

## APPLYING FOR A STUDENT VISA OUTSIDE THE UK

### FAQ'S GUIDE

#### Read the UKVI and ISS webpages / online resources:

To understand the UKVI's Student Visa application requirements please see the following UKVI resources:

- [UKVI Student Guidance](#)
- [UKVI's Financial Evidence for Student Route Applicants guide](#)
- [Appendix Student](#)
- [Appendix Finance](#)
- [Appendix ATAS](#)

#### Sections of this guide:

- **Prepare to make a Student Visa application**
- **Completing the Student Visa application form**
- **The maintenance requirement**
- **Common documents** (overview of non-financial documents)
- **Financial documents:**
  - ... evidence of maintenance (overview)
  - ... self-funding students (using cash funds)
  - ... self-funding students (receiving US Federal Loans / student loans)
  - ... for Officially Financially Sponsored students

## **Prepare to make a Student Visa application**

**Where you can apply:** UKVI say you can apply for a UK Student Visa in either the country you are a national of, or, in a country you are a resident of (for purposes other than as a visitor).

**You need to complete all of the visa application procedure in the country you are applying from – you won't be able to complete any part of this in the UK.**

- The visa application process can vary between countries and regions - see the webpages of the [visa application centre](#) you be in when you apply for your Student Visa. This will help you understand what the visa application process is there, what tasks you will need to undertake and when.
- If you have any queries about the visa application process specific to the country you will apply from, the visa application centre can assist you with these.
- If you will apply via a VFS visa application centre, see the VFS website for your country and region, and the information in the “Apply for a visa” and “FAQs” sections. Or, if applying via a TLS visa application centre, see the TLS website and “Application process” section.

## Completing the Student Visa online application form:

We cover some of the most commonly asked queries about how to complete and answer questions on the Student Visa application form here. When completing the Student Visa application form:

- Answer the initial questions on the screen about where you will stay in the UK, where you are applying from and so on, then set up an online UKVI account using your own e-mail address and a password.
- Carefully copy the information from your documents (e.g. UoG CAS and your passport) onto the Student visa online application form.

## FAQs:

### Q. How do I access the Student Visa application form?:

You can find the Student Visa application form on the [UKVI Student Visa webpages](#).

### Q. Which option should I select when answering the "Place of Study" question?:

Please select the option shown here – University of Glasgow is a Higher Education Provider with a track record of compliance:



Higher Education Provider with a track record of compliance

### Q. What should I enter for the date I plan to arrive in the UK?:

Select a date that will allow you to arrive in the UK in enough time to collect your BRP with full visa on it (where you are not granted a digital, online visa status) **and** complete Visa Registration before the latest course date / latest arrival date on your CAS.

### Q. What should I enter for my course start date and course end date in the "Course Information" section of the application form?:

**If you have a single CAS (for one course only)...** enter the course start date and course end date as stated on your CAS in the "Course Details" section.

**If you have a joint CAS (e.g. for a pre-sessional course + a Masters)...** enter the course start date of the pre-sessional course and the course end date of the Masters degree as stated on the CAS.

**Q. How do I answer the “Sponsor License Number and address” section?:**

Copy this information from your University of Glasgow CAS.

**Q. How long will my Student Visa be granted for?:**

This is discussed in Appendix Student of the Immigration Rules.

ST 25.3. The period of permission granted to an applicant before the start of the course who is applying for entry clearance will be either:

- (a) the relevant period before the course date which is set out in the table below, if entry clearance is granted 1 month or more before the start date of the course; or
- (b) 7 days before the intended date of travel, if entry clearance is granted less than 1 month before the start date of the course; or
- (c) with immediate effect, if entry clearance is granted less than 7 days before the intended date of travel and less than 1 month before the start date of the course.

Type of Course	Period granted before course start date	Period granted after course end date
A course of 12 months or longer	1 Month	4 Months
A course of 6 months or longer but shorter than 12 months	1 Month	2 Months
A pre-sessional course of less than 6 months	1 Month	1 Month
A course as a Postgraduate doctor or dentist	1 Month	1 Month
A course of less than 6 months in length which is not a pre-sessional course	7 Days	7 Days

**Q. How do I answer the questions about accommodation in the UK?:**

**If you are arranging accommodation via the University’s Accommodation Services** enter the address you will live at. If the address has not yet been finalised, use the Accommodation Services’ address and contact details:

Accommodation Services  
University of Glasgow  
Glasgow  
G12 8QQ

Tel: +44 (0)141 330 4743  
Email: [accom@glasgow.ac.uk](mailto:accom@glasgow.ac.uk)

**If you are arranging private accommodation** and your UK address is not finalised at the time you submit the visa application form online, you can use the address and contact details of the lettings agency you are arranging this through.

**If you have not arranged permanent accommodation** in the UK at the time you submit your visa application form, you should select “No” when asked if you know where you will live in the UK and enter the address and contact details of the temporary accommodation you have arranged (e.g. hotel or bed and breakfast) to stay in when you first arrive.

**Q. How do I answer the questions relating to my maintenance and course fees?:**

**“Accommodation payments”:** If you have made a payment toward your accommodation fees to the University of Glasgow please select “Yes”. Copy the amount of accommodation fees paid from your CAS and select “My sponsor has confirmed this information on my CAS” when asked “How can you prove this amount has been paid?”.

UKVI say where your CAS states you have paid accommodation fees (this is only for accommodation fees paid to University of Glasgow) you can deduct up to a maximum of £1334 of the amount stated on the CAS as paid for accommodation fees from the amount required for maintenance.

**Course Fees”:** Copy from your CAS. If you or your parents have already paid a deposit or any amount of your tuition fees, this will be stated on your CAS. If your CAS shows you have made a payment toward your tuition fees to the University of Glasgow select “Yes”, and “My sponsor has confirmed this information on my CAS”.

**Q. If I get issued a BRP how can I arrange to collect this from University of Glasgow (rather than from a UK Post Office)?** Use the ACL code when asked to choose where you would like to collect the BRP from on the visa application form - see the ACL on the Immigration Compliance Team webpages [here](#).

## The maintenance requirement (money for living costs and tuition fees)

### Q. How do I meet the UKVI's maintenance requirement?:

You need to show you have enough money to cover:

- any unpaid tuition fees (see your CAS / official tuition fee receipts), plus
- £1023 for each month of your course (up to 9 months (£9207) for living costs

You will prepare financial evidence showing you have access to any unpaid tuition fees plus your living costs. If your CAS states that you have paid all tuition fees or that you have £0 tuition fees to pay, or where you are providing official tuition fee receipts from UoG that show all tuition fees stated on the CAS have been paid, you would only need to show the £9207 for living costs in your financial documents.

**Deducting amount paid for tuition fees from the amount required for maintenance:** Tuition fees paid after the CAS has been issued will not be shown on, or added to, your CAS. If your CAS does not show the correct amount of tuition fees you have paid you will need to prepare official tuition fees receipts from University of Glasgow as additional evidence. See the Student Services Enquiry Team's guidance on "[How to Print Payment Receipts](#)".

**Deducting accommodation fees paid to UoG from the amount required for maintenance:** If your CAS states you have paid accommodation fees to University of Glasgow UKVI you can deduct up to a maximum of £1334 of the amount your CAS states you paid to UoG for accommodation fees from the amount required for maintenance.

## Common documents (overview of non-financial documents)

You will need to start preparing your documents early to make sure you have these before the date you need to submit the online visa application form. Some documents may take longer to prepare or receive than others so you will need to consider this. **If the documents you prepare do not meet the UKVI's requirements, or if they are not submitted within the timeframe given, your visa application may be refused.**

See the UKVI's document requirements and accepted documents in the UKVI resources:

- [UKVI Student Guidance](#)
- [UKVI's Financial Evidence for Student Route Applicants guide](#)
- [Appendix Student](#)
- [Appendix Finance](#)
- [Appendix ATAS](#)

**Your CAS:** The CAS is a “live” document on an electronic system shared by universities who are Student Visa sponsors and the UKVI. You will be e-mailed your CAS from Admissions. Make sure all details on the CAS are correct (e.g. personal details, passport number, amount of tuition fees to pay, amount of tuition fees you have paid so far, course dates). A CAS expires 6 months after the date it is issued – you must use a valid CAS. A CAS can only be used once to make a Student Visa application.

If you spot any errors on your CAS contact Admissions and ask for the CAS to be amended. Admissions will usually send you an e-mail to confirm when amendments have been made. CAS updates often appear in the “Sponsor Note” section.

**Please note:** if you paid tuition fees to UoG after your CAS was issued the CAS cannot be updated to reflect this. Instead, you need to prepare **official tuition fee receipts** and submit these with your visa application documents as evidence of the amount of tuition fees paid.

**Academic documents (evidence used to obtain offer):** See the English Language and Documents Used to Obtain Offer sections of your CAS – if academic documents are stated there (e.g. certificates, transcripts etc) you need to prepare these for your Student Visa application.

**ATAS:** If your offer of study from UoG and / or CAS states you need an ATAS certificate you should apply for this as soon as possible. It can take on average 20-30 days for the FCDO to process an ATAS application (sometimes longer in busier times of year). See the [ATAS webpages](#) for guidance on how to apply.

- Admissions can confirm the CAH code for your course if you do not know this.
- You can contact the [School Office / Graduate School](#) you will study with at UoG to ask for the details you need to enter regarding your studies / course at UoG, who your supervisor will be etc.

**Documents not in English:** Prepare a translation that meets all requirements in the UKVI’s [Student Guidance](#) to accompany any document that is not in English -

If a document is not in English or Welsh, the applicant must provide a fully certified translation from a professional translator or translation company that can be independently verified by the Home Office. The translation must include all of the following information:

- confirmation that it is an accurate translation of the document
- the date of translation
- the full name and signature of the translator or an official from the translation company
- the translator or translation company’s contact details

## Document FAQs:

### Q. What documents should I prepare if my visa application will be considered under the “differentiation arrangements”?

Some nationals (see ST22.1 in [Appendix Student](#)) applying for a Student Visa may not be asked to submit the following documents:

- evidence of finances (maintenance)
- academic documents & qualifications stated on CAS (these are the documents listed in the Evidence Used to Obtain Offer section)

However, please note that UKVI have the right to request these documents at any time while they are still processing your visa application. You should prepare these documents anyway in case UKVI ask you to submit these.

### Financial documents (evidence of maintenance)

The financial documents you prepare must meet the UKVI’s document requirements. The type of document/s you need to prepare as evidence of meeting the maintenance requirement depends on whether you are a “self-funding” or “officially financially sponsored” student.

You may need to prepare more than one financial document. Where you will prepare financial documents for more than one financial account, documents for cash funds must clearly show (when considered together) that you have held the money required for maintenance over the same 28 day period.

Your CAS, tuition fee receipts and the other financial documents you prepare will be referred to by a UKVI caseworker to assess whether you meet the maintenance requirements.

**Financial documents made outside the UK:** Financial documents can be made in any country however you will need to prepare additional documents that meet the UKVI’s requirements where:

- A document is not in English (you must also prepare a translation to English)
- Money on a document is not shown in GBP (you must also prepare currency conversions to GBP)

**Currency Conversions:** If the currency on your financial documents (such as bank statement, bank letter etc) is not in GBP (British pounds), you need to make and save a currency conversion to GBP on the day you submit the online Student Visa application form.

UKVI say you need to use the currency converter here: [www.oanda.com/currency-converter/en/](http://www.oanda.com/currency-converter/en/).

Once you have made a conversion to GBP, click the option to “Print” on the screen then choose to save as a PDF. Keep the currency conversions you make with your other financial documents for your visa application.

Where you are using bank statements for example, you would make and save currency conversions to GBP of both the end balance, and the lowest amount held over the 28 days before the end balance.

**Translations to English:** Prepare a translation that meets all requirements in the UKVI’s **Student Guidance** as discussed earlier in the “Common documents” section on page 7.

## **Financial documents for self-funding students (using cash funds)**

**Acceptable financial documents:** UKVI’s **“Financial Evidence for Student Route Applicants”** discusses the acceptable financial documents you can prepare for cash funds:

“If you’re not being financially sponsored or relying on a student loan, your funds can be held in any form of personal or building society account including a:

- current account
- deposit account
- savings account
- pension savings
- investment account

Cash must be in an account that allows you immediate access. Funds must have been acquired legally and if you were in the UK you must not have earned them when working illegally.

You can provide:

- bank statements
- building society passbooks
- certificates of deposit

- a letter from your bank or building society

Your bank statement should show information like:

- the date it was issued
- your name (or the account holders name if it is your parent)
- the name of the bank or building society
- balance on the account

You can provide a download of electronic bank statements as long as it has this information. You do not need to have these stamped by the bank. We may do verification checks with your bank. If we're unable to verify the funds your application may be refused."

The [Student Guidance](#) offers additional information for bank statements / building society pass books:

It is not a requirement that electronic bank statements or pass books must be stamped on each page or accompanied by a supporting letter. The caseworker would normally expect a banking or building society record to:

- be on official stationery or an electronic record
- be printed or electronic (not hand written) • include the account holder(s) names
- include the account number
- include the date of the statement
- include information about the bank, such as contact details or a branch code
- show transactions and amount held over time (although this is not the norm in all countries).

A letter from a financial institution should normally include similar information, although it may confirm the balance and the length of time held rather than providing a record of transactions. If the letter:

- is not on headed paper
  - is not signed by an official from the financial institution
  - does not show contact information that the caseworker would need to verify the letter
- then the caseworker should consider asking the applicant to provide a more formal letter.

Mini bank statements printed from automatic teller machines (ATMS) are not satisfactory evidence of funds as they do not include sufficient information to show the financial requirement is met and are easy to fake.

**Appendix Finance** 7.1 - 8.2 also states these requirements for financial documents of cash funds:

- FIN 7.1. The most recently dated piece of financial evidence must be dated within 31 days before the [date of application](#).
- FIN 7.2. The length of time for which funds are held will be calculated by counting back from the date of the closing balance on the most recently dated piece of financial evidence.
- FIN 7.3. The financial evidence provided must cover the whole period of time for which the funds must be held
- FIN 8.1. Funds may be held in any form of personal bank or building society account (including current, deposit, savings, pension from which the funds can be withdrawn or investment account) provided the account allows the funds to be accessed immediately.
- FIN 8.2. Funds held in other accounts or financial instruments such as shares, bonds, credit cards, pensions from which the funds cannot be withdrawn immediately, regardless of notice period, will not be accepted as evidence of funds.

#### **Q. How long do I need to have held the maintenance money for when using cash funds?**

You need to show the money required for maintenance has been held for at least 28 days before the date that you submit the online Student Visa application form. You should still be holding the money required for maintenance at the time you submit your online Student Visa application form.

You will need to be able to count back at least 28 days from the closing balance / last transaction date on your financial document. The document must clearly show you have been holding the amount of money required for maintenance (in GBP) over that period.

**Please note:** If your financial documents show that the money you held dropped below the amount required for maintenance within the 28 day period before the end balance, your visa application is very likely to be refused.

You can use a [date-to-date calculator](#) to check:

- You have held your maintenance for 28 days or more, before and including the last transaction date on your financial document, and
- The date the your financial document was made, and the last transaction date on your, fall within the 31 days before the date you submit the online Student Visa application form

## Q. Can I use financial documents that show the money held in someone else's name?

**Appendix Finance** (5.1-5.3 and 7.1-8.2) says:

FIN 5.1. Accounts relied on must be in the name of the applicant (either alone or as a joint account holder), unless one of the following applies:

- (a) the account is in the name of the applicant's [partner](#) who is applying for entry clearance or [permission to stay](#) at the same time or has been granted [permission](#); or
- (b) if the applicant is applying as a [Child Student](#), or [Student](#), or dependant child, the account may be in the name of their [parent](#), or their legal guardian; or
- (c) if the applicant is applying as a [Child Student](#) and they are being cared for by a close relative, or a private foster care arrangement has been made which complies with the requirements in CS 9.3. to CS 9.5, the account may be in the name of the applicant's close relative or private foster carer.

FIN 5.2. The applicant, or account holder in FIN.5.1, must have control of the funds.

FIN 5.3. If the applicant is applying as a [Student](#) or [Child Student](#) and they are relying on funds held in an account in a [parent](#) or legal guardian's name as specified in FIN 5.1. they must provide proof of that relationship and written consent from the [parent](#) or legal guardian to use those funds.

**Using cash funds held in your parent's name:** you need to prepare additional documents -

- A consent letter from your parents / legal guardians, **and**
- Evidence of your relationship to your parents / legal guardians

**Consent letter requirements:** ( see "[Financial Evidence for Student Route Applicants](#)")

- Your parent's / legal guardian's full names (as stated on the financial document in their name)
- Your full name
- Confirmation they are your parent's or legal guardians
- Confirmation they give consent for you to use their money for tuition fees and living costs for your study in the UK.

**Evidence of your relationship document requirements** (see the [Student Guidance](#)):

"The applicant must provide evidence of their relationship with their parents or legal guardian who have provided consent in support of their application. This can be in the form of a copy of one of the following documents:

- a birth certificate that shows the names of the applicant's parents
- a certificate of adoption that shows the name of the applicant's parents or legal guardian
- a court or government issued document naming the applicant's legal guardian or establishing the sole responsibility of one parent

Equivalent documents will not always be formatted in the same way, there is some regional variation in how these documents are presented. Provided the document contains the required information and is in English or is accompanied by a verified translation, the document can be accepted".

## Self-funding students - receiving US Federal Loans / another accepted type of student loan

**Appendix Finance** (8.3c and 9.2) and UKVI's "**Financial Evidence for Student Route Applicants**" discuss information on acceptable student loans and document requirements. Student loan money does not need to have been held for 28 days.

**Appendix Finance** (8.3 and 9.2) says your student loan must be provided by:

1. (i) a government; or
2. (ii) a government sponsored student loan company; or
3. (iii) an academic or educational loans scheme which is provided by a financial institution regulated for the purpose of issuing student loans by either the Financial Conduct Authority (FCA) and the Prudential Regulation Authority (PRA) or, in the case of overseas accounts, the official regulatory body for the country the institution is in and where the money is held.

If the money your educational loans document shows you will receive for living costs and tuition fees does not meet the UKVI's maintenance requirements, you need to show you have access to the remaining amount of money required for maintenance and prepare additional financial documents to prove this.

**US Federal Loans recipients:** you will submit the US Federal Loans letter that confirms the amount of money you will receive for tuition fees and living costs. You will be sent this letter from the US Federal Loans Team (Registry) at University of Glasgow once your loans provider has sent them confirmation of the details of your student loan.

**Other student loans recipients:** your student loan document must:

1. (a) be dated no more than 6 months before the [date of application](#); and
2. (b) confirm the loan is a student loan provided by either the relevant government or a government sponsored student loan company or an academic or educational loans scheme; and
3. (c) confirm there are no conditions on release of the loan funds other than a successful application to study in the UK as a [Student](#) or [Child Student](#); and
4. (d) confirm the amount of the loan; and
5. (e) confirm the loan is to the applicant; and
6. (f) confirm the funds will be:
  1. (i) available to the applicant before they travel to the UK; or
  2. (ii) paid directly to the [student sponsor](#) before they travel to the UK, with the living cost portion of the loan being made available to the applicant by the time they arrive in the UK; or
  3. (iii) available before the applicant begins their course if the loan is provided by the applicant's national government; and
7. (g) confirm the lender meets the requirement at FIN 8.3(c).

## Financial documents for Officially Financially Sponsored students:

**Appendix Finance** (8.3b) defines official financial sponsorship as:

“funds provided by an official financial sponsor, which must be His Majesty’s Government, the applicant’s national government, the British Council or any international organisation, international company, university or Independent School”.

You will need evidence of official financial sponsorship (or scholarship) money you will receive towards the tuition fees and or living costs for the course which you are applying for a Student Visa to study. Official financial sponsorship (or scholarship) money does not need to have been held for 28 days before you apply for a Student Visa.

Students who will receive official financial sponsorship (or scholarship) money that covers both their tuition fees and living costs will be considered as “fully funded”.

If the official financial sponsorship (or scholarship) money you will receive does not cover both living costs and tuition fees, or where money received for both tuition fees and living costs does not meet the UKVI’s maintenance requirements, you will need to show you have access to the remaining amount of money required for maintenance. You should prepare additional financial documents to prove you have the remaining amount of money needed to meet the maintenance requirements ( see the information about financial documents for self-funding students and the document requirements discussed earlier in this guide).

**When written consent to apply for a Student Visa and stay longer in the UK is required:** See the [Student Guidance](#) –

If an applicant has previously had official financial sponsorship from a government or international sponsorship agency, covering both course fees and living costs, it is a validation requirement that they must obtain consent from the financial sponsor to a further application for permission to study in the UK as a Student being made within 12 months of completing that course, or within 12 months of the award of that scholarship if the application is under Child Student.

You will not need to provide written consent where:

- Money was not received from a government or international scholarship agency
- Details of official financial sponsorship / scholarship are stated on the CAS
- Money you received was not for both tuition fees and living costs (where you are “partially funded”).

**Documents required as evidence of official financial sponsorship (or scholarship) money:**

Where details of your official financial sponsorship (or scholarship) are not stated on your CAS you need to prepare a letter from your official financial sponsor / scholarship provider.

**Evidence: CAS:** Details of scholarship money will be stated on your CAS where the money will be paid to you via the University of Glasgow, and will include information as required in a sponsor letter, such as:

- Name of scholarship
- How long the money will be paid for
- Amount of money you will receive for tuition fees and living costs, **or**
- Confirmation that all of your tuition fees and living costs will be covered.

**Evidence: a sponsor letter:** If your official financial sponsorship (or scholarship) money will not be received via University of Glasgow it will not be stated on your CAS.

You will need to prepare a sponsor letter from your official financial sponsor / scholarship provider for your visa application.

See the sponsor letter requirements in [\*\*“Financial Evidence for Student Route Applicants”\*\*](#):

If your official financial sponsorship is not recorded on your CAS you’ll need to show a letter of confirmation from the official financial sponsor. The letter must show:

- the date
- the name of the financial sponsor
- contact details of the financial sponsor
- how long the sponsorship will last
- the amount of money that is being given or confirmation that all of your fees and living costs will be covered.