**All student details should relate to the programme you intend to study next (or continue to study) should your Tier 4 application be successful.**

**CAS REQUEST FORM – TAUGHT STUDENT APPLICATION**

**For a Confirmation of Acceptance for Studies (CAS)**

**FOR WORK PLACEMENT/STUDY ABROAD YEARS**

Please complete this form and return to [internationalstudents@leeds.ac.uk](mailto:internationalstudents@leeds.ac.uk)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **STUDENT INFORMATION** | | | | | |
| **Family Name:** | | **First Name:** | | | |
| **Student ID Number:** | | **Date of Birth:** | | | |
| **Nationality / Nationalities:** | | **Passport Number / Numbers:** | | | |
| **Visa Expiry Date\* (1)** |  | | | | |
| **COURSE INFORMATION** | | | | | |
| **Course applied for (level and subject of the course you will study next, or continue to study):** | | | | | |
| **Initial Course Start date** |  | **New course end date** | |  | |
| **What is the reason for you applying for further Tier 4 leave? (please tick as appropriate)** | | | | | |
| **Work Placement** |  | **Study Abroad Year** | |  | |
| **Start date of Work Placement/Student Abroad Year** | | |  | | |
| **Name & Address of the Placement company or Study Abroad institution:** | | | | | |
| **ATAS: Does your course require** [**ATAS clearance**](https://www.gov.uk/guidance/academic-technology-approval-scheme)**?** (If yes, you should apply for and obtain an ATAS certificate before making your visa application) | | | | **Yes** | **No** |
| **COURSE FEES** | | | | | |
| Fees payable for the coming year | | (£) | | | |
| Outstanding fees/other debts to the University | | (£) | | | |
| **Financial sponsorship/scholarship (any current and any ending in last 12 months)** | |  | | | |
| **Monthly income from sponsorship/scholarship** | | (£) | | | |
| **Number of Dependants applying with you** | |  | | | |

|  |  |
| --- | --- |
| **ATTACH VISA / FINANCIAL EVIDENCE DOCUMENTS / ATAS CERTIFICATE** | |
| **\*Attach a copy of your current visa with this form, and the documents to evidence that you can meet the financial requirements for your immigration application:** | |
| 1. **Copy of your current visa** |  |
| 1. **Evidence of your financial sponsorship, or scholarship award** |  |
| 1. **If you have previously been financially sponsored,**   **and this has come to an end within the last 12 months,**  **you must provide a letter of consent to continue your studies from your sponsor** |  |
| 1. **Self-Funding Students (personal bank statements)** |  |
| 1. **ATAS Certificate** |  |

**(4) Self-funding students:** You will need to show £9,135 (or £1015 per month if the remainder of your course is less than 9 months) in addition to any outstanding tuition fees. This amount needs to be held in your personal bank account for 28 days continuously at the time you make your CAS request, using bank statements dated within the last 31 days.

**(5) If you are applying with Dependants:** You will need to show £6,120 for each dependant or £680 per month per dependant for the course extension period, plus the additional 4 months that is added to the end of the Tier 4 visa leave period by UKVI, up to a maximum of 9 months.

Check the information here:

<http://students.leeds.ac.uk/info/21506/your_visa/701/extending_your_visa_in_the_uk>

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| **PREVIOUS STUDY IN THE UK:** Please provide details of **any** previous study in the UK. This is to assess that you meet the UKVI requirements on Academic Progression and will not exceed the maximum time limits for study at any particular level. | | | | |
| Start date | End date | Subject | Level (eg: A Level, undergraduate) | Institution |
|  |  |  |  |  |
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Please continue on a separate sheet if necessary, include all previous study in the UK and copies of previous BRPs/CAS if available.

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| **IMMIGRATION HISTORY:** | | |
| Have you ever had a Tier 4 visa refusal? (if yes, please attach details) | Yes | No |
| Any other information you wish to add: | | |

**Before your CAS is assigned, you will receive confirmation from International Student Advice that you are on track to meet the specific requirements for applying to extend a Tier 4 visa.**

**It is your responsibility to maintain the funds at the required level once these checks have been made.**

**Your visa will be refused if you do not meet the financial requirements at the time of application.**

Please read the [Tier 4 Policy Guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/752873/T4_Migrant_Guidance_NOV_2018_FINAL_VERSION.pdf) for full information on applying for your student visa.

**Terms and Conditions:**

**It is a student’s responsibility to abide by the conditions of their Tier 4 leave – please see**

<http://students.leeds.ac.uk/info/21506/your_visa/851/tier_4_responsibilities>

|  |  |  |
| --- | --- | --- |
| **STUDENT CONTACT DETAILS** | | |
| E-mail address: |  | |
| Telephone Number: |  | |
| **DECLARATION** | | |
| I confirm that the information provided is true and accurate.  I confirm I have read and understood the **Disclaime**r on this form below.  I agree to abide by the Home Office and University requirements.  I have attached all relevant documentation as requested. | | |
| Student Signature: | | Date: |

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| --- |
| **DISCLAIMER:** |
| **We will approve the issuing of a CAS to you on the basis that you have valid leave, your course represents Academic Progression, and your continued studies will not take you over the specific study limits, and your financial evidence meets the Tier 4 policy requirements at the time of your request.**  **Please note that the issuing of a CAS to you does not guarantee that your Tier 4 visa application will be successful.**  **You should ensure that all the documents you submit with your application meet the Tier 4 policy requirements on the date your application is submitted online.**  **After you receive your CAS, we recommend that you visit the International Student Office enquiry desk to book an appointment for an Adviser to check your application and documents, before your visa application is submitted.** |

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To be forwarded as follows (please mark “URGENT – CAS request”)

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| --- | --- |
| Taught Students | Jo Clarkson, PBS Compliance (Student Administration) |