

Completing an online Student Visa application outside the UK

Guidance Notes

This guide has been prepared by the International Advising Team to help you complete the online student visa application. Please do not hesitate to contact us at student.immigration@sgul.ac.uk if you have any questions about your application.

The application process is slightly different for EEA and Swiss Nationals who, before starting the online application form, will be instructed to

- (i) confirm their identity using the UK Immigration: ID Check app and
- (ii) create a UK Visas and Immigration (UKVI) account

If you are unable to use the UK Immigration: ID check app, you will need to follow the same process as non-EEA nationals, i.e. complete the online application form and then attend a Visa Application Centre to confirm your identity.



GETTING STARTED

- Go to <https://www.gov.uk/student-visa/apply>
- Click on the green 'Start now' button
- Answer 'No' to the question 'Are you intending to live in one of the Crown Dependencies of the UK?'
- Confirm your visa type – student

Prepare application

- Below are the types of questions you will be asked. These questions may vary depending upon your circumstances, for e.g. your nationality and age.
- Make sure you have your CAS statement available when completing the application form as the information on your application must match that on the CAS.

Questions asked	Guidance
PERSONAL INFORMATION	Ensure you provide an email address that you check regularly.
SCHOLARSHIPS	This is referring to postgraduate scholarships from the UK government. International students from the EU aren't eligible for those scholarship. More information can be found at Postgraduate scholarships for international students .
SPONSOR	Enter your 14-digit CAS number directly from your CAS Statement.
PERSONAL INFORMATION (ADDRESS)	Ensure the details you enter exactly match that on your CAS statement. You must provide the addresses that you have lived at for the past 2 years. This includes addresses overseas and in the UK.
PASSPORT DETAILS	This must be the passport noted on your CAS Statement. Contact us immediately, and before you submit your application, if you have changed your passport since your CAS was issued.
NATIONAL IDENTITY CARD	Only certain countries issue National identity cards. If you have a card, then provide the details but do not submit the ID card with your application unless specifically requested.
CURRENT STATUS	If you are applying outside of your country of nationality, you will be asked to confirm what permission you have to be in that country, for e.g. temporary visa. You will also be asked to add any additional nationalities you may hold.
ENGLISH LANGUAGE / SPOKEN LANGUAGE PREFERENCE	We recommend you choose English as this will be the language in which any interview with UKVI officers will be conducted.
DEPENDANT DETAILS	If you have a spouse and/or children who you financially support, you must provide their details even if they are not coming with you to the UK. You must also declare if you support any other relative.

Questions asked	Guidance
PARENT DETAIL	<p>You will be asked to provide details about your parents – name, date of birth and nationality.</p> <p>If you can only provide the details for one parent, you must declare this.</p>
FAMILY IN THE UK	<p>This only includes immediate family members, for e.g. spouse, children, parents, grandparents. If you answer yes, you will be asked to provide their name, nationality, relationship to you and what permission they have to be in the UK.</p> <p>If you don't have the contact details for your relative, you will be asked to state the reason why.</p>
TRAVELLING AS PART OF AN ORGANISED GROUP	<p>An 'organised group' is referring to a sports, work or study group. If you are only travelling with family or friends, answer no to this question.</p>
TRAVELLING WITH ANOTHER PERSON.	<p>This can include a parent, friend, work colleague etc. You will be asked to provide their name, nationality and relationship to you. You only need to list one name, even if you are travelling with more than one person.</p>
WHERE WILL YOU STAY IN THE UK	<p>If you have applied for accommodation in the university's halls of residence, enter the address below:</p> <p>Horton Halls St George's Grove Tooting London SW17 0BD</p> <p>Otherwise, you should enter the address of where you plan to stay. This can include an address of the hostel or other temporary accommodation where you will stay while you find somewhere to live.</p>
UK TRAVEL HISTORY	<p>If you have visited the UK in the last 10 years you will be asked to provide the details for up to 3 of the most recent trips. This includes the reason for your trip (e.g. tourism, study), the date (month/year) and length of your visit.</p>
MEDICAL TREATMENT IN THE UK	<p>Medical treatment includes visiting a doctor and /or being treated at a hospital. If you answer yes, you will need to provide the name and address of the doctor, hospital or clinic, the date of the medical treatment and whether you had to pay for this treatment.</p>
UK LEAVE TO REMAIN	<p>This question is asking whether you have made an application whilst in the UK for permission to stay longer ('leave to remain'). It does not refer to visa applications made outside of the UK.</p>
NATIONAL INSURANCE NUMBER	<p>You do not automatically receive a National Insurance (NI) number when you apply for a visa. You have to make a separate NI application from within the UK; you only need to apply for an NI number if you are intending to work in the UK. More information can be found at National Insurance - GOV.UK</p>
DRIVING LICENCE	<p>This question only asks if you have a UK driving licence, you do not need to declare an overseas driving licence.</p>

Questions asked	Guidance
PUBLIC FUNDS	Public funds refer to welfare money or state-funded benefits paid by the UK government to people who are struggling financially, for example, income support or housing benefit. A student visa will have an immigration condition that prohibits access to public funds.
TRAVEL TO AUSTRALIA, CANADA, NEW ZEALAND, USA, SWITZERLAND OR THE EEA:	You must declare if you have been to any of the listed countries. You will be asked to provide the details for up to 3 of the most recent trips. This includes the reason for your trip (e.g. tourism, study), the date (month/year) and length of your visit.
WORLD TRAVEL HISTORY	You must declare if you have visited any other countries in the past 10 years, this includes transiting through a country. You will be asked to provide the details for up to 3 of the most recent trips. This includes the country you visited, the reason for your trip (e.g. tourism, study), the date (month/year) and length of your visit.
DATE YOU PLAN TO ARRIVE IN THE UK	We do not recommend you book your travel to the UK until your visa is approved. You should therefore enter your intended date of arrival in the UK.
IMMIGRATION HISTORY	<p>It is extremely important that you declare details of any previous problems with immigration to the UK or any other country, for example, a visa refusal. You should include details if you successfully managed to appeal the visa refusal.</p> <p>Failure to provide this information will be viewed as deception or making false representations which could result in a 10-year re-entry ban.</p>
BREACH OF UK IMMIGRATION LAW	<p>You must declare whether you have breached UK immigration law in any way, for example, remained beyond the validity of your visa.</p> <p>Failure to provide this information will be viewed as deception or making false representations which could result in a 10-year re-entry ban.</p>
CONVICTIONS AND OTHER PENALTIES	You must declare convictions and/or other penalties in the UK and any other country. This includes cautions, driving offences, spent as well as unspent convictions. You must also declare any absolute or conditional discharges you have received for an offence.
SPONSOR LICENCE NUMBER AND ADDRESS	This information can be found on your CAS statement. Ensure you enter the details exactly as shown.
PLACE OF STUDY	St George's is a Higher Education Provider with a track record of compliance
PRIMARY SITE OF STUDY	St George's sponsor address should be shown as your primary site of study i.e. where the majority of your study will take place
UCAS	<p>If you applied for your course through UCAS enter your personal identification number. Contact us if you can't locate this number.</p> <p>If you applied directly to the university for your programme (postgraduate courses only), then answer no to this question.</p>

Questions asked	Guidance
ATAS	Only certain postgraduate courses require ATAS , for e.g. PhD. If you need to apply for an ATAS certificate, this would have been a condition of offer and you would have been required to obtain it prior to being issued a CAS.
FUTURE OFFICIAL FINANCIAL SPONSOR	<p>Examples of an official financial sponsor include the UK Government or your home Government, a university, or an international company or organisation. Examples of support may include a scholarship, internship, fellowship or training programme.</p> <p>An official financial sponsor does not include a parent or other family member.</p>
COURSE INFORMATION	<p>Enter the course name exactly as shown on your CAS.</p> <p>The ‘qualification you will get’ is noted as the ‘course level’ on the CAS and starts with RQF level. When selecting from the dropdown menu it will also give the Scottish equivalent which you can ignore, for e.g. if you CAS states RQF level 7, you will need to select ‘RQF7/SCQF11’.</p>
COURSE DATES	Enter the course dates exactly as shown on your CAS.
ACCOMMODATION PAYMENTS	<p>This is referring to money you may have paid to St George’s to stay at Horton Halls.</p> <p>You must ensure that any payment you have made towards accommodation is the same amount noted on your CAS statement. Please contact us if your CAS needs to be amended, this must be done prior to submitting your visa application.</p>
COURSE FEES	<p>Enter the course fees exactly as shown on your CAS.</p> <p>You must ensure that any payment you have made towards course fees (for example, £3000 deposit) is the same amount noted on your CAS statement. Please contact us if your CAS needs to be amended, this must be done prior to submitting your visa application.</p>
STUDENT LOAN	The student loan must be in your name or your parents name. An example of a student loan is the US Federal Aid loan.
MAINTENANCE FUNDS	<p>Maintenance funds refer to the balance of course fees plus living costs. Although all applicants must confirm they have the maintenance funds, ‘low risk nationals’ do not need to provide evidence of this with their application, this is known as the ‘differentiation arrangement’. See our ‘Student Route Visa Guide’ for more information.</p>
ADDITIONAL INFORMATION ABOUT YOUR APPLICATION	<p>If you want to add more information about your application but were not able to, you can write it here.</p> <p>This is the end of the questions on the application form. The next few questions are about your financial and supporting documents.</p>

You will be asked to complete a declaration at the end of the application form. Please ensure that we have checked your answers before completing the declaration; you cannot change your answers after completing the declaration.

BRP Collection – ACL code

If you are required to complete identity verification at a Visa Application Centre and are successful in your application, you will receive:

- an **Entry Clearance sticker** (sometimes called a vignette) in your passport, and
- a **Biometric Residence Permit (BRP)** as proof of your immigration status after your arrival in the UK.

In order to collect your BRP from St George's, you will need to select 'collect from an alternative location' when you reach the 'BRP collection' section of the application and then enter the following ACL code: 2HE752.

View and prove your immigration status – EEA and Swiss Nationals

If you are an EEA or Swiss National who used the UK Immigration: ID Check app and are successful in your application, **you will receive written notification by email of that decision**

This will include details of how to sign in to the **View and Prove** service on the GOV.UK website, where you can check your immigration status and its conditions at any time.

You will not receive a physical visa or permit card. We will ask you to use the view and prove service to evidence your right to study.

Tops tips for using the UK Immigration: ID Check app – EEA and Swiss Nationals

- Start your application on GOV.UK before using the app. You will be told when you need to connect to the app
- If you are applying using a compatible smartphone, you will be directed to download the app, or if you have downloaded it already, the app will open
- If you are applying on a computer or laptop, you will need to download and open the app and use the smartphone's camera to scan a QR code
- Make sure you have a steady internet connection, via 3G, 4G or WIFI
- Make sure you remove any cases from your passport and your phone
- You will need to take a picture of the photo page of your passport. You can hold your passport like a book - this makes it easier to take the image and help avoid glare. It's important that you get the strip of numbers and letters at the bottom of the page in to your picture
- To scan the chip in your passport, don't hover your device over your passport - place it directly on top
- The chip is located in different places in different documents. You might need to move your device around slowly until you receive the 'accessing chip' message. This might take you a couple of goes