Section One - Prepare to make a Student Visa application.

- Read the webpages of the visa application centre you will apply through for the country you will be in when you apply to understand what the visa application process is, what tasks you will need to undertake and when. For example, on the VFS website see the “Apply for a visa” section. On the TLS website see the “Application process” section. The visa application centre can assist with queries specific to the visa application process for the country / region you are applying in.

- 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).

- Make sure your CAS details are correct before you apply (e.g. your personal details, course details / length of course etc). If you are not sure - or if you need your CAS amended - contact Admissions.

- To understand the UKVI’s Student Visa application requirements, or the requirements for any documents you need to prepare for the Student Visa application, please see the following UKVI resources:
  - “Financial Evidence for Student Route Applicants”
  - Student Caseworker Guidance
  - Immigration Rules: Appendix Student and Appendix Finance & Student Visa webpages

- Read the information on the International Student Support Team’s “Applying for a Student Visa Outside the UK” and UKCISA’s Applying for a Student Route Visa outside the UK webpages.

- Make sure you apply for your Student Visa in good time. There may be delays in the UKVI’s visa processing times at busy times of year so please ensure you are ready to make your visa application once you receive your University of Glasgow CAS.

You need to receive your visa and arrive in the UK in enough time to:

- collect your BRP (if you are issued a visa sticker – your decision e-mail will state if you need to collect a BRP and where from), and

- complete Visa Registration before the latest arrival date on your CAS.
Section Two - Complete the Student Visa online application form.

Q. How do I access the Student Visa application form?:
You can find the Student Visa application form on the UKVI Student Visa webpages.

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.

Where there is a link next a question on the application form this is usually there for you to click on to provide more information about the question being asked. Carefully copy information from the documents you have prepared, such as your CAS and passport, onto the visa application form.

Q. Which option should I select when answering the “Place of Study” question?:
University of Glasgow is a 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 with enough time to collect your BRP (where you are not granted a digital, online visa status) and complete Visa Registration before the latest arrival date on your 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?:
See Appendix Student of the Immigration Rules.

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

For use from February 2023.
Applying for a Student Visa Outside the UK – FAQs

Q. How do I answer the questions about accommodation in the UK?:
This will depend on whether you are arranging accommodation via the University of Glasgow’s Accommodation Services, or if you are arranging private accommodation (e.g. through a lettings agency or private landlord).

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, you can use the Accommodation Services’ address and contact details here:

Accommodation Services
University of Glasgow
Glasgow
G12 8QQ

Tel: +44 (0)141 330 4743
Email: 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) - write the address and contact details of the lettings agency you are arranging this through.

If you have not arranged permanent accommodation (at the time you submit your visa application form) - 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 (e.g. hotel or bed and breakfast) you have arranged to stay in when you first arrive.

Q. How do I meet the UKVI’s maintenance requirement?:
To meet the maintenance requirement, you need to show you have:

➢ 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.

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”.

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 for accommodation fees from the amount required for maintenance. It is important to note that only accommodation fee payment money that is stated on your CAS can be deducted.

For use from February 2023.
Q. How do I answer the questions relating to my maintenance and course fees?:
Check your CAS before completing these questions –

"Accommodation payments": If your CAS states 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?”.

“Course Fees”: Copy the amount of tuition fees for your course and any amount already paid as stated on your CAS.

Where your CAS shows you have made a payment toward your tuition fees (such as a deposit) to the University of Glasgow select “Yes” when asked if you have paid any course fees and select “My sponsor has confirmed this information on my CAS”.

Q. What documents can I use for evidence of having the maintenance required?:
See Appendix Student, Appendix Finance, Student Caseworker Guidance and the “Financial Evidence for Student Route Applicants” for acceptable documents and their requirements.

The Student Caseworker guidance states:

“The applicant must show that they have held the required level of funds for a consecutive 28 day period, unless they are relying on a student loan, an award from a Government or international sponsorship agency, or where they are receiving some portion of the funds or other financial sponsorship from their student sponsor (as a bursary, for example). The 28 day period must end no more than 31 days before the application date.”

Bank or building society documents: These documents can be either in your name, or, in your parent’s / legal guardian’s name. See Appendix Finance 5.1-5.3 and 7.1-8.2.

You will need to show the money has been held for a least 28 days before the date you submit the online visa application form. Use a date-to-date calculator to check:

- You have held your maintenance for the required length of time, and
- That the date the document (e.g. bank statement) was made, and the last transaction date on your bank statement, fall within the 31 days before you submit the online form.

The document “Financial Evidence for Student Route Applicants” discusses acceptable documents you can use that are in your name, or in your parent’s or legal guardians names:

“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 or partner)
- 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 document “Financial Evidence for Student Route Applicants” states you can use your parent’s or legal guardian’s money and that they need to provide a letter for you to use:

“This letter from your parents should confirm:

- Your parent’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.”

You should also provide evidence of your relationship with your parent or legal guardian as discussed in the Student Caseworker 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.”
If you will receive US Federal Loans or another accepted type of student loan:

See [Appendix Finance 8.3c and 9.2 and document “Financial Evidence for Student Route Applicants”](#).

Student loans money does not need to have been held for 28 days.

**US Federal Loans recipients** will submit the loan letter received from the [US Federal Loans Team](#) at the University of Glasgow. You also need to prepare, print and submit a currency conversion to GBP of the money stated on the letter that you will receive.

If the money your US Federal Loans letter or other accepted student loans letter shows you will receive for living costs and tuition fees (e.g. per month or year) does not meet the UKVI’s maintenance requirement, you will need to show the difference using additional financial documents.

**For any other student loans** you need to show a student loan letter which:

- is dated no more than 6 months before the date of application
- confirms 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
- confirms there are no conditions on release of the loan funds other than a successful application to study
- confirms the amount of the loan
- confirms the loan is for you
- is on official stationery
- confirms the funds will be available to you, or paid directly to the sponsor, before you begin your course

**Officially financially sponsored students:** This is where you will receive money covering your tuition fees and living costs from an official financial sponsor (or have done in the last 12 months). [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”

Official financial sponsorship money does not need to have been held for 28 days.

If you will receive official financial sponsorship money paid to you via the University of Glasgow the details of this should be stated on your CAS.

If your official financial sponsorship money will not be paid to you via University of Glasgow you need to prepare a letter from your official financial sponsor for your visa application.

For use from February 2023.
The document “Financial Evidence for Student Route Applicants” states:

“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

Appendix Student (ST 1.3) also confirms:

“If the applicant has, in the last 12 months before the date of application, completed a course of studies in the UK for which they have been awarded a scholarship or sponsorship by a Government or international scholarship agency covering both fees and living costs for study in the UK, they must provide written consent in relation to the application from that Government or agency.”

If the money your official financial sponsor letter shows you will receive for living costs and tuition fees (e.g. per month or year) does not meet the UKVI’s maintenance requirements, you will need to show the difference using additional financial documents that meet the UKVI’s financial evidence requirements (e.g. bank statements).

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

This will depend on whether you have a “joint CAS” or a “single CAS”:

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 + Masters): enter the course start date of pre-sessional course and the course end date of Masters degree as stated on the 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. You can also see the ACL code for University of Glasgow on your CAS and on the Immigration Compliance Team webpages here.

Q. Do I still need to prepare all documents if I am eligible to apply under the Differentiation Arrangements?:

Certain nationals who are applying for a Student Visa do not initially need to submit the following documents prepared for their Student Visa application. You only need to submit the visa application documents UKVI ask you for when you apply.
We would recommend that you prepare all documents and keep them aside somewhere safe however as UKVI may request these from you at any time whilst processing your visa application:

- evidence of finances (maintenance)
- academic documents & qualifications stated on CAS as used to obtain your offer of study (these are the documents usually listed in the Evidence Used to Obtain Offer section)

Section 3: After you receive your visa application decision from UKVI.

Q. When can I come to the UK?:

- After you have received a decision on your visa application, and
- On or after the date your visa is valid from

You will either:

- receive a 90 day visa sticker (this is sometimes called a visa vignette) in your passport to use to travel to the UK (and collect your BRP with full visa on it in the UK), or
- you will be granted an online digital visa status with share code.

Please see the UKVI webpages for information what happens after you receive the UKVI's decision e-mail.

Remember, you need to arrive in the UK in enough time to:

- collect your BRP (if you are issued a visa sticker – your decision e-mail will state if you need to collect a BRP and where from), and
- complete Visa Registration before the latest arrival date on the CAS.

Q. What if there is a delay in getting my visa and I cannot come to the UK before the latest arrival date on my CAS?

If you do not think you can arrive in the UK, collect the BRP (if required) and complete all registration tasks by the latest arrival date Admissions have stated on your CAS, please contact your School Office / Graduate School Office at UoG about this so they can advise on whether they can offer you a new, later arrival date.

If so, the School Office / Graduate School Office would confirm this with you and with Admissions. UKVI would be informed of the new, latest arrival date agreed.