

CAS Request Form (Confirmation of Acceptance for Studies)

Please complete the form below and return to cas@leedsbeckett.ac.uk

Please **tick** applicable boxes where required.

If you do not require a Tier 4 visa, please complete sections: **1, 2, 4, 5** and **part B of section 8**.

Please remember to include copies of (where applicable):

- Your official university receipt of payment, or sponsorship letter/completed sponsor form, or if you are a US loan student include your confirmation letter received from Leeds Beckett University regarding your US loan package
- The personal details page in your current passport (if your photo is not on this page, please include all relevant passport pages)
- Financial documents (bank statements, bank letter, sponsorship letter/ completed sponsor form or US loan letter)
- Any UK visas
- All pages of any visa refusal letters and curtailment letters

1. Personal Details – this must match the details in your passport

Family Name:		
Given Name:		
Date of Birth:	Nationality:	Gender:
Passport Number:	Issue Date:	Expiry Date:

2. Your Leeds Beckett University Course Details

Course Title:		
Leeds Beckett student ID number:		Course Start Date:
Course fees charged for first year:	Course fees paid for first year:	Leeds Beckett University accommodation deposit paid:
Who will be paying your tuition fees: <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> Self-funded/Parents <input type="checkbox"/> </div> <div style="text-align: center;"> Official Sponsor <input type="checkbox"/> </div> <div style="text-align: center;"> US Loan <input type="checkbox"/> </div> </div>		

3. Your qualifications

Academic Qualification:	
Institution of study:	Date of completion:



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International Office
Leeds Beckett University
Bronte Hall
Headingley Campus
Leeds LS6 3QW
United Kingdom
Tel: +44(0)113 8121111

English language qualification*:

Institution of study:

Date of completion:

Please provide details of any study gaps:

If you are using a degree from a majority English speaking country (not** the UK) please refer to the FAQs for more information on the Naric Statement of Comparability.*

4. Tier 4 Visa Required?

Do you require a Tier 4 Visa?: Yes ☐ No ☐

If **no**, please specify why:

You have a passport from an EEA country ☐

You have unlimited leave to remain ☐

You will be on a dependant's visa: ☐

Other:

Please remember to send us evidence of why you do not require a Tier 4 visa.

5. UK Immigration History

Have you ever been refused a visa for the UK?: Yes ☐ No ☐

If **yes**, please state what type of visa and reasons why:

Have you ever been refused a visa for any other country?: Yes ☐ No ☐

If **yes**, please state what type of visa and reasons why:

Previous Level of study in the UK:

Foundation Year

Bachelors

Masters

Research

Other
(inc. English language courses)

☐☐☐☐☐

Course Title:

Institution of Study:

Course Dates

From:

Until:

Visa Type:

Visa Start Date:

Visa End Date:

For information on how the above data will be used please go to: www.leedsbeckett.ac.uk/useofyourdata



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Previous Level of study in the UK:				
Foundation Year	Bachelors	Masters	Research	Other (inc. English language courses)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course Title:				
Institution of Study:				
Course Dates				
From:		Until:		
Visa Type:	Visa Start Date:	Visa End Date:		

6. Financial Evidence

You must prove you meet the maintenance requirements for your Tier 4 visa application. Tier 4 visa requirements for maintenance funds can be found [here](#). **If you do not meet these requirements then your visa application will be refused. Do not apply for your visa if you cannot meet these requirements.**

If you are a **national** of a country listed in the [UKVI Immigration Rules: Appendix H](#), you should obtain the evidence of your money, but you do not need to include it with your CAS request to us or your initial Tier 4 visa application.

Non-Appendix H nationals, US loan recipients and sponsored students must include financial evidence with your CAS request to us and in your Tier 4 visa application.

If you are a self-funded applicant, please provide:

- A [bank statement](#) in your name **or** your parents(s)/legal guardian(s)*

*If you are using your parents(s)/legal guardian(s) account then you must also provide the following:

- [Your birth certificate](#)
- A [permission letter](#) from your parent(s) / legal guardian(s) which must confirm the relationship between you and your parent(s) / legal guardian(s) **and** that they have given their consent to you using their funds to study in the UK.

If you are a sponsored applicant, please provide:

- A copy of your official sponsor letter/financial guarantee

If you are a US loan applicant, please provide:

- A copy of your notification of student loan letter



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Please confirm how many dependants (partner(s) or children) you will be bringing to the UK with you:

Please note, you must have money in place to support any dependents. Please check the UKVI guidance [here](#).

7. Where will you apply for your Tier 4 visa

Country:

City:

If you are applying for a visa within the UK: would you like help with your visa application from our Student Immigration Advice & Compliance team? Yes ☐ No ☐

If you tick yes, your CAS will be sent directly to the Student Immigration Advice & Compliance team. You will then need to make an appointment and one of our advisors will go through the visa application process with you. Please note that appointments with the Student Immigration Advice & Compliance team will be in Leeds, at Leeds Beckett University.

8. Declaration

Part A – for Tier 4 visa applicants only

☐ I confirm I have read the UKVI maintenance requirements and I will have the relevant funds available to make a successful Tier 4 visa application.

☐ I confirm I authorise Leeds Beckett University and the Home Office to discuss my visa application.

☐ I confirm that if my Tier 4 visa application is refused, I will provide a copy of all pages of the refusal letter to the CAS team immediately. Email: cas@leedsbeckett.ac.uk

Part B – for all applicants

☐ I confirm that the information I have provided is true and accurate, to the best of my knowledge, at the date of signing.

Signature (personal or electronic signatures will be accepted):

Date:

Frequently Asked Questions

- **Do I have to send Leeds Beckett University copies of my financial documents?**

If you are a **national** of a country listed in the [UKVI Immigration Rules: Appendix H](#), you should obtain the evidence of your money, but you **do not** need to include it with your CAS request to us or your initial Tier 4 visa application. **US loan recipients, non-Appendix H nationals, and sponsored students must** include financial evidence with the CAS request to us and the Tier 4 visa application.

- **Do I need to have a Naric Statement of Comparability?**

You only need to have this document if you have completed a degree from a majority English Speaking country (as per [UKVI Tier 4 Policy Guidance](#) -not including the UK) and you are **not** a national from one of these countries and you are using this degree as evidence of meeting the UKVI Tier 4 English Language requirement. In order to get your CAS we will need to see a copy of this document. You will also need to submit this document along with your Tier 4 visa application. If you are unsure of whether you need to have this document, please contact us as soon as possible and we will be able to advise you.

- **How long will it take to receive my CAS number?**

We aim to produce CAS within 3-5 working days from when you submit a completed CAS request form **and** your tuition fee payment has cleared (this is not applicable if you are a sponsored student or will be receiving a US loan). Please note this does not include weekends, bank holidays or holiday periods.

- **How will my CAS number be sent?**

Your CAS number will be sent via email to your personal email address. Please ensure you have provided the University with your correct email address.

- **I have made an extra payment towards tuition fees, can my CAS be updated?**

Please email the CAS Team a copy of your receipt as soon as possible. The CAS Team can update your CAS with the new amount you have paid but the money will need to be showing in the University's account system before the CAS can be updated. Please remember that some payment methods take longer than others. Email: cas@leedsbeckett.ac.uk

- **I have paid an accommodation deposit; will this be on my CAS?**

Only those deposits for **Leeds Beckett University** accommodation will be noted on your CAS. Any deposits for private accommodation will not be noted on your CAS. Please provide a copy of your accommodation deposit receipt along with other CAS documents when requesting a CAS number.

- **There are incorrect details on my CAS, what should I do?**

Please let the CAS Team know immediately. In most cases we will not need to re-issue a CAS and we can add a sponsor note on your CAS. These sponsor notes are fully visible to the UKVI and your CAS number will remain unchanged. Email: cas@leedsbeckett.ac.uk

- **How much money do I need to have for my visa application?**

Information on maintenance requirements for Tier 4 visa applications can be found [here](#)



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- **I'm applying for my visa in the UK, is there any support available for me?**

Please note that Leeds Beckett University have an International Student Advice Service who can help you with your visa application in you are applying from within the UK. Email:

internationalstudentadvice@leedsbeckett.ac.uk

- **What happens if my Tier 4 visa application is refused?**

If your 1st visa application is refused, you must inform the CAS Team **immediately** and send us a copy of all the pages of your visa refusal letter. Email: cas@leedsbeckett.ac.uk

- **I have been issued a CAS but I will not be joining Leeds Beckett University, what should I do?**

You must inform the CAS Team as soon as possible and confirm if you have submitted a visa application so that we can advise you further. Email: cas@leedsbeckett.ac.uk

- **I can't make it to the University before the latest enrolment date on my CAS – what should I do?**

Your CAS states the latest date you can arrive in the UK and enrol on your course. If you cannot make this date, you must email the CAS Team as soon as possible so that we can advise you further. We do not advise travelling to the UK without a valid visa and letter confirming late arrival approval. Email:

cas@leedsbeckett.ac.uk

Further information for International students can be found on our website [here](#)