

# Pre-Application Checklist



## All Applicants (UK and overseas) \*

- Your CAS (does it include any fees that you already paid?)
- Your passport (this must be your actual passport, not a copy)
- ATAS certificate, if you require this for your course (science courses only – your school will tell you if you need this)
- If in the last 12 months you have been financially sponsored by a government, international scholarship agency, international company or university, a letter from them confirming they give consent to you to continue your studies

***\*If you are a low risk applicant, you do not need to submit your documentation with the application. However, you must ensure that your documentation meets the visa requirements and it's available for submission. Officers can request the evidence at any point when assessing your visa application.***

## Applicants applying overseas may also require the following

- TB test (unless you have been living for more than 6 months in a country that does NOT require TB testing (e.g. the UK), and NOT been away from that country for more than 6 months on the date of application) <https://www.gov.uk/tb-test-visa>

## Applicants applying in the UK will also require the following additional documents

- BRP
- Police registration certificate, updated with your current address and visa, if you were required to register with the police
- Evidence you have successfully completed your previous course in the UK (e.g. transcript or certificate)

## Translations must include all of the following (if your supporting documents are not originally in English)

- Must include the date of the translation
- Confirmation it is an accurate translation
- Signature, credentials and contact details of the translator/translation company

## Financial Documents

- Does the document you will use meet the requirements below? Remember that the document must have been issued before the date of application (see table below) \*

***\*For Student visa applications made in the UK, you will be exempt from meeting the financial requirements if you have been living in the UK for 12 months or more with permission at the time of application.***

## Calculating Funds



Your financial document must confirm that you have had the required level of funds. For this you should calculate the funds below.

Tuition fees £..... Minus any amount paid (should be on your CAS) £.....+ £12,006 (maintenance)  
**= Total .....**

Whichever document you use must confirm the information specified on the table below:

<b>Bank Statement/ letter</b>	Student/parent name	Account number	Bank/Institution name and logo	Stamped on every page (if electronic statement)	£12,006 (or equivalent) plus any unpaid tuition fees, for at least 28 consecutive days	Dated no more than 31 days before date of visa application payment	If parent/legal guardian's statement, birth certificate and supporting letter
<b>Certificate of Deposit</b>	Student/parent name	Account number	Bank/Institution name and logo	At least 28 days between deposit (containing enough funds) date and document date	Dated no more than 31 days before date of visa application payment	No wording to indicate funds are frozen	If parent/legal guardian's statement, birth certificate and supporting letter
<b>Sponsor Letter</b>	Do they meet the definition of 'Official Financial Sponsor'?	Letter headed paper and stamped	Student's name and name of any dependants	Letter is dated	Confirmation of amount of money providing /confirmation will pay all tuition fees and living costs	Length of sponsorship	Contact details of the Official Financial Sponsor
<b>Loan letter</b>	Only government, government-sponsored loan company or educational/ academic loan scheme	Dated less than 6 months before the date of application	Student's name	Institution's name and logo	The amount available as a loan	Loan is in student's name	No conditions on the release of the loan