**INTERNATIONAL OFFICE VISA APPLICATION CHECKLIST**

**Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Leeds Beckett ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City and Country of visa application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Agency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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|  **TASK** | **YES / NO** ***(click the appropriate box)*** | **COMMENTS*(Please click the appropriate boxes and add more detail where indicated by an \*asterisk below if applicable)*** |
| **1.** **All documents** (passport, academic qualifications, English qualification, etc) **are authentic and verified?** | **YES**[ ]  **NO**[ ]  |  |
| **2.** A minimum **50% of tuition fees** have been paid (self-financing applicants only)? |  **YES**[ ]  **NO**[ ]  | \**Amount paid to date: GBP £* |
| **3.** **Bank statements** (self-financing applicants only) are from a personal/parent/guardians account and NOT a business account? | **YES**[ ]  **NO**[ ]  **SPONSORED APPLICANT** [ ]  | \****Bank statements****:* *Personal* [ ] Parent/ Legal Guardian [ ] *If parent/guardian the applicant has provided both:****Birth certificate***[ ]  **and** **access to funds letter** [ ]  |
| **4. Evidence that correct funds** (minimum GBP £9135 + any outstanding tuition fees) have been in the bank account for **28 days**, with **most recent bank statement transaction no older than 1 month**? | **YES**[ ]  **NO**[ ]  |  |
| **5.** **Sponsor letter** (sponsored applicants only) is authentic and verified? | **YES**[ ]  **SELF-FINANCING** [ ]  |  |
| **6.** Does the applicant need to include a **UK NARIC Statement of Comparability?** (Please include a scan of this, if applicable, for nationals from non-majority English speaking countries where a Bachelor degree (or above) obtained from a ‘majority English speaking nation’ (not the UK) is being used as evidence of English language proficiency for a Tier 4 visa application.) | **YES**[ ]  **NO**[ ]  |  |
| **7.** **Gaps in studies** are clearly evidenced and explained?(Please provide an explanation and evidence with dates where possible for gaps between **and** after academic studies.) | **YES**[ ]  **NO STUDY GAPS**[ ]  |  |
| **8.** Does the applicant (or dependent) have **any previous immigration history with UK or any other country?**(Please provide evidence of any UK studies like certificates, transcripts, visa scans, etc.) | **YES**[ ]  **NO**[ ]  | \**If yes for the UK, provide full details:* |
| **9.** **Credibility** of applicant checked by representative, counsellor or university staff member? | **YES**[ ]  **NO**[ ]  |  |
| **10.** Applicant is credible and is **prepared for visa application**? | **YES**[ ]  **NO**[ ]  |  |
| **11.** CAS will only be used when **funds have matured** after required 28 day period? | **YES**[ ]  **NO**[ ]  |  \**If no, date funds will mature:* |

***Declaration:*** *I have verified the applicant’s documents and credibility, and am satisfied they are fully prepared to progress to the next stage of the visa application process. To the best of my knowledge this visa application checklist is accurate.*

**Agent Representative / Staff Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **PLEASE SEND THIS COMPLETED VISA CHECKLIST WITH THE CAS REQUEST FORM TO THE CAS TEAM** cas@leedsbeckett.ac.uk
2. **IF THE APPLICANT IS CALLED FOR A 2ND VISA INTERVIEW OR THE VISA APPLICATION IS REFUSED, CONTACT THE CAS TEAM IMMEDIATELY AND INCLUDE SCANS OF ALL PAGES OF ANY REFUSAL LETTER.**