

# Checklist: Making a Student Visa application from your home country

## Step 1. Prepare your documents

Please remember that all documents should be **originals**. If original documents are not in English then you must also provide a certified English translation.

Document	Applies to	✓
<b>Confirmation of Acceptance for Studies (CAS)</b> Insert your CAS number on your visa application	All applicants	
<b>Passport/travel document</b> Current (valid) passport/travel document and any previous (expired) documents	All applicants	
<b>Biometric Residence Permit (BRP)</b> Current BRP card (if applicable)	All applicants (if applicable)	
<b>Tuberculosis (TB) test certificate</b> From an <a href="#">approved clinic</a>	All applicants who require the test: find out if you do <a href="#">here</a>	
<b>Financial evidence: bank statement, sponsor letter, or loan letter</b>  Must be original documents in the correct UKVI format and held in an account <a href="#">approved by UKVI</a> .  If submitting parents'/legal guardians' bank statements you must also submit your original birth certificate/adoption certificate/court document and letter of consent from parents/legal guardians.  Must evidence: any unpaid tuition fees PLUS £9,207 maintenance funds  <i>Required funds you need to prove must have been held for at least 28 consecutive days.</i>	All applicants EXCEPT "low-risk nationals" (unless requested by UKVI during the visa application process). Find out <a href="#">here</a> if you are a "low-risk national."	

<p><b>Academic/English language qualifications</b> Submit the original qualifications as listed on your CAS (academic certificates, transcripts, IELTS, other English language evidence as applicable)</p>	<p>All applicants EXCEPT “low-risk nationals” (unless requested by UKVI during the visa application process). Find out <a href="#">here</a> if you are a “low-risk national.”</p>	
<p><b>Official translations</b> If any of your documents (including bank statements) are not in English, you must submit official translations.</p>	<p>All applicants (if applicable)</p>	
<p><b>ATAS certificate</b> You must receive your ATAS certificate before you apply for your visa. Print and submit a copy of your ATAS certificate.</p>	<p>All applicants who require ATAS (your CAS will state whether or not you require ATAS)</p>	
<p><b>Police Registration Certificate</b> If you registered in the UK previously you must submit your original certificate.</p>	<p>Applicants who were required to register as a condition of a previous UK visa</p>	
<p><b>Evidence of your immigration status in the country you are applying from</b> Document to show your current immigration status (residence permit, green card, valid visa)</p>	<p>Applicants who are NOT citizens of the country where they are applying for their visa</p>	
<p><b>Proof of parental/legal guardian consent</b> A written letter from your parents/legal guardians giving their consent for you to travel and live independently in the UK.</p>	<p>Applicants under 18 years of age</p>	

## Step 2: Apply online

### Where to apply

- You must apply in your home country or the country where you are legally resident. [Find your nearest visa application centre.](#)

### When to apply

- After you receive your CAS and have all of the above documents prepared, apply as early as possible in advance of the course start date
- If you leave it too late you may need to use Priority Visa Service (this adds extra cost to your application fee)
- Standard service processing time for visa applications is 15 working days

## How to apply

- [Complete your visa application form online](#) using the AccessUK service
- At the end of the online application form you will pay the associated fees (detailed below) and will then book an appointment at your nearest [Visa Application Centre](#).
- **EU students: EU students who hold biometric passports will NOT have to book Biometrics appointments, and so can skip step 3**

## Application costs

- Student Visa application fee: £348
- Immigration Health Surcharge: £470 per year of study (for courses longer than 6 months)
- If you choose to use Priority Visa Service, this must be purchased online **BEFORE** you attend your appointment

## Step 3: Attend your appointment *(not applicable to EU students with biometric passports)*

### The following should occur at your Visa Application Centre appointment:

- You will need to take **all** of your documents (as detailed in the table above) with you
- You will provide your biometric information (photograph and electronic signature)
- Most applicants are given a Credibility Interview as part of their appointment. Please see the separate attachment regarding Credibility Interviews.

## Step 4a: The decision (non-EU students)

- After your visa application has been fully processed by UKVI, you will receive your passport back along with a Visa Decision Letter.
- If your visa has been granted, you will have an Entry Clearance Vignette in your passport. This is valid for 30 days and you must travel to the UK within this 30-day period.
- **IMPORTANT:** please check the Visa Decision Letter and your Entry Clearance Vignette for any errors. If there are any errors, you need to get them corrected at the Visa Application Centre *before you travel*.

- You will collect your Biometric Residence Permit (BRP card) in the UK, either from your University or the local Post Office, and this is your visa for the full course of study.

## Step 4b: The decision (EU students)

- After your visa application has been fully processed by UKVI, you will receive an e-mail with your application outcome. Please forward this to [visa@yorks.ac.uk](mailto:visa@yorks.ac.uk)
- If your visa has been granted, UKVI will provide you with a share code which can be shared with UK officials to prove your immigration status. Please also provide this to us at [visa@yorks.ac.uk](mailto:visa@yorks.ac.uk)

**If you receive a visa refusal or have any questions about this process, please contact [visa@yorks.ac.uk](mailto:visa@yorks.ac.uk)**