(EEA\)?](#)

- Zero
- Once
- 2 to 5 times
- 6 or more times

Save and continue

If you have been to any of these countries, you must provide the information requested.

## World travel history

Have you been to any other countries in the past 10 years?

Do not include visits to the UK, USA, Canada, Australia, New Zealand, Switzerland or the European Economic Area.

[Which countries are part of the European Economic Area \(EEA\)?](#)

- Yes  No

Save and continue

You must also provide detail of your stays in the other countries in the last 10 years.

## Your planned travel information

Date you plan to arrive in the UK

Enter date in the format DD MM YYYY

Day Month Year

  

[Why is this information important?](#)

Save and continue

Enter the date you are intending to arrive in the UK.  
Your CAS should have your course start date so you can enter a date two weeks prior to your course start date.

**Important:** do not book a flight ticket until your visa is granted.

## 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

Yes  No

Save and continue

You **MUST** provide details of any visa refusals for UK or another country. Giving false information or hiding previous refusals will result in a visa refusal!

If you answer as 'Yes' to any of these questions, you will be asked for detail.

## 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

Yes  No

Save and continue

## 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 out-of-court 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

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.

### [War crimes](#)

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

I have read all of the information about war crimes, including the guidance

Save and continue

If you select 'Yes' for any of these questions, you will be asked to provide further information.

## Terrorist activities, organisations and views

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

### [Terrorist activities](#)

Have you ever been involved in, supported or encouraged terrorist activities in any country?

Yes  No

### [Terrorist organisations](#)

Have you ever been a member of, or given support to, an organisation which has been concerned in terrorism?

Yes  No

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?

Yes  No

I have read all of the information about terrorist activities, organisations and views, including the guidance

Save and continue

## Extremist organisations and views

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

### [Extremist organisations](#)

Have you ever been a member of, or given support to, an organisation which is or has been concerned with extremism?

Yes  No

### [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

You must read and answer accordingly.

## Your employment history

Have you ever worked for any of the following types of organisation?

Include information for any paid or unpaid work. Select all that apply.

- Armed Forces (career)
- Armed Forces (compulsory national or military service)
- Government (including Public or Civil Administration and non-military compulsory national service)
- Intelligence services
- Security organisations (including police and private security services)
- Media organisations
- Judiciary (including work as a judge or magistrate)
- I have not worked in any of the jobs listed above

Save and continue

You must read and answer accordingly.

If you select 'Yes' for any of these questions, you will be asked to provide further information.

## Sponsor licence number and address

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

University of Huddersfield's Student Sponsor Licence Number is **HEK2NXJ25**

This number should also be printed on your CAS.

Enter University's address details as shown in the screenshot.

## Place of Study

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

University of Huddersfield is a 'Higher Education Provider with a track record of compliance'.

## Primary site of study

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

University of Huddersfield  
Queensgate  
Huddersfield  
HD1 3DH

Yes  No

Save and continue

Your primary site of study address is the University of Huddersfield address you entered earlier.

## UCAS details

Did you apply for your course through UCAS?

Yes  No

[What is UCAS?](#)

Save and continue

Cancel

If you applied admission via [UCAS \(The Universities and Colleges Admissions Service\)](#) – usually used by undergraduate students – select ‘Yes’

You will be asked to provide your UCAS identification number.

## Academic Technology Approval Scheme (ATAS)

Students of certain sensitive subjects, knowledge of which could be used in programmes to develop weapons of mass destruction or their means of delivery, will need to apply for an ATAS certificate before they can study in the UK. You can [find out if you need an ATAS certificate here](#).

Do you need to obtain permission from the ATAS?

Yes  No

Save and continue

The University would have advised you to get [ATAS clearance](#) before issuing your CAS. This information should also be on your offer letter.

Your CAS should also confirm if you need ATAS Clearance. You must enter your ATAS reference number in the field provided.

An ATAS certificate is valid for six months. Double check the expiry date on your ATAS certificate.

### Important:

If your offer letter or CAS confirm that you need ATAS and you have not obtained it, you must get this before applying for your Student visa.

Do you need to obtain permission from the ATAS?

Yes  No

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.

Save and continue

## Future official financial sponsor

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

Yes  No

[What is an official financial sponsor?](#)

Save and continue

- Select 'No' if the University of Huddersfield is offering you a fee waiver as this is different from 'official financial sponsorship' in the visa terms.
- Select 'Yes' only if your official financial sponsor is your government/embassy, the British Council, the UK government or any international organisation, international company, international university or independent school. See screenshot below

Yes  No

[What is an official financial sponsor?](#)

If you are being wholly sponsored by an official financial sponsor how will you prove this?

My Student sponsor has confirmed this information on my CAS

Letter of official financial sponsorship

I am not being wholly sponsored

Select as appropriate:

- If you are receiving official financial sponsorship e.g. from your government, you will need an official sponsor letter – see our [Factsheet for Sponsored Students](#).
- If your official financial sponsorship only covers **part** of your course fee and/or living costs, you will need to show the remaining amount in personal bank account. You can also use bank statements of your parents or your spouse/partner's account (**only if they are applying for visa with you**) – see our [Factsheet for Self-funded Students](#).

## Course information

Name of sponsor institution (school/college/university)

University of Huddersfield

Course name

Copy your course name/title and Qualification detail from your CAS.

## Qualification you will get

RQF1/SCQF4  
RQF2/SCQF5  
RQF3/SCQF6  
RQF4/SCQF7  
RQF5/SCQF8  
RQF6/SCQF9/10 → Same as QCF\_NQF6 (Bachelor / Top-up)  
RQF7/SCQF11 → Same as QCF\_NQF7 (Masters)  
RQF8/SCQF12 → Same as QCF\_NQF8 (PhD)  
CEFR A1  
CEFR A2  
CEFR B1  
CEFR B2  
CEFR C1  
CEFR C2

For Qualification level select the appropriate level as shown in the screenshot, or refer to your CAS.

### [What is a student union sabbatical officer?](#)

A sabbatical officer is a full-time officer elected by the members of a students' union (or similar body such as students' association, students' representative council or guild of students), usually at a higher education establishment such as a university.

Yes  No

Save and continue



## Course dates

### Course start date

Provide the start date of your main course of study, but do not include any other courses you may be taking before.

Enter date in the format DD MM YYYY

Day Month Year

  

### Course end date

Day Month Year

  

Save and continue

Enter course start and end dates from your CAS.

If you have been issued a joint CAS for a pre-session course as well as a main degree course, the Home Office have advised that for technical reasons you should only enter the start date of the main degree course (i.e. Bachelor/Masters/PhD).

## 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](#).

Yes  No

Save and continue

Select 'No' as this only applies to University owned accommodation.

## 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.

£

Your CAS should show your course fee and how much of these have been received by the University.

**Note:** If you have paid an additional amount towards your course fees after receiving your CAS, the University cannot guarantee that we would be able to update your CAS in time with the new fees. For example, if you have already used the CAS to apply for your visa, we wouldn't be able to update your CAS. Alternatively, you can contact the admissions team or your overseas representative to have your CAS updated.

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

Please select No if your course does not have a fee.

Yes  No

How much has been paid?

£

How can you prove this amount has been paid?

My sponsor has confirmed this information on my CAS  
 Receipts

Save and continue

## Student Loan

You must show that you have enough money to cover your course fees, and living costs for you and any dependants [Read the guidance](#) to find out how much money you need to show and what documents you can use as evidence.

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

Yes  No

Save and continue

Answer Yes if you are covering your course fee and/or UK living cost via and education or student loan.

Yes  No

Have you already received your student loan?

Yes  No

## Student Loans – visa requirements

Applicants relying on a student loan to meet the financial requirements are **not** required to demonstrate that they have held the funds for a 28-day period.

Student loan must be provided by:

1. (i) a government; or
2. (ii) a government sponsored student loan company; or
3. (iii) an academic or educational loans scheme which is provided by a financial institution regulated for the purpose of issuing student loans by either the Financial Conduct Authority (FCA) and the Prudential Regulation Authority (PRA) or, in the case of overseas accounts, the official regulatory body for the country the institution is in and where the money is held.

Where an applicant is relying on a student loan, they must show evidence of the student loan by providing a student loan letter from the lender which must:

1. (a) be dated no more than 6 months before the [date of application](#); and
2. (b) confirm the loan is a student loan provided by either the relevant government or a government sponsored student loan company or an academic or educational loans scheme; and
3. (c) confirm there are no conditions on release of the loan funds other than a successful application to study in the UK as a [Student](#) or [Child Student](#); and
4. (d) confirm the amount of the loan; and
5. (e) confirm the loan is to the applicant; and
6. (f) confirm the funds will be:
  - i. available to the applicant before they travel to the UK; or
  - ii. paid directly to the [student sponsor](#) before they travel to the UK, with the living cost portion of the loan being made available to the applicant by the time they arrive in the UK; or
  - iii. available before the applicant begins their course if the loan is provided by the applicant's national government

## Maintenance funds

You must show that you have enough money to cover your course fees and living costs. [Read the guidance document](#) to find out how much money you need to show and what documents you can use as evidence.

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

Yes  No

Save and continue

You can only use financial evidence in your name, your parents'/legal guardian or your spouse/partner (**only if they are applying visa at the same time as you**). You **cannot** use statement of any other relative i.e. brother/sister/uncle/friend

Answer Yes if you are using your personal bank account and No if using a parental statement.

Yes  No

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

## Maintenance or Financial requirements

### How much money must I show?

You will need enough money to pay your first year's tuition fee plus £1,023 per month of your studies for living costs (maintenance), up to a maximum of 9 months. This means if your course is longer than 9 months, you will need to show first year's course fee plus £9,207 (£1,023 x 9) for living costs.

- i. If your CAS shows that you have already paid a deposit towards your course fees to the University, you can deduct the amount you have paid from the money you need to show in your account.
- ii. If you have paid your course fee in full before you apply for your visa, you will only need to show you have the living cost in your bank account.

### Important:

- a) Any amount paid to the University must show on your CAS.
- b) You cannot pay the living cost amount to the University, as you must show this in your bank account.

See also: [Factsheet for Self-funded students](#)

## Bank statements – Visa requirements

### Bank statements

Make sure to check that your bank or financial institution meets the Home Office's requirements. You will need a bank statement covering a 28 consecutive day period, ending no more than 31 days before the date of application.

**Important:** You must make sure that during the 28 consecutive day period, the balance in your account doesn't drop below the total amount you need to show for your visa application. See example below:



Your bank statement must show the following:

- be on official stationary or an electronic record
- include the account holder(s) names
- include the date of the statement
- show transactions and amount held over time
- include information about the bank such as contact details or a branch code
- include the account number
- be printed or electronic (not hand written)

**Bank letters:** A bank letter should be a formal document including similar information as above, although it may confirm the balance and the length of time held rather than providing a record of transactions.

**Important:** Mini bank statements printed from ATMS machines are not accepted.

**Certificates of deposit:** These can be used if the document is issued by a bank, which confirms that an individual has deposited or invested a sum of money, held it for the required 28-day period, and that the applicant can access the funds at any time.

**Currency conversions:** If funds are in an overseas currency, make sure to use the exchange rate at the date of the application to check the value in pounds sterling. Always use the [OANDA website](#).

**Parent or Legal guardian's bank statement:** When using these, you must submit two additional documents

- i. Birth/adoption certificate (or a court document) showing name of parent/legal guardian
- ii. A letter of support from your parent/guardian giving you permission to use their funds

**Important:** Affidavits or sworn statements are not accepted as proof of relationship

**Documents not in English:** These must be accompanied by a certified translation.

For further detail, read the Home Office's [Student Visa Guidance](#) (Page 40 and 45 onwards) as well as the [Student visa financial evidence guidance](#).

## Additional information about your 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

Save and continue

Provide any information relevant to your application that you may wish to explain further or you were not able to provide based upon the previous set of questions.

This section isn't mandatory to complete so if you have no additional information then leave blank and click 'Save and continue'.

## Check your answers

Check the information below before you continue to the next section.

### Personal information

Given names	Sherlock	Change
Family name	Holmes	
Also known by another name?		Add

### Sponsor

Check all your answers here and use the 'Change' and/or 'Add' buttons to amend or update any missing information.

**Note:** if any of your documents aren't ready, you must stop and save at this point and continue when you are ready to submit your application.

## Differentiation Arrangement

Do you want to submit your application under the differentiation arrangement?

You are a national of a [differentiation arrangement country](#). You do not need to provide evidence of your money or qualifications with your application. You will need to provide them if asked.

Yes  No

Save and continue

Nationals of [some countries](#) (See ST 22.1.) may receive this question as they do not need to provide evidence of their qualifications and evidence of money (maintenance funds) when they are applying for a Student visa. These countries are sometimes called 'low risk applicants'. Further and more up to date information is available on the [UKCISA website](#).

The Home Office can still request this evidence while your application is being considered. We recommend you prepare evidence of your finances and qualifications. Your visa application will be refused if you do not provide them, in the time stated, if requested by the Home Office.

## Documents showing the required maintenance funds

You must provide documents showing that you have the required maintenance funds to cover living costs for you and any of your dependants while you are in the UK.

For information on how much money you need to show, [refer to the guidance document here](#).

Enter details about the financial documents you will send. You will be able to provide details of several documents if you need to.

If your money is held in a different country, you can check whether your bank is on the [list of acceptable and unacceptable financial institutions here](#).

Financial institution (such as a bank or building society)

Type of document

- Statements from a personal bank or building society account
- Building society passbook
- Letter from a bank, building society or other recognised financial institution

Save and continue

Enter the name of the bank or financial institution whose bank statement, letter or certificate of deposit you are using. You must attach the original document in your visa paperwork.

If you are using statements from two different bank you should add these separately.

## Check your answers

Check the information below before you continue to the next section.

### Maintenance

Financial institution (such as a bank or building society)	Name of bank	<a href="#">Change</a>
Type of document	Statements from a personal bank or building society account	
<a href="#">Do you want to add another financial document?</a>		<a href="#">Add</a>

### Documents

Mandatory documents	<ul style="list-style-type: none"><li>The passport or travel document for <b>your name</b> from <b>your country</b></li></ul>	<a href="#">Change</a>
Other documents	<ul style="list-style-type: none"><li>Statements from a personal bank or building society account <b>Name of bank</b></li><li>The birth certificate for <b>your name</b></li><li>A letter of permission from your legal guardian(s)/parent(s) confirming use of their money and relationship to you</li><li>If you provided any qualification documents to your sponsor for them to issue your CAS, you must submit these documents (originals and translations). For example, you might have sent your sponsor your original certificate of qualification or transcript of results.</li></ul>	

Continue

Check and/or amend your answers one final time.

## Documents

### Mandatory documents

These documents are mandatory and you must provide them as part of your application. Tick the box to agree that you will provide each document:

The passport or travel document for **Your name** from **Your country**

### Other documents

If you do not provide these documents, your application may be delayed or refused.

Statements from a personal bank or building society account (**bank name**)

The birth certificate for **Your name (if using a parental statement)**

This must be a full birth certificate that shows the names of both of your parents.

The **Your country** passport, identity card or official letter for **Your name** to prove the level of English language required

A letter of permission from your legal guardian(s)/parent(s) confirming use of their money and relationship to you (**if using a parental statement**)

If you provided any qualification documents to your sponsor for them to issue your CAS, you must submit these documents (originals and translations). For example, you might have sent your sponsor your original certificate of qualification or transcript of results.

Your checklist will have a list of other documents you might want to send in. You can print off the checklist and appointment details when you have finished your application.

**Note:** This is an example list as each student will receive their own checklist depending on how they have answered the questions in the application.

You will need to tick that you agree to provide all **original** documents listed here.

## 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 in England
- 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

Read the conditions and confirm.

## 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 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 must read all conditions and then confirm.



## Immigration Health Surcharge (IHS)

You must pay your Immigration Health Surcharge (IHS) before you can complete your visa application. You will pay your IHS on another website, then return to this site to complete and pay for your application. If you are exempt, you will still need to get a reference number from the IHS website.

Your IHS reference number will automatically be included on your application once you pay and return to this site.

**!** Your answers will be locked when you go to the IHS website, even if you do not pay your IHS straight away. If you need to make any changes to your answers you must do so now. [Check your answers](#)

Go to IHS website

Save and continue

## Pay towards your healthcare in the UK

You may need to pay a healthcare surcharge (called the 'imm health surcharge' or IHS) as part of your visa application.

You'll then be able to use the National Health Service (NHS). You'll still need to pay for certain types of services, [e.g. prescriptions, dental treatment and eye tests.](#)

### Cost

The healthcare surcharge is £200 per year of the visa and is payable in full to cover the maximum length of the visa. If you're applying for a student visa the healthcare surcharge is £150 per year.

#### Example

A person making a 5-year visa application would pay £200 x 5 = £1000.

### Use this service to:

- pay the healthcare surcharge (unless you are applying for your visa online or at a UK Premium Service Centre)
- get an IHS reference number which will be included in your visa application - you'll need this even if you don't have to pay

### You'll need:

- your passport or travel document
- your payment card

**!** You may be exempt from paying the healthcare surcharge but you still need an IHS reference number.

Continue

## Immigration Health Surcharge (IHS)

International students and their dependants are required to pay a healthcare surcharge. Paying this fee will allow you to access National Health Service (NHS) services within the UK. The fee is calculated on the length of time of your visa. When you are granted a visa, the Home Office or UKVI will add some time onto the end of your period of study, dependant on the length of your programme. This additional time will be included in the fee calculation.

You can find more information about the IHS by clicking on the following links:

[IHS Overview](#)  
[IHS Calculator](#)

You must ensure that you make the IHS payment **as part of** your Student visa application. If you do not pay the IHS, your Student visa application will be **refused**.

- Next you will be directed to the [Immigration Health Surcharge \(IHS\)](#) website for an online payment.
- You should only pay for the IHS and application fee when you are ready to apply and have prepared all of your supporting documents.
- You can only apply **within three months** of your course start date.
- The date of application is the date you pay the application fee.

See also the [IHS refund](#) information.

## summary

### Missing Details

#### Your details

[Add where you are planning to stay](#)  
[Add your course start date](#)  
[Add your course end date](#)

The information taken from your visa application can't be changed or removed. If you'd like to change or remove this information you must start your visa application again.

#### Your details

Applying from UK	No
Staying in Isle of Man, Jersey or Guernsey?	<a href="#">Add where you are planning to stay</a>
Full name	Sherlock Holmes
Email	a.fayyaz@hud.ac.uk
From	China
Visa route	PBS Tier 4 Student
Visa type	Tier 4 (General) Student
Course start date	<a href="#">Add your course start date</a>
Course end date	<a href="#">Add your course end date</a>

If you see this error message, amend the relevant fields to confirm that you are **not** applying from within the UK and answer the following questions confirming your course start/end dates and additional questions and continue to online payment.

After paying the Immigration Health Surcharge you will be able to download PDFs of your 'document checklist' and 'application form' and see the following questions:

## Collecting your biometric residence permit (BRP)

You must collect your [biometric residence permit \(BRP\)](#) within 10 days of arriving in the UK. This is a card that shows your right to be in the UK.

You can collect your BRP from a UK Post Office of your choice. [Find more information](#) about locations and opening times of UK Post Offices. You can collect your BRP from a different collection location, if your sponsor has provided you with an Alternative Collection Location (ACL) code.

Collect from a UK Post Office

### Your BRP collection location

Huddersfield Post Office  
65-67 New Street,  
Huddersfield  
HD1 2BQ

Please note the University's ACL service is currently suspended and you must collect your [BRP card](#) from the Post Office.

Choose 'Collect from a UK Post Office' option.

Enter the postcode: **HD1 2BQ**  
Your BRP collection location should then show:  
Huddersfield Post Office – 65-67 New Street, Huddersfield, HD1 2BQ

This will be where you will collect your BRP card from upon arrival in Huddersfield.

If you want to collect your BRP from a different location, select 'Collect from a UK Post Office' and enter a different postcode.

Enter your UK postcode

HD1 2BQ

Find a Post Office near you

Collect from an alternative location

Save and continue

Please note the Home Office may ask you to stay inside your UK accommodation for first 14 days – for up to date information on quarantine, see their website:

<https://www.gov.uk/uk-border-control>

## Booking your appointment and paying for your application

You can now go through to the online application payment service available for most countries. If the online payment option is not available for your country, you will pay your application fee on the date you attend your appointment at the Visa Application Centre (VAC).

## Booking your appointment at the Visa Application Centre

You should now be directed to through to the booking system to make your appointment at your nearest Visa Application Centre. On the day of your biometric appointment, you will have your digital photo and your fingerprints taken.

### Attend a biometric appointment at a UKVI visa application centre:

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

You can upload your supporting documents (e.g. passport, bank statement, qualification etc.) using the 'UK Immigration: ID Check' mobile app (may vary by country). Alternatively, you can take the originals along with your visa application checklist for your biometrics appointment and use the documents scanning assistance service to self-upload these without additional charge (may vary by country).

Check visa decision waiting times for your country via this link: <https://www.gov.uk/visa-processing-times>

### Important:

- When your Student visa is granted, you will be issued with a vignette (a sticker inside your passport) which is valid for 90 days. It is very important that you travel to the UK within this 90-day period or you will be required to re-apply.
- When you receive your passport and 90-day visa, you will also receive a BRP letter that contains important information about what to do when you arrive in the UK including the post office address to collect your BRP. You must retain this letter and bring it with you when you come to the UK.

See our website for detail on BRP collection: [BRP – Biometric Residence Permits](#)

## Credibility Interviews

The Home Office may interview students either as part of their visa application, or when they arrive in the UK (for example, at the airport). The purpose of these interviews is to check the genuineness of a student.

During these interviews, if a student cannot show that their English language ability is of the standard required in the immigration rules and this guidance without an interpreter, the Home Office will refuse their visa application or refuse them permission to enter the UK.

See [our website](#) for further detail about credibility interviews.

## Visa refused – what to do next?

See [our website](#) for the next steps in case your visa application is refused.

## Arrange travel to University of Huddersfield

See [our website](#) for useful information about planning your travel to the University of Huddersfield as well as enrolling for your course.

## Flowchart showing the Student visa application process

