

Applying for a Tier 4 visa using a CAS

Guidance for prospective exchange or Study Abroad students

As of 22nd February 2010, you will no longer be able to apply for a Tier 4 visa using a visa letter. From 22nd February 2010 onwards, you will need to make your Tier 4 application using a **CAS**.

What is a **CAS**?

A **CAS** is a unique identifier number which is issued to the university by UKBA's electronic sponsor management system. This number confirms that UKBA has given the university permission to 'sponsor' your Tier 4 application. If you apply for your Tier 4 visa using a Newcastle University **CAS**, your Tier 4 visa will only be valid for study at Newcastle University.

When will I receive my **CAS**?

When your offer has gone unconditional, Newcastle University's International Office will send you a **Confirmation of Place**. Please check the details in this document carefully and advise admissions immediately if any of the details are incorrect. It is vital that your personal details, such as your date of birth and passport number are correct otherwise there may be delays in issuing your **CAS**.

Your **CAS** will be issued soon after you have received your **Confirmation of Place** and any appropriate amendments have been made to your application record.

How will I receive my **CAS**?

Your **CAS** will be sent to you electronically. Please ensure that the International Office has your correct e-mail address.

What information will be in my **CAS** e-mail?

Your CAS e-mail will contain the following information:

- Your **CAS** number. This should be 14 digits long;

- Newcastle University's Tier 4 sponsor license number;
- Your course title;
- Your course start and end dates;
- Details of any fee paid to the university, if you are responsible for paying your own tuition fee;
- Details of any known financial sponsorship of your studies (Eg. Fees paid by your home institution)
- The criteria we have used to assess your eligibility for your course. You **MUST** include appropriate documentation with your Tier 4 application, plus any translations as appropriate.

When should I apply for my Tier 4 visa using my **CAS**?

You can begin your Tier 4 application using your CAS no **more than 3 months** before the start date of your course, but please ensure that you begin the process as soon as you can within the 3 month timescale to ensure that you have your visa in time to travel to the UK for the start of your course.

How do I apply for my Tier 4 general visa?

- 1) **Read the current Tier 4 general guidance thoroughly before beginning the application process!** The guidance is available at: <http://www.ind.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrationguidance.pdf>;
- 2) Make sure you have all of the relevant original supporting documents in the required format **before** making your Tier 4 application;
- 3) Go to UK Visas website at <http://www.ukvisas.gov.uk/en/howtoapply/>
To find out the visa application process for your country, following any relevant guidance at <http://www.ukvisas.gov.uk/en/howtoapply/infos/>

What should I do when I have my Tier 4 visa?

Your visa will be issued for study at Newcastle University only. If you change your mind about studying at Newcastle University after your visa is issued, you will need to request that your visa is cancelled and you will need to re-apply for your Tier 4 visa using a new **CAS** from a different Tier 4 institution.

Warning! It is a criminal offence to register at an institution of your visa has been issued for study elsewhere.

Make sure you arrive in the UK in plenty of time for the start of your course, **but do not attempt to travel to the UK before the validity date of your visa.**

Avoid travelling to the UK via the Republic of Ireland, as there is no immigration control between the two countries and your visa will not be activated on arrival in the UK.

Please ensure you register for your course at during the required registration period. If you do not do so and you do not advise the university of your late arrival, unfortunately, you will be reported to the UK Border Agency as a no-show, which may result in your visa being curtailed or cancelled.

Where can I get further information on Tier 4?

Please see the following sources of advice:

UK Borders Agency

<http://www.ind.homeoffice.gov.uk/studyingintheuk/adult-students/>

<http://www.ukvisas.gov.uk/en/howtoapply/>

UK Council for International Students

<http://www.ukcisa.org.uk/student/immigration.php>

Newcastle University Visa Team

<http://www.ncl.ac.uk/students/progress/visa/contact.htm>

