

Applying for a Tier 4 visa using a CAS

Guidance for prospective undergraduate 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 ('Confirmation of Acceptance for Studies').

What is a CAS?

A CAS is a unique identifier number which is issued to the university by the UK Border Agency (UKBA) through its 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?

Once you have an unconditional offer, the undergraduate admissions team at Newcastle University will send you a 'Confirmation of Acceptance for Studies' letter electronically. Please ensure that the University 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 you have already paid to the University;
- A list of the qualifications we have used to assess your eligibility for your course. You **MUST** include your original certificates/transcripts with your Tier 4 visa 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 visa?

- 1) **Read the current Tier 4 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 Newcastle University during the required registration period. If you do not do so and you do not advise the University that you will be late arriving, we shall be obliged to report you 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>